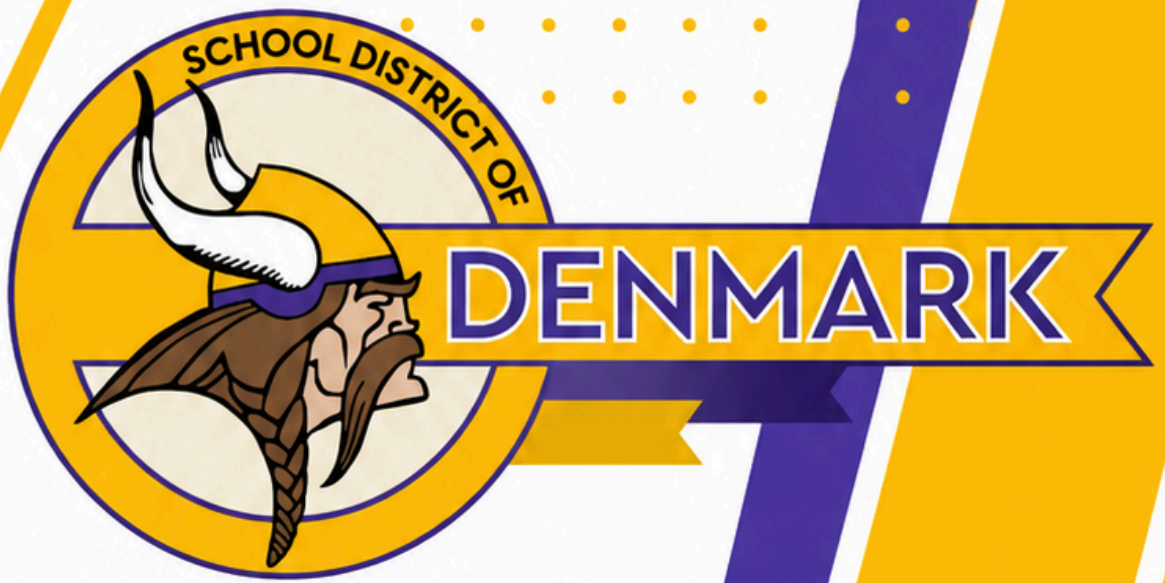




DENMARK HIGH SCHOOL

STUDENT HANDBOOK

2026-2027

TABLE OF CONTENTS

Welcome	2	Refusal to Comply	28
School Board Message	3	Co-Curricular & Field Trip Transportation	29
Staff Directory	4	Dress Code	28
Daily Schedule	8	Fees	30
Attendance		Fire Drill	30
Attendance	9	Food and Drink in the Building	30
Falsified Notes/Telephone Calls	9	Halls	30
Habitual Truancy	9	Lockers	31
Leaving the Building	10	Lunch	31
Pre-Approved Planned Absences	10	Open Campus	32
Reporting an Absence	11	Notice of Parents Right to Know: Assessment Policy	33
Tardiness	11	Notice of Parents Right to Know: Professional Qualifications	34
Truancy	12		
Complaint		Other Emergencies	35
Formal Complaint Procedure	13	Parking/Vehicles	35
Maintenance of Complaint Records	14	Parking Lot/Use of Cars During School Day	35
Public Notice of Pupil Nondiscrimination	14	Tornado Drill	35
Pupil Discrimination Complaint	16	School Closing	36
Procedure	16		
Discipline		Student Services	
Homework	18	Grading Scale	36
Academic Dishonesty/Plagiarism	19	Grade Point Averages	36
Bullying/Harassment Policy	20	Graduation Requirements	37
Buses/Bus Rider Rules	22	Graduation Ceremony	37
Dance Regulations	23	Honor Roll	38
Code of Classroom Conduct	23	Academic Points and Awards	38
Criminal Charges	25	Military Statement	39
Expulsion	25	National Honor Society	39
Behavior Management/Suspension	26	Schedule Changes	39
Suspension	26	Exempted Withdrawals	40
Weapons and Explosives	26	Eligibility for Online Courses	40
Rules and Regulations		Dual Enrollment	42
Alcohol/Controlled Substances	27	School Counseling Support	43
Cell Phones/Personal Communication	28	Student Records	44
		Transcript Release	44
		Work Permits	44

HIGH SCHOOL PRINCIPAL'S WELCOME

Welcome to Denmark High School! We are proud to foster a learning environment where every student is valued, supported, and empowered to reach their full potential. Our dedicated staff is committed to meeting each learner's unique needs while encouraging growth, curiosity, and achievement.

We offer a rigorous and diverse curriculum designed to promote creativity, critical thinking, and collaboration. Students have access to a wide range of academic opportunities, including college-credit and AP courses, career and technical pathways in core subjects, and specialized programs such as the NWTC Ahnapee Automotive and Diesel Program, Bellin Health Academy, and our Project-Based Community School. In addition, our robust offerings in music, agriculture, business education, world languages, art, and physical education ensure students can explore a variety of interests and talents.

Beyond the classroom, students are encouraged to participate in our many co-curricular activities, including athletics, clubs, and service opportunities. Through Academic and Career Planning, Youth Apprenticeships, and Individual Planning Conferences, we support students in discovering meaningful paths for their future.

Our school community takes pride in cultivating a safe, welcoming, and inclusive environment. We are proud of our Viking tradition of excellence, in academics, the arts, and athletics. We look forward to building upon that tradition together with our students, families, and the greater Denmark community.

Welcome! We are glad you're here.

A handwritten signature in black ink, appearing to read "Matt Parish". The signature is fluid and cursive, with the first name "Matt" and last name "Parish" clearly distinguishable.

Matt Parish
Denmark High School Principal

FROM THE BOARD OF EDUCATION

Students:

Education is a continual process; Education increases your ability to enjoy things more, to live a life you want to live, to be more creative, and to get along better with others. The Denmark School District is here to provide educational opportunities for you to acquire knowledge and skills. We strive to offer an educational program that is geared to help encourage and promote understanding and appreciation of what options are out there for each and every one of you after graduation.

It is our job as a School Board to provide you with the best opportunities whether it is our academic offerings or our vast array of co-curriculars. What we ask in return, is that you participate in courses and activities that interest you. We ask that you try your best and work hard. It is your work and determination that controls whether your future dreams will become reality. When you work to your full capacity at school, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. We will do our best to provide you the opportunities to allow each of you to find your niche in the world. While you are here at Denmark High School, we want you to take ownership of your learning, apply your gifts and talents, and study with dedication and self-discipline. Have high expectations for yourself and convert every challenge into an opportunity.

Our goal is for every one of you to find your place in the world after you graduate. We hope you have a great school year and look forward to the amazing things that each one of you will accomplish this school year and for years to come.

Board of Education

Ms. Katie Rabenhorst, President

Mr. Joe Terrien, Vice-President

Ms. Crystal Behnke, Clerk

Ms. Julie Lemmens, Treasurer

Mr. Andy Van Rens, Member

STAFF DIRECTORY

District Office
Denmark High School: 920-863-4200

District Office Staff

Luke Goral	District Administrator	Gorall@denmark.k12.wi.us	4004
Lauren Lucius	Business Manager	luciusl@denmark.k12.wi.us	4006
Kristi Buhr	HR Coordinator	Buhrk@denmark.k12.wi.us	4217
Bryan Hansen	Director of Buildings/Grounds	hansenb@denmark.k12.wi.us	4212
Jackie Chervenka	District Administrative Assistant	Chervenkaj@denmark.k12.wi.us	4012
Leila Marcy	Business Office Specialist	marcyl@denmark.k12.wi.us	4218

Technology Staff

Corey Foght	Director of Technology	Foghtc@denmark.k12.wi.us	4011
Brandon Ruples	Technology Department Assistant	ruplesb@denmark.k12.wi.us	4111

Transportation Coordinator

Marcus Falat	Lamers Bus Lines	Marcusfalat@golamers.com	920-367-2075
--------------	------------------	--------------------------	--------------

Food Services

Organic Life			4220
--------------	--	--	------

STAFF DIRECTORY

High School Office
Denmark High School: 920-863-4200

Administration

Matt Parish	Principal	parishm@denmark.k12.wi.us	4224
Josh Rankin	Associate Principal / Activities Director	rankinj@denmark.k12.wi.us	4249

Office Staff

Emma Van Sluytman	Administrative Assistant	Vansluytmane@denmark.k12.wi.us	4210
Kellie Williquette	Administrative Assistant - Attendance	Williquettek@denmark.k12.wi.us	4222

Pupil Services

Kathleen Farr	School Counselor	Farrk@denmark.k12.wi.us	4228
Emily Longland	School Counselor	Longlande@denmark.k12.wi.us	4227
Julie Hodges	School Psychologist	Hodgesj@denmark.k12.wi.us	4013
Lindsey Reckelberg	School Social Worker	Reckelbergl@denmark.k12.wi.us	4024
Amber Kapinos	District Nurse	Kapinosa@denmark.k12.wi.us	4032
Lindsey Ullmer	Administrative Assistant	Ullmerl@denmark.k12.wi.us	4225
Officer Bryanne	School Resource Officer	gawlikb@denmark.k12.wi.us	4223

Gawlik			
Jessica Rodriguez	ELL Coordinator	Rodriguezj@denmark.k12.wi.us	4121
Alicia Dean	Occupational Therapist	Deana@denmark.k12.wi.us	4071

Classroom Teachers/Support Staff

Ben McMeeken	Agriculture	mcmeekenb@denmark.k12.wi.us	4299
Mary Handrich	Agriculture	Handrichm@denmark.k12.wi.us	4264
Marty Nowak	Agriculture	Nowakm@denmark.k12.wi.us	4292
Emily Moen	Art	Moene@denmark.k12.wi.us	4271
Andy Pagel	Band	Pagela@denmark.k12.wi.us	4272
Ben Kuehl	Business	Kuehlb@denmark.k12.wi.us	4236
Nicole Rabas	Business	Rabasn@denmark.k12.wi.us	4234
Lucas Jordan	Chorus	Jordanl@denmark.k12.wi.us	4273
Andrew Johnston	English	Johnstona@denmark.k12.wi.us	4243
Sadie LaJoe	English	Lajoes@denmark.k12.wi.us	4295
Carrie Hager	English	Hagerc@denmark.k12.wi.us	4276
Kim Wurst	English	Wurstk@denmark.k12.wi.us	4287
Maggy Albers	FCS	Albersm@denmark.k12.wi.us	4233
Caitlyn Tilot	Art/FACE	Tilote@denmark.k12.wi.us	4016
Melissa Birr	Mathematics	Birrm@denmark.k12.wi.us	4293
Rick Diny	Mathematics	Dinyr@denmark.k12.wi.us	4229
Jason Kozicki	Mathematics	Kozickij@denmark.k12.wi.us	4294
Drew Gossens	Mathematics	Gossensd@denmark.k12.wi.us	4278

Wesley Mleziva	Physical Education	Mlezivaw@denmark.k12.wi.us	4250
Brian Wojta	Physical Education/Health	Wojtab@denmark.k12.wi.us	4256
Deanna Barkhaus	Science	Barkhausd@denmark.k12.wi.us	4290
Marisa Leurquin	Science	Leurquinm@denmark.k12.wi.us	4291
Alyssa Dufrane	Science	Dufranea@denmark.k12.wi.us	4288
Bill Otradovec	Social Studies	Otradovecb@denmark.k12.wi.us	4284
Zack Olson	Social Studies	Olsonz@denmark.k12.wi.us	4275
Mark Tomashek	Social Studies	Tomashekm@denmark.k12.wi.us	4286
Christian Derenne	Social Studies	derennec@denmark.k12.wi.us	4285
Dale Dvorachek	Special Education	Dvorachekd@denmark.k12.wi.us	4270
Angela Bielinski	Special Education	Bielinskia@denmark.k12.wi.us	4266
Eddy Fredricks	Special Education	Fredrice@denmark.k12.wi.us	4268
Tim Kapinos	Technology Education	Kapinost@denmark.k12.wi.us	4261
Brennen Mickelson	Technology Education	Mickelsonb@denmark.k12.wi.us	4262
Hayley Vandebush	World Language	Vandebushh@denmark.k12.wi.us	4274
Sheri Kittel	Library/Media Center	Kittells@denmark.k12.wi.us	4240

Support Staff

Monica Stencil	Paraprofessional	Stencilm@denmark.k12.wi.us	4266
Linda Schroeder	Paraprofessional	Schroederl@denmark.k12.wi.us	4267
Janel Denor	Paraprofessional	Denorj@denmark.k12.wi.us	4267
Deanna Ringheim	Paraprofessional	ringheimd@denmark.k12.wi.us	4215
Marcine Petruska	Paraprofessional	petruskam@denmark.k12.wi.us	4219

Athletic Trainers

Jordan Rukamp	Athletic Trainer	Jordan.Rukamp@aah.org	4254
---------------	------------------	-----------------------	------

Bell Schedule - A/B Schedule

BLOCK 1	7:55 AM - 9:23 AM
BLOCK 2	9:28 AM - 10:56 AM
BLOCK 3A LUNCH	11:01 - 11:31 AM
BLOCK 3A CLASS	11:36 AM - 1:04 PM
BLOCK 3B CLASS	11:01 AM - 12:29 PM
BLOCK 3B LUNCH	12:34 - 1:04 PM
ENHANCEMENT	1:09 PM - 1:42 PM
BLOCK 4	1:47 PM - 3:15 PM



ATTENDANCE

State law requires the Board to enforce the regular attendance of students. Furthermore, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, when the school in which the child is enrolled is in session until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy.

Please go to the following link for a more detailed explanation of the attendance policy.
<https://go.boarddocs.com/wi/den/Board.nsf/Public?open=&id=policies>

Automated attendance notifications will be sent to parents/guardians to notify them of their child's attendance/absence/unexcused tardy throughout the school day.

FALSIFIED NOTES / TELEPHONE CALLS

Any falsified notes or telephone calls concerning attendance will result in disciplinary consequences, including possible suspension. A student is not allowed to report his/her own absence, including students eighteen years of age or older.

Text messages are not accepted as parent/guardian attendance communication. A parent/guardian must either call the high school office or send an email to the high school office attendance administrative assistant.

HABITUAL TRUANCY

Denmark School District values its partnerships with families. We will be seeking your help in the event that your child becomes habitually truant. Per Wisconsin State Statute 118.15, requires compulsory school attendance and defines habitual truancy as “a pupil who is absent without an acceptable excuse for part or all of 5 or more days on which school is held during a semester.”

Please go to the following link for more detailed information regarding truancy.
<https://go.boarddocs.com/wi/den/Board.nsf/Public?open=&id=policies>

LEAVING THE BUILDING

Parents or guardians must give a written or telephone request to the office before the student can be authorized to legally leave the school. Only emergency home situations, illness, or appointments, which cannot be scheduled at other times, such as doctor/dentist should be reasons for parents releasing their son/daughter. The students will be given a virtual pass to leave the building; this pass verifies their release to leave. Students must sign out in the office prior to leaving and students must sign in if they return during the same day in the office. Any time a student misses time in the building, that time will be added to overall time missed, leading to a required doctor's note for days missed after the student accumulates ten or more absentee days.

Note: Students must never just leave the building without contacting the office prior to their exit, even in the case of illness. A consequence will be issued for any student who leaves the building without proper office approval prior to his/her exit.

NOTE: A student must sign-out upon leaving and sign-in upon returning to the building using the sign-in/sign-out digital document posted on the high school office Chromebook.

PRE-APPROVED PLANNED ABSENCES

If your child is to be absent for a vacation or trip, a “Request for Pre-Approved Planned Absence” form must be completed and approved by your school’s attendance office before the scheduled absence for those days to be considered excused.

Here is an example of what may be considered for a Pre-Approved Planned Absence:

- Family Vacation
- Hunting
- Taking a Driver's Licensing test
- College Visits
- Death of someone outside the student's immediate family

When possible, arrangements shall be made for the completion of schoolwork missed over the course of the absence.

Pre-Approved Absences should occur only for special circumstances and for no longer than 10 days in a row. There is a maximum of 10 days allowed as excused absences for the entire school year.

Pre-approved school field trips do not count against the 10 allowable days. Attending WIAA State events to support Denmark Student Athletes is considered a school field trip and approved by the Board of Education. Students must be pre-approved by administration to attend.

REPORTING AN ABSENCE

If your child is going to be absent or late for school, please call or email your school attendance office by 8:00am. You must contact the school every day that your child will not be in school. Any unreported absences are considered unexcused (see Unexcused Absences for more information) A student is not allowed to report his/her own absence, including students eighteen years of age or older.

State Statute and District Policy allows the following reasons for a student to be excused from school:

- The student is ill to the extent that they are not in proper physical or mental condition to attend school
- For observance of a religious holiday or participating for not more than 180 minutes per week in religious instruction
- Serious illness or medical condition of a member of their immediate family, and the student is needed at home
- Bereavement due to the death of an immediate family member
- The student has an appointment with a doctor, dentist, therapist, or other medical appointment, or is hospitalized. Please ensure you secure proper documentation from the provider's office to provide to the school to excuse the student's absence.

- Inclement weather, when, there is a severe weather warning in place
- The student has their parent's or legal guardian's prior written permission (see Pre-Planned Absences for more information)

TARDINESS

If a student is late to begin the school day, he/she must report to the high school office to sign-in and receive a pass before reporting to their BLOCK 1 class. (The student will not be allowed into the classroom without a pass from the high school office.)

Guidelines and criteria previously described for determining if an absence is excused or unexcused apply to students who are tardy. A determination as to the classification of a tardy is the responsibility of the school attendance officer or supervising attendance designee. A pattern of tardiness on the part of any student shall be brought to the attention of the student's parent/guardian. If it appears that the student is negligent with being at school/class on time, appropriate disciplinary action shall be taken (which may consist of lunch detention, in-school suspension, and/or loss of pass privileges).

Depending on the frequency and amount of school missed, tardiness may be classified as an unexcused absence and therefore reportable as truancy or habitual truancy. Students that are more than 15-minutes late to class will be considered unexcused for the BLOCK period.

Please click here to review the Wisconsin State Statute 118.15 and 118.16 - Answers to Frequently Asked Questions

<https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/schlattendqa.pdf>

TRUANCY

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

COMPLAINT

Formal Complaint Procedures for Title IV, Title IX, Section 504, and WI Statutes Section 118.13

- The Director of Pupil Services, upon receiving a written complaint, shall immediately undertake an investigation of the alleged discrimination. The Director of Pupil Services shall obtain information from relevant parties involved, formulate a conclusion and resolution, and respond in writing to the complainant within ten (10) business days of receiving the written complaint.
- If the complainant is dissatisfied with the decision of the Director of Pupil Services, he/she may appeal the decision in writing to the District Administrator within five (5) business days of receiving the written response from the Director of Pupil Services. The District Administrator shall obtain information from relevant parties involved, formulate a conclusion and resolution, and respond in writing to the complainant within ten (10) business days of receiving the written complaint.
- If the complainant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the School Board within five (5) business days of receiving the written response from the District Administrator. The School Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing after the hearing with copies mailed or delivered to the complainant and District Administrator within ten (10) business days of this meeting.

- The complainant shall be notified of the right to appeal any unfavorable determination by the School Board to the United States Office of Civil Rights and / or Wisconsin State Superintendent of Public Schools and the procedures for initiating such an appeal.

As authorized by law, nothing in these procedures shall preclude individuals from filing a discrimination complaint directly to the Office of Civil Rights (Office of Civil Rights, Region V, US Department of Health and Human Services, 233 N. Michigan Ave., Suite 240, Chicago, IL 60601) and /or the Wisconsin Superintendent of Public Schools (State Superintendent, Wisconsin Department of Public Instruction, 125 S. Webster Street, PO Box 7841, Madison, WI 53707)

II. MAINTENANCE OF COMPLAINT RECORDS

Records of all complaints shall be kept for the purpose of documenting complaints, resolutions, compliance, and past practices. These records shall include information of all written complaints, disposition of complaint, appeals, and dispositions of complaint appeals. These records shall include:

- The name of student the complaint was filed on behalf of
- The name of the adult complainant and his/her title or status
- The date the complaint was filed
- The specific allegation made and any corrective action requested by the complainant.
- The name(s) of respondent(s)
- The levels of processing followed, the resolution, date(s), and decision-making authority at each level.
- A summary of facts and evidence presented by each party involved
- A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken

Copies of these complaint procedures shall be included in staff and student handbooks:

LEGAL REF.: Section 118.13, Wisconsin Statutes
 PI 9 of the Wisconsin Administrative Code
 Title IX, Education Amendments of 1972
 Title VI, Civil Rights Act of 1964

Section 504, Rehabilitation Act of 1973
Americans with Disabilities Act of 1990
Individuals with Disabilities Education Improvement Education Act (2004)
Civil Rights Act of 1991
McKinney-Vento Homeless Education Assistance Act

Public Notice of Pupil Nondiscrimination

Equal Educational Opportunities/Nondiscrimination

It is the policy of the School District of Denmark that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, public service, recreational, or other program or activity because of the person's sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual or gender orientation, or physical, mental, emotional or learning disability as required by section 118.13 of the State Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 Rehabilitation Act (handicap), and Title II of the Americans with Disabilities Act of 1990 (disability).

The district shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements.

The District encourages informal resolution of complaints under this policy. A formal complaint procedure is available. To address allegations of policy violations in the district any questions should be addressed to the following:

Questions regarding policy or Section 118.13: Luke Goral, Superintendent, 920-863-4004 or gorall@denmark.k12.wi.us

Questions regarding Title IX: Carissa Nusbaum, Business Manager, 920-863-4006 or nusbaumc@denmark.k12.wi.us

Questions regarding Title II: Carissa Nusbaum, Business Manager, 920-863-4006 or nusbaumc@denmark.k12.wi.us

Questions regarding 504: Julie Hodges, School Psychologist/504 Coordinator, 920-863-4013 or hodgesj@denmark.k12.wi.us

Board Policy:

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

<http://go.boarddocs.com/wi/den/Board.nsf/goto?open&id=AW5M2U58C356>
SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON
DISABILITY

<http://go.boarddocs.com/wi/den/Board.nsf/goto?open&id=AW5M2V58C358>
STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

<http://go.boarddocs.com/wi/den/Board.nsf/goto?open&id=AW5M3A58C377>

Pupil Discrimination Complaint Procedure

Any adult person believes the School District of Denmark, or any part of the school organization, has inadequately applied the principles and/or regulations of Title VI, Title IX, and/or Section 504, or in some way discriminates against any District pupil on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap, or homeless student status, may bring forward a complaint as outlined below:

Special Education Discrimination Complaint

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a student with a special education disability shall be processed in accordance with established appeal procedures outlined in the district's special education board policy.

Informal Procedure

Anyone who believes he/she has a valid basis for a discrimination complaint is encouraged to contact the school principal of the school in which the student attends in an attempt to informally resolve the issue. If the issue cannot be informally resolved to the complainant's satisfaction, a formal written complaint form may be obtained from and submitted to the school district Director of Pupil Services at 450 N. Wall Street, Denmark, WI 54208.

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the School District of Denmark that no person may be denied admission to any public school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's gender, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, gender orientation, physical, mental, emotional or learning disability.

English: If you need this information in your native language, please contact Deb Kralovetz at kraloved@denmark.k12.wi.us or 920-863-4034.

Spanish: Si necesita esta información en su idioma materno, póngase en contacto con Deb Kralovetz en kraloved@denmark.k12.wi.us o 920-863-4034.

Hmong: Yog tias koj xav tau cov ntaub ntawv no ua koj home lus, thov hu Deb Kralovetz ntawm kraloved@denmark.k12.wi.us los sis 920-863-4034.

Mandarin Chinese: 如果您需要使用母语提供的这些信息, 请联系Deb Kralovetz, 电子邮件地址为kraloved@denmark.k12.wi.us或920-863-4034。

Student and/or Parent/Guardian Concerns (... when not addressing a formal complaint - which is outlined in this handbook prior to this language)

If a student and/or parent/guardian has a question and/or concern involving a student at DHS that needs attention, we encourage that person to contact the appropriate staff member so his/her problem, question, or concern may be addressed immediately. We, at DHS, prioritize maintaining open, honest, and constant communication and collaboration between students, staff, and parents/guardians.

We recommend the following steps if you have an academic and/or co-curricular question and/or concern:

- Contact the classroom teacher, coach, or advisor. Contact the high school office to reach the staff member by phone call OR contact the staff member by email to either share your question/concern or to schedule a phone call/meeting (Classroom teachers are expected to discuss student performance concerns/achievements with the student and his/her parent/guardian(s). This communication may be done by email, phone call, virtual meeting, or in-person meeting.
- If no resolution can be reached, please contact the following person based on that person's role:
 - ❖ Mr. Matthew Parish Building Principal (All building operations - including instruction and learning, behavior, systems and procedures, programs, and student academic performance.)

- ❖ Assistant Principal/Athletics Director (Attendance, Behavior, Facilities Reservations/Usage, Athletics)

If you have a concern related to school safety, please contact the high school office to report immediately.

DISCIPLINE

HOMEWORK

Denmark High School acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the school. Homework shall refer to those assignments and/or tasks to be prepared outside of the school by the student or (in attendance at school). Our school establishes the following standards for the assignment of “homework”:

- Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school.
- Homework will help students learn by providing practice in the mastery of skills, experience in data-gathering, integration of knowledge, and an opportunity to remediate learning barriers and problems.
- Homework will help develop the student’s sense of responsibility by providing an opportunity for the exercise of independent work, problem-solving, and judgment.
- The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the individual student.
- Homework will be assigned with a clear direction based on developing student mastery of course curriculum.

- Homework performance is used to guide future instructional planning and learning experiences for students.
- Homework and learning is best accomplished in a learning environment that supports collaboration between school and the home environment. (We need parents/guardians to support his/her child/s completion of assigned homework and tasks.)

Retaking a Course

Any student who earns a “D” or “F” in a course and chooses to retake the course will be given the grade earned as a result of the second attempt. The grade from the first attempt will remain on the transcript, but no longer factor into the GPA. The grade from the second attempt will factor into GPA. Any student who receives an “A,” “B,” or “C” may not have a grade change or earned credit as a result of a second attempt at the course.

ACADEMIC DISHONESTY / PLAGIARISM

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students must conduct themselves according to the highest standards of personal integrity. Plagiarism is the act of taking and using one's own work as another's published or unpublished thoughts, ideas, and/or writings. Whenever students have questions about what is acceptable practice, they should ask their teachers.

Examples of academic misconduct include but are not limited to:

- Submitting another student's work as one's own work
- Copying and pasting anything from the internet without proper citation
- Using direct quotes without citing the author and original source
- Using copies of another person's images, videos, diagrams, sounds, or ideas without proper citation
- Use of AI (artificial intelligence) to complete an assignment/assessment
- Obtaining or accepting a copy of tests or scoring devices
- Receiving assessment questions or answers from a member of a class or earlier class
- Providing assessment questions or answers to a member of a class or later class

- Copying from another student's assessment, or allowing another student to copy during an assessment
- Talking to another student during an assessment as well as signaling a response
- Using materials that are not permitted during an assessment
- Copying, or having someone other than the student prepare the student's homework, paper, project, laboratory report, or take-home assessment for which credit is given
- Permitting another student to copy, or writing another student's homework, project, report, paper, or take-home assessment
- Falsely claiming illness to avoid the due date on which a paper, project, report, or presentation is due, or assessment is given
- Tampering with a grade book
- Using an electronic device(s) to obtain or transmit assessment information

----- ***All assessment references apply to onsite and online assessments.***

DISCIPLINARY CONSEQUENCES

Cheating on homework, assessments, projects, and/or writing projects:

- **First Offense:** 0 % on the assigned task and immediate parent contact the classroom teacher and building principal
- **Second Offense:** Failure for the Term and immediate parent contact by the building principal
- **Third Offense:** Student fails the course, withdrawal from the class, meeting with the building principal, and referral to the Board of Education for disciplinary action (which may include expulsion)

CHEATING ON THE TERM/SEMESTER/FINAL EXAM

- **First Offense:** Failure (0 %) on exam and immediate parent contact by the classroom teacher and building principal.
- If a student profits from assisting another student (i.e., stealing tests and selling them, doing homework or writing papers for money, trading papers), THAT STUDENT will receive an "F" the semester in the affected class. Any student removed from class under this policy will be assigned to In-School Suspension.

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

BULLYING / HARASSMENT POLICY

Denmark High School is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from harassment, intimidation, or bullying.

Definitions:

1. The terms harassment, intimidation, and bullying shall mean any written or other visual communication, verbal communication or physical act, gesture or omission, engaged in with the intent to, creating a substantial and unjustifiable risk of, creating the threat of, or with the natural end result of:
 - a. Physically, emotionally, or mentally harming a student, staff member, volunteer, patron or a member of such person's immediate family, or damaging the student, staff member, volunteer, or patron's property; or
 - b. Substantially interfering with a student's educational experience; or
 - c. Being so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Having the effect of substantially disrupting the orderly operation of the school; or
 - e. Casting a student, staff member, volunteer, patron or member of such person's immediate family in such light as to subject them to torment, ridicule or shame, regardless of the veracity of the facts upon which the actor has acted (including the stealing of identity through the use of social media, technology, or other means);
 - f. Constituting a crime pursuant to federal, state or local laws, statutes or ordinance; or
 - g. Subjecting any student, staff member, volunteer, or patron to unwanted or illegal pornographic material or other offensive content.
 - h. Portraying any student, staff member, volunteer, or patron in a state of nudity, engaging in sexual acts, or in such a state of near nudity as to subject such person to shame and embarrassment;
 - i. Indirect bullying (spreading rumors, excluding someone from social groups, etc.)
2. Attempts – planning and / or engaging in harassment, intimidation, or bullying activity shall be regarded for purposes of this policy in the same way as if the

offender had been successful in completing the harassment, intimidation, or bullying activity;

3. Solicitation – the solicitation of another person to engage in harassment, intimidation, and bullying activity shall be regarded for purposes of this policy in the same way as if the offender had been successful in him or herself completing the harassment, intimidation, and bullying activity;
4. Conspiracy – conspiring with two or more individuals to engage in harassment, intimidation, and bullying activity shall be regarded for purposes of this policy in the same way as if the offender had been successful in him or herself completing the harassment, intimidation, or bullying activity.
5. Harassment, intimidation, and bullying are prohibited. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of the rule.

If such activity is engaged in / on school grounds, during school sponsored activities including sports activities, is engaged in / on any district provided transportation or at any official school bus stop, is engaged in utilizing school provided or owned/leased electronic computer equipment, or is received with the assistance of school provided or owned/leased electronic computer equipment, then the offender(s) shall be subject to discipline pursuant to district disciplinary policies.

Depending on the frequency and severity of the conduct, measures such as intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and change the behavior of the offender. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. Parents of students who are impacted by harassment, intimidation, and bullying will be informed of the incident.

Digital Conduct and Off-Campus Behavior

Denmark High School recognizes that students may engage in online activity or interactions outside of school hours and off school grounds. In general, off-campus or out-of-school behavior is the responsibility of families and will not be investigated or addressed by the school. The school may intervene only when there is a clear and direct connection to the school environment, including situations in which the behavior:

- Substantially disrupts the learning environment or school operations
- Poses a credible safety concern to students or staff
- Involves harassment, bullying, or threats that significantly interfere with a student's ability to participate in school

The school does not serve as a mediator for peer conflict, social disagreements, group chats, social media disputes, or other online issues that occur outside of school and do not meet the criteria above. Digital conduct may be subject to school discipline only when it substantially affects the school community or the school's ability to maintain a safe, orderly, and respectful learning environment.

BUSES / RIDER RULES

The school bus is considered to be an extension of the classroom. Students shall conduct themselves while on the bus in a manner consistent with established standards for classroom behavior.

In cases when a student fails to conduct him/herself properly, the bus director should bring such misconduct to the attention of the principal. If continuing or extremely serious problems exist, the student's bus riding privileges may be suspended. Guidelines for proper notification of parents/guardians and due process shall be established by the principal.

Students are expected to follow the rules established by the bus driver at all times. Bus drivers may assign seats based on student behavior. A failure to follow established bus rules will/may result in school consequences; including suspension of riding privileges.

DANCE REGULATIONS

All aspects of the school code apply at dances as they would during a regular school day. Permission for school-sponsored dances must be obtained from the principal. Students bringing a guest who does not attend Denmark High School need to complete a guest permission form from the office. Students are responsible for the behavior of their guest if the student is not a student at Denmark High School.

Denmark High School reserves the right, with or without cause, to decline the request of any non-Denmark High School student. The minimum grade level for all guests is the 9th grade and maximum age is 19. Guests must always have photo identification in his/her possession, especially upon entry to the dance. If an ID is not presented, entrance to the dance will be refused without refund of ticket price.

The student and guest are expected to remain at the dance at all times unless excused by the chaperones. Once a student leaves, re-entrance will not be allowed.

CODE OF CLASSROOM CONDUCT / STUDENT BEHAVIOR

In accordance with Wisconsin Statute 120.13(1) Wisconsin classroom teachers and administration have authority to remove students from classrooms for disciplinary or behavioral reasons. A student may be removed from class for conduct or behavior which (a) violates the district's policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in a Denmark School District Student Handbook; (c) is disruptive, dangerous, or unruly; (d) which otherwise interferes with the ability of the teacher to teach effectively; or which is incompatible with effective teaching and learning in the class.

Behavior which is disruptive, dangerous, or unruly may include but is not limited to:

- Inappropriate physical contact intended or likely to hurt, distract, or annoy others, such as hitting, biting, pushing, shoving, poking, pinching, or grabbing.
- Inappropriate verbal conduct intended or likely to upset, distract, or annoy others, such as name calling, teasing, or baiting.
- Behavior which may constitute sexual or other harassment.
- Repeated or extreme inappropriate verbal conduct likely to disrupt the education environment, particularly when others are talking or during study time.
- Throwing any object, particularly one likely to cause harm or damage.
- Inciting other students to act inappropriately or to disobey.
- Loud, obnoxious, or outrageous behavior.

Acceptable behavior is expected of all Denmark students while in school and at all school-sponsored activities. Acceptable behavior demonstrates respect for authority and concern for the rights of others. The following are some personal and property rights violations which may result in disciplinary action, suspension, expulsion, criminal charges, or a combination of the stated consequences.

- Physical threats, violation to persons, physical assault, or severe verbal intimidation at school or at school activities. Any conduct which endangers the property, health, or safety of an employee or a school board member of the school district is grounds for expulsion.
- Stealing of school or personal property, destroying or defacing school property or personal property of others.
- Acts disruptive and coercive to the operation of the school and school activities, or imposing on others freedom to properly utilize school facilities and programs.

- Verbal abuse of teachers or other school personnel, or insubordination to school personnel, profanity, vulgarity, or defiance of duly constituted authority.
- Destruction of classroom materials, study activities, or other school materials/facilities.

Behavior that interferes with the ability of the teacher to teach effectively may include but it not limited to

- Not listening attentively, not obeying all instructions promptly, or not responding appropriately when called upon
- Being non-compliant, distracting others or diverting the class from the lesson
- Being defiant or disrespectful to the teacher through words, gestures, or other over behaviors
- Other behavior likely or intended to sabotage or undermine the instruction.

CRIMINAL CHARGES

In addition to the following violations being grounds for suspension, or possible expulsion, criminal charges will also be filed for:

- Fighting
- Severe abusive, intimidating or disruptive language
- Theft
- Reckless driving on school grounds
- Sexual or other flagrant harassment
- Behavior or acts which severely interrupt the educational process of the school
- Unauthorized distribution of prescription drugs. NOTE: the school will provide authorized personnel to distribute prescription drugs which need to be dispensed on a regular schedule.
- Drug or alcohol use or possession on school grounds or during school events.
This includes being under the influence of any known mood-altering substances.

NOTE: A Denmark School District employee, or law enforcement officer, authorized by the Denmark School Board may require a public school student to provide one or more samples of his or her breath for the purpose of determining the presence of alcohol in the student's breath whenever the authorized employee or officer has reasonable suspicion that the student is under the influence of alcohol while he/she is on school premises; in a motor vehicle, if a student attending the school is in the motor vehicle; or while participating in a school-sponsored activity.

Refusal to submit to breath testing will be considered a violation of the Denmark School District alcohol use policy. The student will then be subject to the same consequences that are in effect for positive indication of alcohol use.

EXPULSION

Section 120.13 (1) of the Wisconsin Statute permits the school board to expel students for the following reasons:

- Repeated refusal or neglect to obey school rules.
- Conveying a threat or false information concerning an attempt or alleged attempt to destroy school property by means of explosives.
- Engaging in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others.
- While not at school or while not under the supervision of a school authority, engaging in conduct which endangers the property, health, or safety of others at school or under the supervision of a school authority.
- Engaging in conduct which endangers the property, health, or safety of an employee or a school board member of the school district.
- Is at least age 16 and 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 such conduct does not constitute other grounds for expulsion.
- Possessing a firearm while at school or while under the supervision of a school authority (as defined by 18 U.S.C. 921 (a) (3)).

BEHAVIOR MANAGEMENT/DISCIPLINARY ACTION/SUSPENSION

Our goal at Denmark High School is to create a welcoming, community-like environment in which all students feel safe, accepted, and encouraged to be active participants in their educational experiences. Staff have created clear and consistent behavioral expectations for students; however, staff also will introduce ways for students to take ownership of what occurs in our classrooms and assume responsibility for their own actions and behaviors, positive or negative. Staff will also work hard to establish positive relationships with students' parents/guardians, because the success of the educational experience and the encouragement and intervention of student behavior is most effective when the school, students, and families collaborate together.

Behavior management is structured based on two components - consistent, logical consequences and conversations based on positive reinforcement and personal growth.

Consequences are established for different behaviors based on context and severity, and these consequences are consistently assigned based on each incident. Staff and students will collaborate to set goals for behavior improvements and interventions that support student behavioral growth.

Depending on the incident, a student may be assigned a LUNCH DETENTION, MORNING OR AFTER-SCHOOL DETENTION, IN-SCHOOL SUSPENSION, or OUT-OF-SCHOOL SUSPENSION as an appropriate consequence. All behavioral incidents are documented in the high school's Infinite Campus program.

A student may be suspended for a violation of reasonable and lawful school rules for conduct while at school which endangers the health, safety, and property of others. A suspended student may be sent home for a period not to exceed five days as provided under 120.13(1). During this period, a conference shall be arranged between the parent, student, and building administrator.

WEAPONS AND EXPLOSIVES

No student may have any kind of weapon, facsimile weapon, or explosive (including fireworks) in school, on school grounds, or at any school sponsored function. As mandated by state and federal law, any unauthorized possession of weapons by students shall be grounds for expulsion and will result in contact of the local law authorities. This includes, but is not limited to guns, knives, bows/arrows, etc.

RULES/REGULATIONS

ALCOHOL/CONTROLLED SUBSTANCES/TOBACCO/E-CIGARETTES/VAPES

No student may be in school, on school grounds or at any school sponsored function while under the influence/possession of alcohol or controlled substance. Violators will be suspended for up to five days and may be considered for expulsion. Law enforcement will also be notified.

A student assigned disciplinary action for possession/use of a vape and/or e-cigarette will be required to complete an online course on the dangers of possession/use of illegal substances. The course will be offered after a first offense only. If the course is completed by the date assigned by school administration, the student will not be referred for citation. (This option applies to nicotine use only.) (A second offense, or

the student not completing the course within the assigned time frame, will result in an automatic referral to the school resource officer for citation.)

As mandated by the WI State Legislature, all public school property is off limits to tobacco usage. A student may not use tobacco products or products resembling tobacco while in school, on school grounds, or at any school function. Violators will be suspended, either in-school or out of school, from one to three days depending on the circumstances. Tobacco products which are visibly displayed by the student, or kept by the student on school property, will be confiscated. Per Wisconsin Law, e-cigarettes are considered a tobacco product and are not permitted on school grounds. In addition to suspension, all violators will be referred to local law enforcement.

Consequences:

1st Offense: Completion of Substance Abuse Course; 1 Day ISS

2nd Offense: Citation from SRO; 2 Days ISS

3rd Offense: Citation from SRO; 2 Days OSS

CELL PHONES / PERSONAL COMMUNICATION

High school students are allowed to use electronic communication devices during passing times and lunch periods. High school students are expected to keep their electronic communication devices turned off and are strictly prohibited for use in restrooms and locker rooms.

The school is not responsible for the security of such items and may examine cellular phones and search their contents if there is reason to believe that school policies or rules have been violated. Failure to follow these expectations will result in the following consequences:

- **First offense** = electronic communication device (ECD) is taken to the office for the remainder of the school day.
- **Second offense** = ECD is kept in the office until the student's parent or guardian picks up the device.
- **Third offense** = ECD is kept in the office and a referral to administration for additional disciplinary action which could include an in-school suspension and a requirement for all ECD's to be turned in to the office to begin each school day (for up to 45 days from the date of the offense).

Students are required to turn-in their cell phones when entering a classroom. A student will be assigned a numbered cell phone holder where his/her phone will remain for the duration of the class period.

Classroom teachers are required to confiscate any cell phone being used during the class period. Cell phone use is only allowed during passing periods and lunch. Cell phones are required to be turned in to begin the class period using the classroom cell phone holder.

REFUSAL TO COMPLY

If a student refuses to turn over the cell phone or personal communication device to any school person of authority, the incident will be brought to the attention of administration. Disciplinary consequences will be determined by administration, which could include suspension of the student and/or a referral to the district school resource officer.

Please go to the following link for more detailed information regarding the cell phone policy:

<https://go.boarddocs.com/wi/den/Board.nsf/Public?open=&id=policies>

CO-CURRICULAR AND FIELD TRIP TRANSPORTATION

Any student riding on a school bus or school-approved vehicle must return on the same vehicle unless the coach/staff member in charge approves and receives a written signed release by the parent/guardian for their son/daughter needing to return by other means. Parents may transport other students with the written permission of the other student's parents in advance of the event. Necessary forms are available through the office or the coach / staff member in charge.

DRESS CODE

While fashions change, the reason for being in school does not. Students are in school to learn. A student's dress, like their conduct, is a personal matter limited only by the realities of health, safety, guidance or disruption of normal school operation. In order to

maintain a supportive learning environment, all students will be expected to adhere to the following guidelines:

- Clothing must be appropriate for an educational setting. Students are expected to dress in a manner that is respectful to themselves and others, and that allows them to participate fully in all school activities. As a general standard, clothing should provide coverage comparable to what would be considered suitable for a professional or public setting. Garments that are primarily athletic or recreational in nature, such as swimwear, are not appropriate as standalone school attire.
- Hats, caps, headscarves (do-rags), bandanas, stocking caps, hoods, sunglasses, and winter jackets may not be worn in school during school hours. Further, they may not be carried around by the student during the day.
- Backpacks are not allowed in the classroom. All backpacks must be stored in a student's assigned locker.
- Any clothing with inappropriate (profane, vulgar, sexually explicit or suggestive, racially or ethnically offensive, alcohol, drug or gang related) sayings, slogans, or graphics will not be allowed. This list is not all inclusive.
- The board authorizes administration to make judgments for the health, safety, and welfare of all members of the Denmark School community.

FEES

Fees will be charged for specific courses, programs, and co-curricular activities. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

Students using school property and equipment can be fined for excessive wear and tear and/or abuse. The fine will be used to pay for the damage(s). Fines can be avoided when a student returns borrowed school-owned materials promptly and in appropriate condition.

FIRE DRILL

Fire drills will be held at regular intervals throughout the school year. In each room a poster is provided which will direct students out of the building. State Statute 941.13 forbids giving false alarms, tampering or removing without authorization any fire extinguishers or other fire-fighting equipment. Persons caught breaking the law will be turned over to the proper authorities and will also receive school consequences.

FOOD AND DRINK IN THE BUILDING

The student's consumption of food and beverages in the building during non-lunch hours is a privilege. Students will be expected to clean up after themselves and follow all classroom and cafeteria expectations.

HALLS

Students in the halls during class time must have a pass. Any student without a pass will be assigned a lunch detention and lose pass privileges for the remainder of the school day ... (All passes are to be issued using Securly Pass. No paper passes, or objects serving as a pass, will be accepted.)

LOCKERS

A hall locker is furnished to each student when he/she enters the school. The following regulations apply not only to the student's hall locker but also to any additional lockers assigned to him/her elsewhere in the building:

- The student must assume all responsibility for the contents of his/her locker. The school is not responsible for any losses that the student may incur. Therefore, students should never leave their lockers unlocked or share their locker combinations with another student.
- As the Denmark School District owns all hall, locker room, and athletic team room lockers, the school has the right to inspect lockers at any time and to search the locker's contents.
- Athletic locker rooms are meant solely for the use of storing athletic apparel and changing for class/practice. Students may not use the locker room as their primary locker.
- Report any locker problems to the high school office.

LUNCH

Parents are required to maintain a positive balance in their student's lunch account. Balances can be checked via the parent portal in Infinite Campus. Students with a negative balance will be informed of the need to deposit money in their account.

All parents are encouraged to apply for free or reduced meals to determine if they qualify. Forms are available at the school office. All transactions including ala carte items for breakfast and lunch will be deducted from the student lunch account.

Any positive balances at the end of the school year will carry over to the next school year. Any negative balances must be paid prior to the start of the following school year before the account can again be activated.

Senior or withdrawing students with positive balances of \$2.00 or more can be transferred to a younger sibling's account or will be refunded by check after the student's last day of school.

No student may charge on another student's account. This will result in disciplinary consequences.

Open Campus

Denmark High School offers open campus lunch as a privilege to all students. During the designated lunch period, students may leave campus on foot or by vehicle. This policy operates on an honor system in which students are trusted to return to class on time and to conduct themselves responsibly off campus. Open campus lunch is a privilege, not a right, and may be revoked individually or collectively at any time by school administration.

Students are expected to:

- Return to class before the end of the lunch period. Tardiness is an unexcused tardy and repeated tardiness may result in loss of open campus privileges.
- Use designated crosswalks and pedestrian routes.
- Conduct themselves in accordance with school behavioral expectations while off campus.
- Exit the high school office entrance/exit when leaving the building for open campus lunch, and they also must enter the same doors upon return. Students are prohibited from walking throughout the high school parking lot and/or past any of the other district school buildings. The Denmark Police Department will assist in monitoring student movement and report any student observed not using the designated routes.

Eligible students who drive may leave campus by vehicle during the lunch period. Students are expected to:

- Possess a valid Wisconsin driver's license or permit and comply with all Wisconsin Graduated Driver License (GDL) restrictions.

- Operate their vehicle safely and lawfully at all times. Reckless or unsafe driving on or near school property will result in immediate revocation of driving privileges and may result in referral to law enforcement.
- Return to class before the end of the lunch period. Tardiness is an unexcused tardy and repeated tardiness may result in loss of open campus driving privileges.
- Passengers riding off campus with a student driver are also subject to this policy and must themselves be eligible for open campus lunch.

Notice of Parent's Right to Know: Assessment Policy

You have the right to know about the mandated assessments your child participates in. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents that they may request, and the district will provide the parents on request (and in a timely manner), information regarding any State or local educational agency policy regarding student participation in any assessment mandated by ESSA, the State or district.

The School District of Denmark Board Student Assessment policy po2623:

The Board of Education shall assess student achievement and needs in all areas of the curriculum in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually thereafter. Procedures for such assessments will include, but need not be limited to, pre-school screening, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, and physical examinations.

The District Administrator shall develop a program of testing and assessment that includes:

- A. State-required tests;
- B. curriculum-based written and oral examinations which include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work;
- C. assessment tests;
- D. achievement tests;
- E. vocational inventories;
- F. tests of mental ability.

The Board requires that:

- A. tests be administered by persons who are qualified under State law and regulation;
- B. parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;
- C. data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;
- D. the results of each school-wide, program-wide, and District-wide test be made part of the public record.

All students shall participate in State-wide or District-wide assessments, and any student with a disability shall be provided appropriate accommodation and/or alternate assessments where necessary as indicated in the student's I.E.P. or Section 504 plan.

Parental Opt Out of Assessments (students)

The Board shall excuse any student from the State examination administered in 4th grade, 8th grade, 9th grade, 10th grade, or 11th grade whether the test administered is the one developed by the Department of Public Instruction or the District's own test developed and approved by the DPI and the U.S. Department of Education. To opt out of these examinations, the student's parent must submit a statement in writing to the building Principal designated official stating that the parent is opting out of the examination(s).

Notice of Parent's Right to Know: Professional Qualifications

The School District of Denmark hires quality personnel for all its positions. If no fully certified teachers are available for a position, the next most qualified person is hired and enrolled in course work to complete the certification. The District provides numerous professional learning sessions to help staff review the latest strategies to instruct students.

The Elementary and Secondary Education Act (ESEA) requires school to offer parents the opportunity to request information on the following staff qualifications:

1. Whether the teacher has met Wisconsin licensing criteria to serve the grade assigned.
2. Whether the teacher is teaching under an emergency or provisional status.
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher.
4. The professional qualifications of a paraprofessional providing services to the

student. To obtain this information, contact the Human Resources Department at 920-863-4217.

If you have any questions regarding (teacher's name) qualifications, please feel free to contact 920-863-4217 or buhrk@denmark.k12.wi.us.

For additional information about the requirements for teacher qualifications under the ESSA, please visit the Wisconsin Department of Public Instruction's website at:

<https://dpi.wi.gov/title-i/teacher-and-paraprofessional-qualifications>.

- Students must exit the high school office entrance/exit when leaving the building for open campus lunch, and they also must enter the same doors upon return. Students are prohibited from walking throughout the high school parking lot and/or past any of the other district school buildings. The Denmark Police Department will assist in monitoring student movement and report any student observed not using the designated routes.
- Parents/guardians cannot call a student in to allow a student to leave by car for lunch. If this does occur, it will be labeled an absence in Infinite Campus and go toward the student's attendance record.
- If a student chooses to leave by vehicle, the consequences assigned will be as follows: (1st offense - phone call to parents/guardians; 2nd offense - lose parking pass for a semester; 3rd offense - permanent loss of parking pass).

OTHER EMERGENCIES

In case of emergency, there are posted plans in each classroom located by the door specific for each emergency. Teachers and staff routinely rehearse these emergency procedures. Teachers will give specific directions to follow and help the students to safety.

PARKING / VEHICLES

Your car is not to be moved or accessed during the school day unless you have permission from the office. Reckless or careless driving in or around the school will be referred to the proper authorities and will result in loss of parking privileges. Students assigned to a Work Study or Youth Apprenticeship position are permitted to leave by vehicle. Student vehicles should not be in the staff / visitor parking areas at any time. Student vehicles are also not allowed in the back of the building. A failure to abide by parking rules may lead to a loss of privilege.

TORNADO DRILL

A tornado drill is held at least once a year. In each room, a poster is provided which will direct students to a safe location.

SCHOOL CLOSING

In case of severe weather, the official announcement for school closing may be heard over TV and/or radio stations. The school also has a notification system that alerts parents and staff of the closing.

STUDENT SERVICES

GRADING SCALE

Denmark High School uses a uniform grading scale throughout all classes.

Denmark High School Grading Scale

100 - 96	A
95 - 90	A-
89 - 87	B+
86 - 83	B
82 - 80	B-
79 - 77	C+
76 - 73	C
72 - 70	C-
69 - 67	D+
66 - 63	D
62 - 60	D-
59 - below	F

GRADE-POINT AVERAGES

The following grade-point scale will be used in determining grade point averages:

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	.67

As an incentive for taking rigorous four-year college credit and Advanced Placement (AP) courses, students who complete these courses will receive bonus points. Bonus points are added to the student's final grade in the college credit or AP course. The student receives a .25 bonus added to their final grade in the course, no matter what the final grade is. For example, instead of receiving a 4.0 for earning an A in the course, the student receives a 4.25. The .25 bonus is added to the final grade for the course, not simply added to the cumulative grade point average.

Any student who enrolls in an AP course is expected to take the course's AP exam.

GRADUATION REQUIREMENTS

In order to receive a diploma from Denmark High School, students must complete at least 28 total credits including:

- *4.0 credits of English*
- *3.0 credits of Social Studies*
- *3.0 credits in Science*
- *3.0 credits in Mathematics*
- *1.5 credits of Physical Education*
- *0.5 credits of Health*
- *0.5 credits of Personal Planning*
- *0.5 credits of Civics*
- *0.5 credits of Financial Literacy*
- *11.5 credits of electives*

To find a more detailed explanation of the graduation requirements go to the following link:

<https://www.denmark.k12.wi.us/schools/high/academics/course-description-book.cfm>

GRADUATION CEREMONY

No student may participate in the graduation ceremony unless all graduation requirements and obligations are met. The student's participation in the graduation ceremony is a privilege, not a right. The student may also be restricted from participation for excessive absences or for disciplinary reasons. International students

in good standing, as determined by administration, may participate in the graduation ceremony and receive an attendance certificate. Students will abide by the dress code established by the School Board and made available to seniors by administration prior to graduation.

Seniors are eligible for graduation honor cords based upon cumulative grade point average at the conclusion of semester one of senior year. Seniors with a cumulative GPA of 3.5 - 4.0 (or greater) will receive the high honor cord. Seniors with a cumulative grade point average of 3.00-3.499 will receive the honor cord. These are the only cords allowed to be worn at the graduation ceremony.

Commencement Ceremony Date: Wednesday, May 27; 7 PM DHS Fieldhouse

HONOR ROLL AND ACADEMIC POINTS

Honor Roll

The honor roll report is run at the end of each semester.

- A student on the High A honor roll has a term grade point average of 4.0 or higher.
- A student on the A honor roll has a term grade point average of 3.5-3.999.
- A student on the B honor roll has a term grade point average of 3.0-3.499.

In order to be eligible for the honor roll and to earn academic points towards academic letters, medallions, and plaques, a student must have 3.0 credits of “letter-grade” earning classes in their schedule each semester. Letter-grade earning classes are classes that use the A, A-, B+, etc. grading scale. An example of a class that is NOT a letter-grade earning class would be PLATO online classes (student receives credit and a grade of either “pass” or “fail”).

ACADEMIC POINTS AND AWARDS

The shift to an A/B BLOCK master schedule during the 2024-25 academic year includes a shift from final term grades to final semester grades. Due to this change, the amount of academic points awarded and the amount that students need to accumulate to earn a letter, medallion, and/or plaque have been adjusted.

Points are awarded at the end of each semester.

Students receive 4 points for achieving the High A or A Honor Roll.

Students receive 2 points for achieving the B Honor Roll.

A student receives a letter during the academic year in which they accumulate 12 points.

A student receives a medallion during the academic year in which they accumulate 20 points.

A student receives a plaque during their senior year if they accumulate 28 points. Students who earn a plaque have been on the High A or A honor roll during every semester of high school through semester one of senior year.

Academic points are tallied at the end of semester one each academic year and awards are given out at the Academic Celebration in May.

MILITARY STATEMENT

Denmark High School shall provide, upon a request by military recruiters or an institution of higher education, access to high school student names, addresses, and telephone listings, referred to as directory data under s.118.125, Wis. Stat. A high school student or the parent of the student may request that this information not be released without written parental consent.

NATIONAL HONOR SOCIETY SELECTION

Juniors and seniors who have earned a 3.5 cumulative grade point average through the end of the previous school year are eligible for membership in the National Honor Society. Students who have attended Denmark High School for at least one semester and who meet the grade point average requirement are given the opportunity to pursue membership by completing a Student Activity Information form. This form is then presented to the five members of the Faculty Council, who confirm the students' performance in the areas of leadership, character, and service. Membership is an honor, and is granted only to those students who are verified in meeting NHS requirements.

National Honor Society members are expected to represent themselves as responsible members of NHS at all times, whether in school, at school events, or within the community. Failure to do so will result in disciplinary action determined by the faculty committee (based on NHS guidelines) and result in potential cancellation and removal of membership.

COURSE OFFERINGS / SCHEDULE CHANGES

Course offerings are determined by student registration numbers and staffing availability. Due to these factors, some courses in the course handbook may not be offered yearly, bi-yearly, or over a multi-year period.

Students may add or drop a course within the first four days of the school year. Students who drop a course after the first four day period will receive a Withdraw F on their transcript for the remainder of that semester. Students should check with Student Services of the specific dates for the Add/Drop period.

EXEMPTED WITHDRAWALS

Denmark High School recognizes that extraordinary circumstances may arise that significantly impair a student's ability to participate in and complete a course.

A student may be approved for a withdrawal without academic penalty after the established withdrawal deadline when one or more of the following circumstances exist:

- Extended hospitalization or significant medical treatment.
- Serious physical or mental health conditions documented by a licensed medical professional.
- Other situations determined by the Principal to be of comparable severity.

A Student Intervention Team consisting of administration, school counselors, and the school nurse will review requests and supporting documentation. The purpose of the review is to ensure the District is appropriately supporting the student's educational needs while complying with physician directed recovery plans, treatment recommendations, and other documented medical requirements.

This provision is intended for exceptional circumstances and shall not be used for reasons related to academic performance, attendance concerns unrelated to documented circumstances, scheduling preferences, or dissatisfaction with a course.

ELIGIBILITY FOR ONLINE COURSES

Denmark High School believes that students should complete coursework through the District whenever possible. Online courses may be approved when they provide

educational opportunities or support services that are not reasonably available through the District's traditional course offerings.

Approval for online coursework may be granted under one or more of the following circumstances:

- The student has successfully completed all Denmark High School courses available within a specific career pathway or area of study and seeks advanced coursework not offered by the District.
- The student is requesting coursework in a career pathway, academic area, or specialized subject not currently offered by Denmark High School.
- The course is being used for credit recovery purposes and has been approved by school administration and the school counselor.
- The online course is necessary to fulfill accommodations, modifications, or services outlined in a student's Section 504 Plan, Individualized Education Program (IEP), Health Plan, or other documented educational support plan.

Students seeking approval for online coursework must submit a request through the school counseling office prior to enrollment. Requests will be reviewed by administration and school counselors to determine alignment with graduation requirements, academic goals, scheduling considerations, and available District programming.

The District reserves the right to deny requests when a substantially equivalent course is available through Denmark High School or when the online course does not align with the student's educational plan or graduation requirements.

Online courses will not be approved solely for reasons of convenience, scheduling preference, teacher preference, or an attempt to improve a previously earned grade when a comparable Denmark High School course is available.

For credit recovery purposes, successful completion of an approved online course will result in a grade of Pass being awarded for credit recovery credit and therefore will not impact student GPA. The original course grade will remain on the student's transcript and will not be replaced by the credit recovery course. For online courses from outside providers, classes will be graded by the institution's grading scale and will get calculated as a part of student GPA.

DUAL ENROLLMENT

Denmark offers several opportunities through which high school students are dually enrolled in both high school and college to earn both high school and college credit. **One college credit is equal to 0.25 high school credits.** These programs can make college more affordable for families and introduce students to higher level coursework before immersing themselves in a rigorous college life.

EARLY COLLEGE CREDIT PROGRAM

High school students at public high schools may be permitted to enroll in a **UW System institution, or an alternative private/non-profit institution of higher education** to take courses to earn high school credit, post-secondary credit or both. Course costs are shared among the school district/private school and the state (and in some cases, the student's family).

Students in grades 9-12 may be eligible to take courses during the fall, spring, or summer semesters. Please work with your high school counselor to see if you are eligible and begin the application process for the Early College Credit Program. Submit your completed form to your school counselor by February 1st for summer semester, March 1st for fall semester or October 1st for spring semester. **There are no exceptions to the application deadlines.**

START COLLEGE NOW

Start College Now will allow students in grades 11 & 12 the opportunity to take college courses at **Wisconsin Technical Colleges**. High school students in good academic standing and who have no record of disciplinary problems may have the opportunity to take college courses at their local technical college.

Please work with your high school counselor to see if you are eligible and to begin the application process for Start College Now. The deadline for applying is March 1st for the fall semester or October 1st for the spring semester. **There are no exceptions to the application deadlines.** The school district will then make its determination regarding eligibility and notify you of the decision.

For further information, contact the Student Services Office.

- Students must have completed 10th grade to apply for participation in Start College Now. Students in grades 9 - 12 are eligible to apply for participation in the Early College Credit Program.
- Students must be in good academic standing, which may be subject to individual review. The student grade point average will meet or exceed admission criteria for college courses taken under the Start College Now or Early College Credit Programs.
- Participation may be denied if the student has a record of poor attendance or disciplinary issues.
- Students may take up to 2 courses per semester that align with an identical career pathway. The student's Denmark courses and dual enrollment courses will not exceed 8 total courses per semester.
- The student/parent will be required to reimburse the school district for tuition, fees, books, and material cost if the student fails, withdraws or fails to complete a course.
- The Denmark School District will award 1/4 credit per 1 college course credit.

STUDENT SERVICES - SCHOOL COUNSELOR SUPPORT

If you need help with scheduling, course selection, career decisions, or confidential matters, contact the Student Services office. Please remember that counselors are bound by State Laws regarding the reporting of any emotional, sexual or physical abuse. It is not the school's obligation to determine guilt or innocence – only to report what has been discovered or stated.

Confidentiality: The Student Services department is also bound to the ethical code of confidentiality. All information will be kept confidential with the following exceptions:

- The student reports any physical, emotional, or sexual abuse. (Report to Social Services)
- The student reports that they plan to harm themselves or cause harm to someone else. (Report to proper authorities and / or parents)
- The student reports information that may lead to the discovery of someone else being harmed or in danger of being harmed. (Report to proper authorities and / or parents)

STUDENT RECORDS

Section 118.115 of the WI Statutes guarantees by law maintenance and confidentiality of student records. If there are any questions or concerns regarding student records, please contact the Pupil Services Office.

TRANSCRIPT RELEASE

Students and past students (graduates) must complete the Transcript Request form found on the high school website to grant the school permission to send their transcript to an educational institution or employer. Transcripts will not be released without a completed form.

WORK PERMITS

If a student is under the age of 16, Wisconsin law states that he/she must have a work permit to be employed. Starting July 1, 2023 the high school will no longer be able to provide work permits. The Department of Workforce Development's Equal Rights Division has developed a new online work permit application tool. To obtain a work permit, please visit <https://dwd.wisconsin.gov/er/laborstandards/workpermit>.

HAVE A GREAT SCHOOL YEAR & ONWARD DENMARK!

