

# ATHENS HIGH SCHOOL STUDENT HANDBOOK 2021-2022

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## ONE TOWN – ONE TEAM – ONE DREAM

Name \_\_\_\_\_ Locker Number \_\_\_\_\_

*Welcome to Athens High School, a place where excellence is obtainable for you in academics, athletics, the arts, and career-related courses. This planner has been designed to assist you with the organization of your assignments, activities, and serve as a passbook for meeting with staff members during school time. The faculty and staff of Athens High School hope you have a great year!*

## ATHENS SCHOOL SONG

**Fight for dear old Athens  
for the glory of Athens High.  
We're all behind you,  
cheering loyally,  
U-rah-rah.**

**Blue and white we're waving,  
our colors we proudly hail.  
So fight team, fight team,  
for the glory of Athens High.  
U-rah-rah.**

*Written by Mr. Kenneth Johnson, Music Teacher, 1941*

### EQUAL EDUCATIONAL OPPORTUNITIES

The School District of Athens does not discriminate against pupils on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or disability. Any student, parent, or resident of the district complaining of discrimination based on any of the above, shall report the complaint in writing to the district administrator.

### Disclosure

Directory information, student's name, present address, telephone listing, date and place of birth, current grade, parent's names, dates and places of attendance, participation in officially recognized activities and sports, weights and heights of members of athletic teams, student's photograph, the most recent previous educational agency or institution attended by the student, degrees and awards received may be disclosed to any person within thirty (30) days of published notice, unless any parent, legal guardian or guardian ad litem or eligible student informs the Main Office that all or any part of the directory information may not be release without the prior consent of the parent, legal guardian or guardian ad litem eligible student.

## ACADEMIC INFORMATION

### Daily Class Schedule

Breakfast	7:30 – 7:57
1 <sup>st</sup> Hour	8:00-8:46
2nd Hour	8:49-9:33
<b>ACP/FLEX</b>	9:36-10:06
3rd Hour	10:09– 10:53
4th Hour	10:56 – 11:40
5th Hour	11:43 -12:27
<b>LUNCH</b>	<b>12:27 – 12:57</b>
6th Hour	1:00 – 1:45
7th Hour	1:48 – 2:33
8th Hour	2:36 - 3:20
Buses Depart	3:20

### 2021-22 School Calendar

<b>August 31</b>	<b>First Day of School</b>
<b>September 6</b>	Labor Day – No School
October 1	Mid-Quarter Progress Reports
<b>October 7 &amp; 12</b>	<b>Parent-Teacher Conferences (4-8:00pm)</b>
<b>October 8</b>	<b>NO SCHOOL</b>
October 28	End of First Quarter
<b>October 29</b>	<b>NO SCHOOL-District-Directed Staff Development</b>
<b>November 24-26</b>	<b>NO SCHOOL- Thanksgiving Break</b>
December 3	Mid-Quarter Progress Reports
<b>December 23-January 2</b>	<b>NO SCHOOL Winter Break</b>
January 3	School Resumes
January 13	End of 2nd Quarter (1st Semester)
<b>January 14</b>	<b>NO SCHOOL-District-Directed Staff Development</b>
February 16	Mid-Quarter Progress Reports
<b>February 24 &amp; March 1</b>	<b>Parent-Teacher Conferences (4 - 8:00 pm)</b>
<b>February 25</b>	<b>NO SCHOOL</b>
March 17	End of Third Quarter
<b>March 18</b>	<b>NO SCHOOL-District-Directed Staff Development</b>
<b>April 13</b>	<b>NO SCHOOL-District-Directed Staff Development</b>
<b>April 14-18</b>	<b>NO SCHOOL-Easter Break</b>
April 27	Mid-Quarter Progress Reports
May 21	Graduation Commencements (2pm)
<b>May 25</b>	<b>End of 4th Quarter (2nd Semester) Early Release Last Day of School ½ day Staff Development</b>
<b>May 26</b>	<b>District-Directed Staff Development</b>

*THE DATES OF THIS SCHOOL CALENDAR ARE SUBJECT TO CHANGE BY BOARD ACTION.*

## Normal Expectations of Athens High School

To help us continue a path of safety in our school, the following expectations are for students and staff from this time forward. These expectations have their basis in school policy and rules found in the student handbook. We are going to cooperate and follow these expectations.

- When you come to school in the morning, please immediately enter the building and go to your appropriate location-, locker, classroom, or **commons area for breakfast**.
- For students who drive to school, please remember to take everything you need the first time. If there is a need to go to your vehicle, please come to the office and make a request.
- Please note the "emergency use only" signs on most doors of the building. **Students who are leaving for appointments, peer tutor, etc. are to leave by the front doors only.** After 3:20 p.m., you may exit the appropriate door for your bus or vehicle.
- During class, all students need to be in their assigned class each period of the day under the direction of a staff member. Distance learning students will follow the directions of the Distance Learning Coordinator or the teacher assigned to you.
- Students returning from Peer Tutor program prior to the bell ringing are to report to the main office or designated area until the bell rings.
- During lunch, the commons is available; using the gym or being outside around the track area will be a privilege. Being in certain classrooms is only permitted with the permission and pass of the teacher granting that permission. All students are to remain in the building and/or on campus during lunch.
- During class time, students requesting to use the bathroom, go to the office, or leave for an appointment are to do two things prior to leaving a classroom:
  - Obtain a pass from a teacher.
  - Sign out on the form located in each classroom.

- Study Hall sign-out** Study Hall Teachers will use a sign-out form as well, and a student needs to receive a pass from study hall to go to the office, bathroom, etc. **Upon entering a classroom during a class period, students may enter with a pass only.** If a student does not have a pass, they should be directed to go to the office immediately to obtain an appropriate pass or a tardy unexcused pass.
  - Staff members are to keep the doors locked at all times. During teaching, they may leave the door open for conducting class but the lock will remain locked.
  - Visitors must report to the office to receive a visitor pass to be elsewhere in the building.
  - Teachers who have field trips, move to another classroom, or have projects outside the building may continue to do so as a class activity. Students need to stay with the teacher at all times.
  - All jackets and coats are to remain in the student's locker during the school day. Please bring an extra sweatshirt to school.
  - All backpacks are to remain in the student's locker during the school day** (unless otherwise approved by the principal).
  - Teachers and substitute teachers shall wear identification badges.
  - After school, please take whatever you need from your regular lockers.
- Finally, these expectations are to aid in the safety of all students, staff, and the community.

## Grading

The meaning of the letter symbols used in evaluation is as follows:

<b>A</b> Excellent	<b>D</b> Below Average	<b>S</b> Satisfactory
<b>B</b> Above Average	<b>F</b> Failure (no credit)	<b>U</b> Unsatisfactory (no credit)
<b>C</b> Average	<b>I</b> Incomplete Work	

Incomplete work must be completed within two weeks from the end of the grading period unless specified by the instructor to be granted additional time. If that is not the case, then an incomplete grade will turn to an "F".

## Grading Scale/Campus Gradebook Information\*

A+	>100%	C	76-73
A	100-93	C-	72-70
A-	92-90	D+	69-67
B+	89-87	D	66-63
B	86-83	D-	62-60
B-	82-80	F	below 60%
C+	79-77	I	Incomplete Work

S Satisfactory  
 U Unsatisfactory  
 \*To gain access to your child's grades, contact the main office for a password to the Campus Parent Portal.

## Grade Point Average (GPA)

Grade point averages will be determined using the following point values for all subjects accepted by the Board of Education for determination of GPA. GPAs are carried to three decimal places.

<b>A or A+</b>	<b>4.000</b>	<b>B-</b>	<b>2.667</b>	<b>D+</b>	<b>1.333</b>
<b>A-</b>	<b>3.667</b>	<b>C+</b>	<b>2.333</b>	<b>D</b>	<b>1.000</b>
<b>B+</b>	<b>3.333</b>	<b>C</b>	<b>2.000</b>	<b>D-</b>	<b>0.667</b>
<b>B</b>	<b>3.000</b>	<b>C-</b>	<b>1.667</b>	<b>F, P, S, U</b>	<b>0.000</b>

Current exclusions: faculty assistant, peer tutor, non-accredited home-based grades, classes designated as pass-fail, tutorial classes.

## Graduation Requirements

A minimum of 26 credits must be earned for graduation. Students are required to maintain a minimum course load of seven (7) academic classes. All students receiving diplomas from Athens High School must have attended eight semesters of high school prior to graduation. The date for the graduation ceremony will be the Saturday before Memorial Day weekend. The last school day for seniors will be the Friday before graduation. Diplomas will be handed out to students in alphabetical order by School Board members. Traditional cap & gown apparel is required of all graduates participating in the ceremony.

The following courses are required and must be successfully completed to be eligible for graduation.

<u>Courses:</u>	<u># of Credits</u>
English (English 9, English 11, English Choices)	4.0
Math (a series of three math classes)	3.0
Science (Physical Science, Biology, Choice)	3.0
Social Studies (World History, US History I, US History II, Choice)	3.5
Information & Technology Literacy 9	0.5
Health 9	0.5
Physical Education (10, 11, Physical Fitness 12)	1.5
Personal Finance (11)	0.5
Fine Arts (Band, Choir, Art)	1.0
Career & Technical (Ag, Business, Family Consumer, Technology, World Language)	2.0
Electives (in any offering)	<u>6.5</u>
<b>Total</b>	<b>26.0</b>

## Report Cards

Grades measuring achievement and effort will be given at the end of each quarter. Quarter grades are not recorded on the transcript. Final grades will be given at the end of each semester in all courses. Students should be aware that semester grades are calculated in a number of different ways by the faculty. Report cards may be distributed at parent-teacher conferences at the end of the first and third quarters. At the end of second and fourth quarters, report cards will be mailed home.

## Progress Reports

A mid-quarter home report indicating student progress or deficiency is prepared by teachers or generated by computer and mailed home. In some cases, classwork evaluation may occur slightly past the mid-quarter point. In either case, we suggest that if at any time parents be concerned about the progress of their child, please contact the school or faculty member involved. Home reports may also be prepared by a faculty member at any time if they see a change in a student's performance.

## Honor Roll

The student honor roll is published each nine weeks. You must be enrolled in five classes to be eligible for honor roll. Quarters 1 & 3 are based on quarter grades. Quarter 2 & 4 are based on semester grades. The honor roll is based on an eleven-point scale which is converted to a four-point system for publication. There are three honor roll categories as follows:

"Highest"	4.000
"High Honors"	3.500 – 3.999
"Honors"	3.000 – 3.499

## Scholastic Achievement Awards

These academic awards reflect both high achievement and maintenance of that achievement. The awards are based on semester grades.

<u>Scholastic Letter (based on year end cumulative)</u>		<u>Medal Award (based on semester grades)</u>	
Freshmen	4.00	Gold	4.00
Sophomores	3.75	Silver	3.75
Junior	3.50	Bronze	3.50
Senior	3.50		

## Valedictorian & Salutatorian Selection

The student having the highest cumulative GPA at the end of the seventh semester in high school will be selected as valedictorian for the class. The student having the second highest cumulative GPA will be selected as the salutatorian. The student must:

- Be presently enrolled as a full-time student
- Have attended Athens High School four complete consecutive semesters including the second semester of the senior year
- Complete the senior year
- Have no academic honesty infractions as per board policy. In cases where there is a tie, the students will be designated as co-valedictorians or co-salutatorians. The top 10% is calculated by the number in the senior class rounded up to the nearest whole number.

## Academic Excellence Awards

Seniors attaining cumulative grade point averages of 3.75 or higher at the end of the seventh semester will be recognized as "honor students" during the graduation ceremony.

In accordance with State Statute §39.41, the recipient of the *Academic Excellence Scholarship* will be selected using **all grades** earned while enrolled in high school including grades in those classes listed above with the exception of non-accredited home-based grades. Any subject not given a letter grade will not affect GPA. A grade of "F" will be assigned zero points. High school credits earned while in middle school (i.e. Algebra) will be counted for elective credit only and will not be considered in the determination of honor student status, GPA, or valedictorian/salutatorian determination.

Students must attend Athens High School and be enrolled a minimum of five (5) semesters prior to the end of the first semester of their senior year to be eligible for the Academic Excellence Scholarship.

Grade levels shall be identified as: Freshman 0-6 credits, Sophomore 6.25-12 credits, Junior 12.25-18 credits, Senior 18.25+ credits

*NOTE: If there are two or more students tied for the highest GPA but only one intends to attend a Wisconsin post-secondary school, then that individual will be declared the winner of the academic excellence scholarship. This will only be done by mutual agreement of all parents of all eligible students. Grades are not weighted.*

In the event that students are tied, the following tie-breakers will be used in the order listed:

1. Number of credits earned in classes counted towards GPA (excluding exemptions).
2. Composite score from ACT or SAT scores.
3. Quarter grade comparisons.
4. Coin toss: person whose last name is first alphabetically, will call for either heads or tails.

## Early College Credit Program

Wisconsin Statutes provides that any junior or senior student under age 21 is eligible to apply to an institution of higher learning to take college coursework while a student at Athens High School. Deadlines are October 1 for spring classes and March 1 for fall classes. See the school counseling office for details.

## Students Who Transfer to the Alternative School

Students who transfer to the alternative school continue to be members of their graduating class and may participate in co-curricular activities, athletics, prom, homecoming activities, senior picture, and yearbook. Alternative school students are not allowed on school property between 7:30 am and 3:30 pm unless permission is given by the principal or designee for a valid reason. Students in the alternative school no longer have the privilege of participating in the Athens High School graduation ceremony as per Board of Education Policy #345.7. HSED students will not receive a diploma but students in an approved "diploma-based alternative school" will receive an Athens High School diploma. Alternative high school students receive their recognition of completion through their own ceremony arranged off-site.

## Schedule Changes

The school counselor will change schedules for the following reasons only:

1. Computer error.
2. Direct conflict - two classes meeting at the same time.
3. Failure in a required course or prerequisite.
4. Adjustment problem - conference required with counselor and final approval from administration.
5. Request to ADD a class will be honored prior to the start of a term if the class is not full and no other classes need to be changed. This must be approved by the following individuals: parent, teacher, counselor, and principal.

6. Request to DROP a course will be honored any time prior to the end of the second week of the term provided by the student continues to comply with the minimum load policy. Any drop after two weeks will be considered a failed course and the scheduled class time will be spent in an assigned study area. All requests for changes should be referred to the school counselor.

## ATTENDANCE INFORMATION

It is the belief of the Athens Board of Education that regular attendance at school is an essential and basic ingredient in order for students to attain success during their school career.

When students are absent from class, they miss integral and essential parts of the learning process. Certain classroom activities, such as discussions, group activities, and the participation of guest speakers can never be made up. It is the student's responsibility to participate and contribute in the classroom learning process. Excessive absences and trancies have a detrimental effect on other students as well as on the process of instruction. Absences and trancies do harm to the process education by placing greater demands on the time of teachers for makeup assignments and assistance to truant or absent students. This demand is an infringement upon the rights of other students for the equal attention of the teacher.

Beginning at the elementary school level, school attendance, constitutes a vital part of the child's development of a positive attitude towards school and to their ultimate success when supported and encouraged by parents/guardians. Conversely, when parents/guardians are not supported of regular school attendance, the child begins to view school as not being important as well as missing the instructional time mentioned above. Both of these elements significantly increase the risk of an unsuccessful school experience and directly relate to a student not graduating or dropping out.

The School District of Athens will work cooperatively with the parent/guardian or responsible adult to teach students the importance of daily and timely school and class attendance. However, the primary legal and moral responsibility for student attendance rests with parent/guardian and the student. Good instruction is an important part of this process and it is the position of the Athens Board of Education that the climate for good instruction begins on the student's part with regular attendance.

### Definitions:

#### A. Student Attendance:

In accordance with state law, all children between the 6 and 18 years of age **must attend school full-time** until the end of the term, quarter or semester in which they become 18 years of age unless they have a legal excuse.

#### B. Attendance Office/Officer

The school principal shall be designated by the school board as the formal attendance officer for each school in the district. The school attendance officer shall record and keep records of excused and unexcused absences.

#### C. Excused Absence

Personal illness and injury is limited to ten days per year. A written doctor's excused will be required for each absence after that otherwise it will result in an unexcused absence.

**Medical, dental, chiropractic, optometric, or other pre-approved professional appointments, which should not exceed one-half day, must be verified with an appointment card or by phone. Parent(s)/guardians(s) should try to make appointments during non-school hours, if at all possible.**

Special circumstances that show good cause may be approved in advance by the principal or his/her designee.

#### D. Provisional Absences

Family vacations or activities must be prearranged through the school office as many days prior to leaving as the length of the vacation. The School District of Athens does not encourage absences of this nature because of the lost instructional time. In such cases, a parent/guardian must request in writing before the absence, that the student be absent from school for an activity which is important to the family. In such cases, it is the student's responsibility to overcome the loss of learning and not expect the school to alter its program for such an absence. Under this provision a child may be excused by the parent for not more than ten (10) days during a school year.

#### E. Unexcused Absence

Unexcused absence with notification to parents of truancy. The school attendance officer shall expect as provided under Wisconsin Statutes 118.16(2) (cq) and (cr), notify the parent or guardian to return the child to school not later than the next day on which school is in session or to provide an excuse under S. 118.15. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by personal contact, mail or telephone call of which a written record is kept, except that notice by personal contact or telephone call shall be attempted before notice by mail may be given.

*"Habitual Truant" now means a pupil who 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. Students who are habitually truant as defined above (Wis. Statute 118.16(1)) will be subject to disciplinary action including a parent meeting at school and a possible citation which would require your child to appear in truancy court the following week.*

#### F. Procedure

All excused absences must be written or called in by the parent/guardian. They should indicate the date(s) and reason for the absence and be submitted in a timely manner prior to or following the absence. Students with an excused absence shall have an opportunity to make up schoolwork that was missed. A student with an unexcused absence shall not receive credit for class work missed during the absence, but will be allowed to

make up major unit, quarter or semester examinations or evaluation tools.

**G. Participation in Co-Curricular Activities &/or Athletics when Absent**

Students participating in co-curricular activities, practices, rehearsals, and other related events are to be in attendance at school. Students absent from school are not allowed to attend school-related functions afterschool or in the evening. Students absent from the normal school day but considered "exempt" because the activities were related to a class or other approved school-related activities may continue to participate in activities after school and in the evening.

**Students 18-Years and Older**

Students who are aged 18 and older are subject to the same attendance policies and school rules as all other students at AHS. The school is legally responsible for all students and their academic programming so all students must attend all assigned classes, check out when leaving the building, and check in when arriving late. **Additionally, no student will be allowed to write and sign their own attendance notes unless they have been declared legally independent of their parents and/or guardians.**

Students showing failing progress or failing grades during any term may be dropped from high school within two weeks of a certified letter notifying the student and their parents/guardians.

**GENERAL INFORMATION – In Alphabetical Order**

**Accidents**

Every accident in the school building, on school grounds, at practice sessions, or at any athletic event sponsored by the school must be report immediately to the person in charge and to the school office. A report shall be filed.

**Announcements**

The announcements of the day are published for staff by homeroom. A short reading of the announcements may be given in class by the teacher after the Pledge. A paper copy of the daily announcements will be posted by the office door. You may also read the announcements on our website or Campus Portal. If you have an announcement, please submit it to the office a day in advance. Only in an emergency or by administrative approval will the PA system be used for announcements.

**Bicycles, Rollerblades, & Skateboards**

Students may ride bicycles, rollerblades, or skateboards to school. Bicycles must be parked in the bike racks and locked when not in use. Rollerblades and skateboards must be carried on school property and stored in your locker during the school day. These items may be confiscated if inappropriately used or stored.

**Bus Rider Rules**

Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter. While on the bus, students should keep hands and heads inside of the windows at all times. Remember, loud talking and laughing divert the driver's attention and make safe driving difficult. Horseplay is not permitted around or on the bus. *Board Policy #443.2 & #443.2.*

1. Bus riders should never tamper with the bus.
2. Do not leave books, lunches, or other articles on the bus.
3. Bus riders are not permitted to leave their seats while the bus is in motion,
4. Bus riders are expected to be courteous to fellow pupils and to the bus driver.
5. Do not throw anything out of the window.
6. The bus driver is authorized to assign seats for one student or the entire bus for any reason.

**Cafeteria**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch waste in specified garbage bins.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor around your place in a clean condition for others.
4. No food may be taken from the cafeteria.
5. Misconduct during lunch may result in disciplinary action.

**Closed Campus**

Students are not to leave the school building during the instructional day (8:00 AM. – 3:20 PM). If students are leaving the building for a medical or doctor/dentist reason, we require that they bring a note with them or have their parents call the school office. Students should present their note to the office and request a pass before leaving school. Upon returning to school, an appointment card or a note from the doctor/receptionist stating the date and time of the appointment is requested. *Board Policy #434.2.*

**Fire and Tornado Drills**

Fire and tornado drills are held at regular intervals throughout the school year. Basic expectations are:

1. Check instructions in each classroom indicating how to leave the room &/or building in case of fire or tornado. Instructions are posted.
2. Walk. No talking. Move quickly and quietly to the designed area/outside area. Do not re-enter until you are given the "go-ahead" by administration.

**Food and Drink**

Food and drink will be restricted from the ITLC, CWETN Learning Lab, and the gymnasium at all times during the day (including noon hour meetings). Any student violating this policy may be disciplined by a noon detention as well as a three-day restriction from the room respectively. Bringing food &/or drink to individual classrooms is the prerogative of

the individual teacher. *Wellness Policy #458: No soda allowed in the district.*

#### **Hall Passes**

Students are not permitted in the halls during class periods unless you are accompanied by a staff member, have your planner signed by a staff member, or possess a special pass from an appropriate staff member.

#### **Homeroom/1<sup>st</sup> Hour**

Students will report to HOMEROOM/1<sup>st</sup> HOUR each morning to start their school day. Attendance and Lunch Count will be taken during homeroom. The Pledge of Allegiance will be recited, and announcements will be shared during this time. The purpose of homeroom is to give students an opportunity to connect with a teacher on a regular basis to build better relationships and to prepare for their day.

#### **Information & Technology Literacy Center (ITLC)**

The ITLC (Information & Technology Literacy Center) or Library is open at 7:45 a.m. each school day. The ITLC provides a quiet place to study, read, or utilize your account in the computer lab. A number of print and non-print materials are housed in the ITLC to help students complete class assignments, research a topic, or pursue individual interests. Professional assistance is available to help locate and use media, to provide reference service, to find specific information, and to direct students to materials and resource people, both within the school and with the community.

Student behavior in the ITLC:

1. The entire ITLC is meant for a quiet study area.
2. No food or drink.
3. Students need to sign-in upon entering the ITLC and sign-out when leaving.

Students whose behavior disrupts the atmosphere of quiet study in the ITLC will be disciplined by having their unstructured time use of the ITLC restricted. Those who are under restriction may use the ITLC with a pass from a teacher or with permission from the ITLC staff for specific work that requires library resources.

We welcome students to the ITLC and hope that they find it a pleasant place to work, and we hope they will help make it that way for everyone.

#### **Lockers**

When you occupy a locker anywhere in the building, it is understood that you assume all responsibility for contents therein. The board of education or its employees cannot be liable for losses that you may incur. It is the policy of the district that the principal, teaching staff, support staff, office staff or any other school employee may search a pupil's locker as determined necessary or appropriate without notifying the pupil and without obtaining a search warrant. The school district retains ownership and possessor control of all pupil lockers and designates that their employees may

conduct searches (Legal Reference: 1997 Wisconsin Act 329). To help reduce unwanted loss of property, students should refrain from bringing valuables to school and/or request a lock for your locker.

At the end of the school year, students should have their physical education lockers cleaned out by the last day of school. The school will not be responsible for any materials left in lockers after this time. Unreasonable damage will result in fines.

#### **Medications**

If it becomes necessary for a student to take any form of medication at school, school board policy and procedures must be followed (#453). **Medication forms are to be signed by parent and physician.** Parents are responsible to bring medications to school in correctly labeled containers with current prescriptions. Parents are responsible for letting the school know of any changes in medications, dosages, frequency, and discontinuing the medication. Designated personnel in the school will give medications. Students are responsible to go to the appropriate place to receive their medication.

#### **Messages**

**Parent(s) who wish to contact their children or leave a message for them during the day should do so through the front office and not through text message via personal cell phones as this interrupts the normal routine of the day.** In most cases, the message will be written and secured to his/her locker. Students will not be called out of class for a telephone call unless in a case of extreme emergency.

#### **Nurse**

The School District of Athens utilizes the services of a school nurse and health aide who are available to students for questions on their health needs, to staff for training handling health needs of students, and to parents for any questions they may have regarding health issues of their children in the school setting. If you have any other questions regarding school nurse services, please call the school office.

#### **Planners**

This planner allows you to keep track of assignments and other events, serves as the official "pass" from place to place in the building, and may be used to communicate with your parents. If your planner is lost or damaged, you will be expected to purchase another one.

#### **Pledge of Allegiance**

The Pledge of Allegiance will be led at the beginning of Homeroom.

#### **Resource**

Resource is a time for students to do the following: Get help from teachers; work on state-mandated Academic and Career Planning (ACP) components; attend assemblies or meetings; and work on character traits and participate in enrichment activities.

### School Closing

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting times delayed. The same conditions may also necessitate early dismissal. School closings, delayed start time, or early dismissal will be communicated through our Campus messenger system, our district website and Facebook. The following Marshfield stations are contacted: WOSX FM92.1 and WDLB AM 1450/FM 106.5. The following Wausau stations are contacted: WDEZ FM 101.9, WSAU AM 550/WIFC FM 95.5, WOFM FM 94.7, WCLQ FM 89.5, WAOW/TV-9, and WSAW/TV-7. The following Medford stations are contacted: WIGM AM 1490/KEEB FM 99.3.

### Telephones

The office telephone is a business phone and student use of office and classroom phones is prohibited except in the case of illness/injury. Students needing to use their cell phones during the school day may do so in the office with permission from the office staff.

### Textbooks

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable damage is expected as a result of daily use. Unreasonable damage to textbooks will result in fines.

### Vehicles & Parking

*Also see Board Policy #449, Student Vehicles Parked on School Property*

**Students who drive to school must park in the North lot in designated areas and in a legal parking space.** Parking against the building is reserved for bus loading/unloading,

### Behavioral Expectations

*It is the responsibility of each student to be familiar with these rules and follow them in school, on school grounds, on school buses, while participating in co-curricular &/or athletic activities, and at school activities. Ignorance of these rules is not a valid reason for non-compliance.*

### Safe, Respectful, Responsible

*We expect "Above-the-Line" behavior which is appropriate and acceptable.*

### Student Conduct Code

The student conduct code of Athens High School is intended to place much of the responsibility for proper behavior on the shoulders of the students. This is a vital part of each student's individual education; students must develop the self-discipline needed for success in their future careers and personal lives. If a student's behavior violates the general rules of conduct set forth in this handbook, disciplinary measures, parent understanding of the student's academic and/or behavior problem and to mobilize a cooperative effort to correct the difficulty.

disabled drivers, guests, and administrative staff. This parking restriction extends from one end of the building to the other. There is no student parking on the East or South sides of the building. Students who violate the school parking regulations will risk being denied the privilege of parking their vehicle at Athens High School. Administration reserves the right to deny students access to parking privileges.

Parking tags will be made available to each student parking in the student-designated parking lot. For multiple vehicles in the family, each one must have an "identification tag". Administration reserves the right to deny students access to parking privileges without a tag. Occasionally, when emergency situations do arise, please notify the office for special allowances. There is no cost for a vehicle tag.

Students are NOT allowed to be in the parking lot except when going to or coming from their vehicle. Students are also not allowed to sit in their vehicles in the student parking lot. The primary reasons for both of these rules are the safety of students and protection of student vehicles from damage and vandalism. Violations of these rules will result in appropriate disciplinary action.

Any students observed driving dangerously on school property will be referred the Athens Police Department for appropriate legal action as well as being subject to possible school disciplinary action. Snowmobiles are prohibited on school property.

### Visitors

Students are not allowed to have student visitors from other schools at any time.

**Parent Contact:** Depending on the violation, a student's parent may be contacted by phone, email, or regular mail to inform the parent of the misconduct and elicit support for correcting the unacceptable behavior.

**Contract with Student and/or Parent:** An agreement is written listing steps to be taken by the student to improve behavior. The agreement should also describe the support to be provided by school staff and or parent.

**Referral to Counselor or School Psychologist:** The student is referred to one of the professionals to seek help for the student in correcting misbehavior.

**Referral to the Student Support Program:** If there is evidence that a student's behavior is being affected by the use of

alcohol or drugs, a referral will be made to the student support program.

**Financial Settlement:** Students and/or parents will be required to pay for damage done by the student to either school property and materials or the personal property of individuals.

**Collection of Inappropriate Personal Property:** School staff members may confiscate materials which student is prohibited from possessing in school.

**Dismissal from Classroom or Study Area:** If a teacher finds that it is necessary to send a student from a classroom or study area for inappropriate behavior, the student is to report to the school office immediately. To be reinstated in class, a student must confer with a school administrator and/or teacher. Failure to report to the main office will be treated as a serious violation of the student conduct code.

**Restricted Privilege:** Student can be denied the privilege of participation in student activities, attendance of extracurricular events, or use of other study areas as a consequence for inappropriate behavior.

**Detentions:** Detention may be assigned by teachers, school administrators, or other staff members. Detentions assigned by the aforementioned will be served with the assigning staff member. If a student fails to serve a detention assigned by a teacher, the detention will be referred to the school principal. Students are to report for detention as requested and with appropriate materials, if any, that are deemed necessary by the issuing party. Failure to serve assigned may result in further disciplinary action, as necessary.

**Class Removal:** A teacher may remove a student from attending a particular class for one period because of class misconduct. Future removal will be reviewed with the teacher and the principal.

**Suspension from School:** For a serious violation of the student code, a student may be suspended from attending school for up to five days by a school administrator. While suspended from school the student is placed under the supervision of the student's parent or guardian. A suspended

student is not to be on school property during the period of suspension and cannot participate in any school sponsored activities. The purpose of a suspension is threefold:

1. It causes a close home-school contact, providing the opportunity for parents and school administrators to review the student's situation.
2. It separates a student from friends and the social activities at school.
3. It protects the rights of other students to an education. When a student is suspended from school a parent or guardian is notified and in some cases a parent conference will be required. *Suspensions from school are considered excused absences and students will be allowed to make up the work missed.*

**Referral to Police or Juvenile Authorities:** If a student's behavior is such that a violation of law is involved, police or juvenile authorities may be contacted by the school administration. When a police officer is allowed to question a student, his or her parent or guardian will be contacted if possible. A school official will be present during the police investigation (See WI Statue Ch. 118.257)

**Recommendation for Expulsion:** In extreme cases of student misconduct, the administration of Athens High School may recommend to the Athens Board of Education that a student be expelled from school. The procedures for expulsion from school are outlined in Sec.120.13 (1)(c) of the WI Stats.

**Student Behaviors:** There shall be a logical relationship between the severity of the offense and the action taken. It is understood that these rules for student's conduct are not all inclusive. The Administration may take steps as necessary and not forbidden by law to insure the educational climate of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which impairs the well-being of the school regardless of the existence of a rule covering the offense.

**Students who engage in willful, persistent, and disruptive behavior that interferes with the educational process or engage in hostile personal behavior will be subject to expulsion.**

## Student Behaviors

### School and Class Attendance

1. **Student not in assigned place at the proper time.** The school is responsible for all students. Their whereabouts must be in known at all times during school day. Except during passing, students are expected to be in class or approved areas.

**Disciplinary Action:** Immediate action and notification of parents. For more serious offenses, suspension from class and/or school activities, parent conference for admission, referral to special school personnel. For severe and/or repetitious acts, suspension from school or expulsion when

appropriate, a problem maybe referred to the police department or juvenile court (as per WI Statutes).

2. **Truancy, class cutting, tardies or leaving the building without permission.** State law requires regular attendance at school unless a student is sick or has a pre-excused absence. Frequent absences can seriously damage a student's academic performance.

**Disciplinary Action:** An unexcused absence for a class period shall result in one detention to be served within two days of that action. A total of two unexcused tardies will result in one

detention. Procedures for truancy will begin when students have 3 unexcused absences.

#### Personal and Property Rights

1. **Physical threats, extortion, or violence to persons in school or at school sponsored functions.** (This includes all acts, which Wisconsin Statutes define as crimes, such as disorderly conduct, attempted assault, battery, hazing, intimidation, etc.)

**Disciplinary Action:** Detention(s), suspension(s), referral to police, &/or expulsion.

2. **Stealing, destroying, or defacing school or personal property.** (This includes all acts, which WI Statutes define as theft, robbery, criminal damage to property, etc.) No person may steal or deface or destroy another person's property or public property.

**Disciplinary Action:** Detention(s), suspension(s), referral to police, &/or expulsion.

3. **Fighting.** Any fighting, assault or battery or any other conduct which may endanger the health or safety of self or other students is prohibited on school property or at school-sponsored activities.

**Disciplinary Action:** (1) Notification of parents and detention and/or suspension, (2) Police or legal action, (3) Repeated violations may result in expulsion.

4. **Verbal abuse of school personnel and students.** (This includes all acts which Wisconsin Statutes define as crimes such as defamation, disorderly conduct, deliberate disobedience, etc.) Courteous behavior is expected of both students and school personnel. Obscene language or defiance of school personnel is not permitted.

**Disciplinary Action:** (1) Notification of parents and detention and/or suspension, (2) Police or legal action, (3) Repeated violations may result in expulsion.

5. **Improper Display of Affection.** Appropriate behavior between students is expected at all times. There is to be no kissing or other type of inappropriate physical contact as determined by staff and administration.

**Disciplinary Action:** Conference with student(s), contact with parents if more severe, detention, &/or suspension.

6. **Harassment, Bullying, and Hazing.** Verbal, physical or sexual harassment, bullying, or hazing of another person will not be tolerated.

**Disciplinary Action:** Detention(s), suspension(s), referral to police, &/or expulsion.

7. **Courtesy to Students & Adults.** Proper courtesy is expected to students with the use of their appropriate name in a respectful manner. Proper courtesy is expected to adults with the use of Mr., Mrs., Miss, Ms., or Coach.

**Disciplinary Action:** Conference with student.

#### Dress and Appearance

1. **Inadequate Personal Cleanliness.** A reasonable cleanliness of person and of wearing apparel is expected.

**Disciplinary Action:** (1) Individual Counseling, (2) Student may be sent home to change before returning to school, (3) Conference with parent as necessary, and/or (4) repeated offense will result in further disciplinary action.

2. **Distracting, Inappropriate, or Indecent Clothing.** Students are expected to dress appropriately for school. Clothing shall cover all body parts appropriately. It is our intent that all students have respect for themselves in what they wear to school and extend that respect of appropriate clothing to all other persons in a public setting. The following are examples of clothing considered inappropriate:

(1) Clothing that is excessively revealing such as mini-skirts and short shorts, tank tops, loosely fitting halter tops, mid-drift tops, mesh shirts (unless a t-shirt is worn underneath), or exposed underwear.

(2) Clothing with alcohol, tobacco, or controlled substances advertisements or references.

(3) Clothing displaying vulgar writing or symbols, or sexual-reference clothing.

(4) Any other apparel which the staff determines to be in poor taste by community standards or interferes with individual or classroom learning.

**Disciplinary Action:** Change of clothes, collection of inappropriate items, other appropriate action to correct the situation, &/or detention or suspension.

3. **Clothing for Physical Education Classes.** Short-sleeved t-shirt (not cut-offs or sleeveless t-shirts), athletic shorts, athletic socks, tennis shoes. Additional clothing may be requested for outside PE activities.

**Disciplinary Action:** Change of clothes, collection of inappropriate items, other appropriate action to correct the situation, &/or detention or suspension.

#### Illegal Substance and Dangerous Drugs

1. **Drug and Chemical Abuse.** Defined as the use, possession, selling or dispensing of drugs or chemicals which Wisconsin Statutes define as illegal. The misuse of drugs is illegal and is a health and safety hazard. Students may not possess, dispense, sell or be under the influence of such substance on school grounds, or at school sponsored events.

**Disciplinary Action:** (1) Notification of parents and suspension, (2) police action, (3) referral to other agencies dealing with health, social conditions or treatment of drug or chemical abuse, (4) consideration of student for placement in other school facilities or for expulsion.

2. **Alcohol.** No student shall sell, purchase, possess, transmit, use or be under the influence of alcohol while on school property at any time or while attending any school sponsored activity.

**Disciplinary Action:** (1) Notification of parents and suspension, (2) police action, (3) referral to other agencies dealing with, social condition or treatment, (4) consideration of student for placement in other school facilities or for expulsion. Any student caught in possession of or under the influence of alcohol or any other drugs at school or at any school sponsored event or trip will be suspended from school for not more than five days. Student athletes should refer to the Co-Curricular Code for other sanctions. If drinking takes place on a school organization trip, the student will be removed from that organization for one calendar year from the date of violation. This action will not mean removal from graded band or choir performances unless alternative grade arrangements are made.

#### Miscellaneous

1. **Gambling and Card Playing.** No gambling is permitted school or at any school-sponsored function. Card or game playing is limited to lunch time.

- Disciplinary Action:** Detention(s), suspension(s), referral to police, &/or expulsion.
2. **Dangerous weapons.** Any device which could cause harm or bodily injury to a person is considered a weapon. No one may have any kind of weapons on school grounds or at any school-sponsored function. No one may use any article as a weapon to threaten or to injure another person.  
**Disciplinary Action:** (1) Police action (2) Recommendation for expulsion will be made to the Athens Board of Education.
  3. **Anti-Social Behavior.** Behavior deemed disruptive, insubordinate, destructive or dangerous to the welfare of the school and the people therein are prohibited.  
**Disciplinary Action:** Detention(s), suspension(s), referral to police, &/or expulsion.
  4. **Failure to Attend Detentions.** Students are expected to attend detentions assigned them by school authorities.  
**Disciplinary Action:** (1) Additional detention time, (2) Notification of parents. (3) Suspension.
  5. **Forgery.** Students are not to forge parent, teacher's or other's signatures.  
**Disciplinary Action:** Detention(s), suspension(s), referral to police, &/or expulsion.
  6. **Fireworks or explosives.** No fireworks or explosives are permitted on school property.  
**Disciplinary Action:** (1) Notification of parents and suspension, (2) Police or legal action, (3) Expulsion.
  7. **False fire alarms and misuse of other school safety equipment.** No person may set off a false fire alarm, falsely report a fire, make threatening phone calls, use a fire extinguisher without cause, or misuse other school safety devices.  
**Disciplinary Action:** (1) Notification of parents and suspension, (2) Police or legal action, (3) Expulsion.
  8. **Cheating/Plagiarism.** Cheating implies dishonesty or deception in dealing with someone to obtain some advantage or gain. Plagiarism is to take ideas, writing, etc., from another and pass them off as one's own. Students are not to use any unauthorized material in an attempt to present it as his/her own. This includes anyone who assists another in cheating. Refer to Academic Honesty Policy 341.2 Rules.  
**Disciplinary Action:** For the first violation, if honest, the student may redo the work with a one-grade point reduction. For subsequent violations or no admission to the violation, a grade of a "0" will be given for the material/project/test including ineligibility for school-related scholarships and valedictorian/salutatorian status. Parents will be notified in writing.
  9. **Computer Data & Programs.** School policy dealing with computer offenses of modifying, destroying, accessing, possessing and copying data and support documentation is in compliance with Wisconsin Statute 943.7. This statute is posted in all computer stations.  
**Disciplinary Action:** Account turned off up to the rest of the school year.
  10. **Distribution of Publication Produced by Students.** School newspaper, yearbooks, literary magazines, and similar publications are encouraged as learning experiences. As such, they shall have qualified faculty advisors and shall strive to meet high publication standards. Publications shall reflect the judgment of the student editors which carries the obligation to be governed by the standards of responsible journalism. It is essential that school newspaper provide opportunities for members of the student's community to express a variety of viewpoints and opinions. **Publications produced by school-district students must have principal's approval at least 24 hours prior to distribution or sale.**
  11. **Non-School Related Electronic Devices and related items.** Students are not allowed to use or have these items in their possession during the school day. If brought to school, these items are to remain in their lockers.  
**Disciplinary Action:** Materials may be confiscated and may include detention(s) or suspension(s).
  12. **Bus Conduct:** Students who are provided transportation to and from school are expected to obey the rules established by the school board for the safety and welfare of all students.  
**Disciplinary Action:** (1) Reprimand (Verbal), (2) Reprimand (Written), (3) Parent/Guardian Conference, (4) Temporary Suspension with parental notification of bus services up to three days, (5) One or all of the above with a warning of more serious action &/or a student's bus riding privilege removed if the problem persists.
  13. **Throwing missiles and other objects.** Students are not to be throwing objects that could harm others. This would include snowballs, water balloons, pennies, and other objects as interpreted by school administration. Water guns and other objects that squirt liquid are not allowed at school at any time.  
**Disciplinary Action:** Detention and/or suspension from school or school activities.
  14. **Smoking or Possession of Tobacco Products.** The Athens Board of Education has adopted a district "Tobacco Use on School Premises" policy (#831) that is consistent with Section 120.12(20) Wisconsin State Statutes. The policy states that smoking and use of tobacco shall be prohibited in all school buildings, on school grounds, and in school owned vehicles. This policy applies at all times to students, district employees, and the general public. Any student observed smoking, chewing, or in possession of any tobacco product in any area of the building, grounds, or school vehicles will be suspended from school for at least one day. Parents shall be notified of these policy and statute violations.  
**Disciplinary Action:** Suspension, &/or expulsion. Police notified. Counseling will be provided for each violation.
  15. **Pyrotechnic (Fire) Devices:** Students may not possess or use any pyrotechnic devices or facsimiles or ignite a fire within a school building or on school property. Exceptions may be made by school administration for approved school activities.  
**Disciplinary Action:** Detention to recommendation for expulsion depending upon severity and frequency.
  16. **Student Use and Possession of Electronic Communication Devices (i.e. cell phone, iPod, tablets):** Students should refrain from possessing any electronic communication device during the instructional day (8:08-3:17). All devices should be turned

off and stored in the students' lockers. Devices interfering with general classroom and/or building expectations may be confiscated or referred to the principal.

**Disciplinary Action:** Item confiscated. Consequences may also include detention(s), suspension, and holding the item for a parent/guardian to pick up from the office.

#### 17. Classroom Behavior – Removal of Disruptive Students

One of the primary goals of the district is to establish and maintain a favorable academic atmosphere for students and staff. Effective learning cannot take place in a classroom where student behavior interferes with the ability of other students to participate in classroom learning activities. Students shall be expected to abide by the code of classroom conduct adopted by the board and other appropriate classroom rules established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of classroom conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

A teacher may remove a student from class if the student (1) violates the code of classroom conduct adopted by the board, or (2) 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.

A student with a 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.

When a student is removed from class, the teacher shall send the student to the building principal or designee and inform the principal or designee of the reasons for the student's removal from class. The student shall also be informed of the reasons for the removal from class and be given an opportunity to present his/her version of the situation. The principal or designee shall review the situation and make a placement decision regarding the student in accordance with procedures outlined in the code of classroom conduct adopted by the Board. Parents/guardians shall be notified of the student's removal from class in accordance with established procedures.

The code of classroom conduct applies to all students in grades K – 12.

**Student Removal from Class:** Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes the following:

- Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
- Being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies.
- Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment.
- Fighting
- Taunting, baiting inciting and/or encouraging a fight or disruption
- Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations

- Pushing or striking a student or staff members
- Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties.
- Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence force coercion, threats, intimidation, fear or disruptive means.
- Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.
- Restricting another person's freedom to properly utilize classroom facilities or equipment.
- Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow direction.
- Throwing objects in the classroom.
- Repeated disruption or violation of classroom rules
- Excessive or disruptive talking
- Behavior that causes the teacher or other students fear of physical or psychological harm
- Physical confrontations or verbal/physical threats.
- Willful damage to school property
- Defiance of authority (willful refusal to follow directions or orders given by the teacher).
- Repeatedly reporting to class without bringing necessary materials to participate in class activities
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.
- Repeated use of profanity.

A student with a 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.

When a student is removed from class, the teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class. A written explanation of the reasons shall be given to the principal or designee within 24 hours of the student's removal from class.

The principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.

The parent/guardian of a minor student shall be notified of the student's removal from class as outlined below.

**Placement Procedures:** The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings.

- An alternative education program approved by the Board. State law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs.
- Another class in the school or another appropriated place in school

- Another instructional setting.
- The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best or only alternative.
- When making placement decisions, the building principal or designee shall consider the following factors: (Examples of factors to consider are the reason the student was removed from the class, severity of the offense, the type of placement options available for student in that particular school and any limitations on such placements such as cost, space availability, location, the estimated length of time of placement, the student's individual needs and interests, whether the student has been removed from a teacher's class before (repeat offender), the relationship of the placement to any disciplinary action (e.g., if student suspension from school is required as a result of the student's conduct, is the placement applicable before and/or after the suspension), and so on. The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or required by law.
- All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulation.
- The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting as outlined below.

Parent/Guardian Notification Procedures

- The building principal or designee shall notify the parent/guardian of a minor student, in writing, when a teacher has removed a student from a class. The notification shall include the reasons for the student's removal from class and the placement decision involving the student. The notice shall be given as soon as possible after the student's removal from a class and placement determination.
- 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 regulation.

- If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirement.

Scope of Code: It is impossible to outline all possible problems and issues, which may arise in the process of running our educational programs and building. It does, however, outline our direction and intent of providing a safe, healthful, and civil environment that reflects our ethics and values necessary to ensure positive outcomes for our children as learners.

Appeal Process: All students shall have the right to due process of law in the application of the Student Conduct Code or other school rules. The following due process procedure is available to any student or parent who wishes to challenge a school policy or decision.

Step One: The challenge or complaint can be appealed to the Principal if the original action was taken by school personnel other than the Principal.

Step Two: The complaint or challenge can be appealed to the District Administrator if the original action was taken by the Principal.

Step Three: If a student and parent wishes to challenge the decision of the District Administrator, their challenge or complaint can be made within 10 school days from the date the administrator confirms or rejects the Principal's decision from step two. At this step the student and parent will be asked to put the complaint or challenge into writing. The Principal will also submit a written statement explaining the school's decision. The Board of Education will reject or confirm the principal's decision at the next regularly scheduled board meeting. Appeals must be placed on the board's agenda at least 5 days prior to regularly scheduled Board meetings. Parents and students have recourse through the civil courts and the State superintendent's office if they are not satisfied with the local District's decision.

**Rules for Appropriate Adult and Student Behavior at Athens High School Athletic Events**

The policy on crowd behavior is to provide participants, officials and spectators with all the respect that is due to them and to ensure their safety. We believe that the following rules and recommendations will assist in meeting that goal:

1. All fans are expected to be in the designated spectator area during the co-curricular event.
2. No loitering is allowed.
3. Abusive language and gestures toward officials, participants and spectators are prohibited.
4. Antics involving paper airplanes, coin throwing or similar behavior is not allowed. The possession of any type of projectile is prohibited.

5. Use of possession of any controlled substance or alcoholic beverage is prohibited. Smoking is not allowed on school district grounds or at school events.
6. Any cheers that ridicule, insult, or use profanity is prohibited.
7. All types of noisemakers are prohibited.
8. Any noisemaker which may interfere with the progress of an outdoor co-curricular event will be prohibited (i.e. whistle, etc.)
9. Signs, cards, banners and pennants are prohibited unless approved by the Athletic Director.
10. Any action that endangers the safety of participants, spectators or officials is prohibited.

Consequences for Violations:

- Immediate ejection from event.
- Turned over for police referral when necessary.
- Suspension from school for student.

### Guidelines for School Dances

The following rules will be followed:

1. Students may be admitted to the dance until 8:30 p.m. (Homecoming & Prom).
2. If you leave the dance, you will not be admitted back in.
3. You must be an AHS student to attend. If you plan to bring a friend from another school, the ticket can only be bought in advance and their ID's must be shown at the door. No tickets will be sold to students from another school at the door.
4. No beverages will be permitted except that which is sold at the dance.
5. All dances will end not later than 11:30 p.m.

### Activity Bus/Van Codes of Conduct

Transportation is provided as a service to students and student-athletes. There are some necessary obligations on the part of students to ensure safety and protection of individual rights. Students and student-athletes will be expected to abide by the following:

1. Students must be present prior to departure time, so roll call can be taken as students board the bus.
2. All students will return on the bus, which they rode to the game. No one will be allowed to go home any other way unless approval is given via the "District Release from Transportation" form.
3. Obnoxious screaming and whistling will not be permitted.
4. Students must remain seated while the bus/van is in motion. Jumping and rocking the bus or extending hands, arms, etc. out of the windows is prohibited. No exits allowed from the rear of the bus except in the case of emergency.

#### Philosophy

In our school, a student's primary business should be about improving achievement. The school's primary business is about organizing and structuring itself to aide students in being successful in this endeavor. To that end, we shall use our student study halls to give students greater structure and support for taking self-responsibility to improve their grades.

**Primary responsibility for assisting students with being successful in school shall rest with the student and family. In addition, faculty and staff shall assist in any way possible.**

#### Program Objectives:

- \* Encourage child-centered responsibility for learning and grades.
- \* Loop families into educational process
- \* Provide structure/support/assistance to learners.
- \* Provide focus and individualized student-teacher interaction.
- \* Provide monitoring to at-risk (academic) learners.

- Further suspension as determined by the Athletic Director and Principal. This could range from one event to a ban from all further AHS events.
- Any packages containing noisemakers, beverages, projectiles, etc., will be confiscated and returned at the end of the contest.

### GUESTS from OTHER SCHOOLS attending HIGH SCHOOL DANCES

Athens High School students who desire to bring a guest from another school shall follow the guidelines listed below:

1. By a week prior to a dance, a "Good Standing" Guest Pass Application must be received in the office by 3:30 pm. No phone calls will be accepted. Application forms will be reviewed by the building principal with the option to make a follow-up phone call.
2. Tickets by the AHS student and their guest shall be purchased in advance.
3. Upon admission to the dance, advanced tickets shall be submitted in addition to providing a photo identification card of the guest.

5. Smoking, drinking or profane language is not allowed on or around the bus. Any gestures of disrespect to people outside the bus/van are unacceptable.
6. Please leave the bus/van as clean as when you got on it and pick up and properly dispose of any waste materials.
7. Cooperation and respect for the bus drivers and chaperones is required and expected. It is important that there is accuracy in knowing who is on the bus/van for insurance purposes.
8. Please be respectful of all other people.

#### Consequences for Violations:

1. Parent phone call and discussion about transportation home at student and parent expense.
2. Police will be informed when necessary
3. Suspension from school for student
4. Further co-curricular suspension as determined by Athletic Director and Principal. This could range from one event to total ban from further Athens events and bus/van rides.

### Structured Study Hall

#### Qualifications

Students receiving an "F" grade on progress reports and quarter report cards or have a GPA under 2.000 shall have greater structure and support imposed upon them during study hall periods. (At the beginning of the school year, incoming 6<sup>th</sup> grade and freshmen students are exempt from their previous school's grades.)

#### Procedures

Students assigned to study hall who receive an "F" on a progress report or quarter grade report or be below a 2.000 GPA shall not be permitted to be excused from study hall for any purpose other than that designated as appropriate by the study hall supervisor and related to a specific course. (Students are permitted to leave for scheduled music lessons and practice opportunities in consultation with their music teacher.) This restriction shall be imposed upon publication of the progress or report cards at each grading period. Study hall supervisors will enforce the structured study hall status.

All teachers, the school nurse & health aide, ITLC aide, athletic

director, co-curricular advisor, coaches, and club advisors shall receive a list of student names who have met the qualifications of this program. Each study hall teacher ensures that the structured study hall guidelines are followed and if necessary provide the student with support for remediating the course(s) in question.

Upon publication of the D/F List, parents of children who appear on that list shall receive a letter from the school by the co-curricular code coordinator notifying them of their child's status and encouraging them to take an active role in this situation. Teachers who reported students with D's or F's at progress report time will write a "Progress Report" for each student for those grades. Suggestions for how parents may actively support their child's educational needs shall be provided on the progress report form (suggestions: contact the faculty member involved with the D/F grade, contacting the school counselor, taking time to do homework with their child, setting some homework guidelines for home, spend time in Homework Help afterschool, etc.)

Students placed on Structured Study Hall status shall remain in that program for a minimum of two (2) weeks. After that period of time, if and when a student has improved ALL of the D/F grades, they may take steps be removed from this status. To be removed from

structured study hall status, the student obtains a Structured Study Hall Release Form from the office, collects signatures from parents and the faculty member(s) having given the D/F grades, and presents it to the teacher of their study hall. (The teacher may sign the form stating that the student has cleared the D/F grade or has shown significant effort.) The study hall teacher shall remove the student's name from the D/F list and inform all teachers, the athletic director, and co-curricular code coordinator of the student's removal by e-mail.

Students on structured study hall status shall have assigned seating in study hall (specific grades shall not be announced publicly).

To be released from structured study hall to go to the ITLC or study with another teacher, the student shall receive a pass from the teacher who had given the D/F grade in advance of the student's study hall period and present this to their study hall teacher. The study hall teacher has the final discretion for each individual student and situation.

This program shall be in effect for all students. Students with IEP's may have other programming considerations for student with D/F grades.

## Drug and Alcohol Abuse

The Board of Education recognizes that drug and alcohol abuse is a growing problem within the schools of the nation. The board recognizes, moreover, that drug and alcohol is a behavioral/medical problem. To solve the problem, it is necessary to have cooperation and communication with parents. Parents are urged to contact the school with any concerns they may have pertaining to drug or alcohol problems. The schools, in turn, will also stay in contact with the parents and guardians of students. Any student exhibiting a continuing problem or suspected of being under the influence of drugs or alcohol is referred to the designated administrative, counseling, health personnel, and student support program.

The School District of Athens, in order to maintain a drug free school environment, authorizes the use of canine units to detect the odor of controlled substances in school buildings and any other areas of school property deemed appropriate. This activity will be carried out on a random or periodic basis and or/when reasonable suspicion exists. This will be at the discretion of the district administrator in conjunction with the building level principal.

The canine unit will be used when:

1. There is a reasonable suspicion that controlled substances may be hidden in the building or on school property.
2. There is a belief that a random preventive search will be beneficial to the ongoing drug prevention effort.

The following specific procedures apply regarding the use of canine units:

1. Canines may be used without prior notification to students and/or school personnel.
2. Canines may be called by the school principal/designee with notification of the district administrator/designee.
3. Students will be restricted to classrooms and kept out of hallways while canines are in use.
4. In the event of a canine "hit", the locker or other area will be searched further using established district procedures.

### Teacher Referral of Suspected Problem

1. Teacher suspecting drug or alcohol use and or possession will refer the individual immediately to the principal or the AODA coordinator.
2. The principal or his/her designee will attempt to determine the student's involvement with drugs or alcohol. If drug or alcohol use is suspected, the student will be referred to a counselor, school nurse, or other appropriate person. If drug or alcohol use is established as the problem by the principal or his or her designee, parents will be notified immediately. Police authorities will also be notified. The student will be sent home for the duration of the day or suspended until it is determined the student can continue to function in the school environment.
3. A counselor will meet with the student to attempt to determine the probable level of drug involvement and to make recommendations regarding subsequent actions.
4. A counselor and the AODA coordinator will begin an evaluation of the student to include school performance, attendance, disciplinary action, personal relationships, and other pertinent date.
5. A staffing will be held with the student's teachers to inform them of the previous proceedings and forthcoming procedure. The parents will be informed of all choices and or consequences involving the student in the future.

### Student Self-Referral

1. A counselor sought out by a student will try to help the student or will refer the student to an appropriate community agency.
2. Confidentiality will be maintained by the counselor who will encourage the student to talk with his or her parents and seek additional help. Only those individuals who need to know will be involved. An intervention meeting may be used if appropriate.

## Notice of Nondiscrimination Policy

In compliance with Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal employment amendments of 1972, Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age of Discrimination Act of 1975; and all other Federal, State, School rules, laws, regulations, and policies, the School District of Athens, Marathon County, Wisconsin, shall not discriminate on the basis of sex, age, race, color, national origin, religion or handicap in the educational programs or activities which it operates and in employment.

It is the intent of the School District of Athens to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operation.

Any complaint regarding the interpretation or application of the school District of Athens's student nondiscrimination policy shall be processed in accordance with the following grievance procedures:

### Informal Procedure

Any student, parent, or resident of the district complaining of discrimination 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 in school programs or activities shall report the complaint in writing to the building principal. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the formal steps listed.

- a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.
- b. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

### Formal Procedure

Step 1: If the complainant wished to appeal the decision of the building principal, he/she may submit a signed statement of appeal to the school district's administrator with ten (10) days after receipt of the building principal's response to the grievance. The District Administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The Administrator will review with the building principal or appropriate persons, the facts comprising the alleged discrimination. Within 15 days after receiving the complaint, the administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and resolution of the case to the grievant.

Step 2: If the grievant is dissatisfied with the decision of the district administrator, he/she may appeal the decision in writing to the Board. The 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 within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the district administrator within ten (10) days.

Step 3: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made within 30 days to the State Superintendent of Public Instruction.

Nothing in these procedures shall preclude individuals from filing a complaint directly with the Office of Civil Rights as authorized by federal law. Such complaints shall be made to: Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8<sup>th</sup> Floor, Chicago, Illinois 60606. (Legal Reference: Sections 118.13 WI Statutes, Pl 9, WI 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 Act, Civil Rights Act of 1991).

## SELECTED SCHOOL BOARD POLICIES

Wisconsin Statutes §120.13 states that the Board of Education "may make rules for the organization, graduation, government of the schools of the school district including rules pertaining to conduct and dress of pupils in order to maintain good decorum and a favorable academic atmosphere which shall take effect when approved by a majority of the Board of education and filed with the school district clerk. The district administrator or any principal or teacher designated also may make rules with the consent of the Board of Education ..."

The School District of Athens Board Policies are available in the principal's office.

### ACADEMIC HONESTY

#341.2 Rule Approved: 4-14-08

Definition: Academic Honesty is defined that each student will be responsible for the creation of his/her own course work, be that the end result of an assignment given, materials created, or responses to tests and evaluations given by a staff member. This does not preclude a circumstance wherein a staff member may establish a common assignment for more than one student to work on together. Plagiarism (the use of someone else's material presented as one's own) would be a violation of the Academic Honesty Rules and subject to consequences.

Guidelines: At the elementary school level, all students will annually be given instruction as to the basic understandings of academic honesty as defined above by the classroom teacher. While this instruction may be brief/minimal, it will be reinforced several times each year. At the middle school level, the basic understandings of academic honesty will be reinforced several times each year by the classroom teacher. At the high school level, each teacher will review the concepts of academic honesty and be responsible for clearly defining the expectations of students regarding work that is to be done independently or to be done collaboratively.

Consequences for Violation: At the elementary level, if there is suspicion that a student has violated the academic honesty policy the teacher will review the definition and guidelines with the student and have the student re-do the material in question. The teacher will create an anecdotal record of the incident. Upon a second incident, the teacher and the principal will review with the student the material in question and will discuss this as a "second" incident. The principal will send a letter to the parents describing both the first situation and the current situation. Upon further violations, the parents will be contacted to come to meet with both the teacher and the principal to determine further consequences.

At the middle school level, parents will be notified that there has been a violation of the academic honesty policy. No credit will be given for the assignment or test. Multiple infractions in a class can result in removal from and receiving an "F" for the course.

At the high school level, when a student has violated the academic honesty policy and that student admits to the violation, the student will be given an opportunity to re-do the material in question. One grade point will be deducted from the re-done material. A letter will be written to the parents by the teacher discussing the

circumstance and a copy of that letter will be maintained in the students file. This initial violation (with student admission of violation) will not have any effect on class ranking or scholarship selections.

At the high school, for a subsequent violation or for a violation where the student does not admit to the violation, a grade of "0" will be given for the material/project/test and the parents will be notified. The incident will be recorded and kept in the students file in the main office. In these cases the student will not be eligible for any school related scholarships. Such an individual will not be eligible for salutatorian or valedictorian status.

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