HORICON JUNIOR-SENIOR HIGH SCHOOL
STUDENT HANDBOOK 2016-2017

Mission Statement:
In partnership with family and community, the School District of Horicon strives for excellence in education, challenging students to reach their fullest potential and to become productive, responsible, respectful members of our global society.

REGULAR SCHEDULE

Prompt 7:56

Period 1	8:00 – 8:46
Period 2	8:50 – 9:36
Period 3	9:40 – 10:26
Period 4	10:30 – 11:16
Lunch 5	11:16 - 11:46
Period 5	11:10 - 12:06
Lunch 6	12:06 – 12:36
Period 6	11:50 – 12:36
Period 7	12:40 – 1:26
Period 8	1:30 – 2:16
Period 9	2:20 – 3:06

Dismissal Bell 3:06

46 MINUTE CLASSES

EARLY DISMISSAL

Prompt 7:56

Period 1	8:00 - 8:30
Period 2	8:33 - 9:03
Period 3	9:06 - 9:36
Period 4	9:39 - 10:09
Period 7	10:12 - 10:42
Lunch 5	10:42- 11:12
Period 5	10:45 - 11:15
Lunch 6	11:15 - 11:45
Period 8	11:48 - 12:18
Period 9	12:21 - 12:51

INCLEMENT WEATHER START

Warning bell	9:56
Period 1	10:00 - 10:31
Period 2	10:34 - 11:06
Period 3	11:09 - 11:41
Lunch 5	11:41 - 12:11
Period 5	11:44 - 12:16
Period 6	12:14 - 12:46
Lunch 6	12:16 - 12:46
Period 4	12:49 - 1:21
Period 7	1:24 - 1:56
Period 8	1:59 - 2:31
Period 9	2:34 - 3:06

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School Map

School Calendar

2016-2017 Important Dates	
Sept 1st	First Day of School
Sept 5th	No School – Labor Day
Sept 16th	School Picture Day
Sept 25th	Homecoming Game
Sept 30th	Mid-quarter (1st quarter)
Oct 19th	Parent/Teacher/Student Conf (4:00-7:30)
Oct 20th	No School (Professional Development)
Oct 21st	No School
Oct 23	Retake Picture Day
Oct 29th	Craft-a-thon
Nov 3rd	End of 1st Quarter
Nov 4th	No School (Professional Development)
Nov 4th	School Musical Week-end
Nov 7th	Winter Code Meeting
Nov 17th	Parent/Teacher/Student Conf (4:00-7:30)
Nov 23-25rd	No School Thanksgiving Break
Dec 7th	Early Release 12:51 (Prof. Development)
Dec 12th	Band & Choir Concert 7:30 (High School)
Dec 12th	Mid-quarter (2nd quarter)
Dec 14th	NHS Induction
Dec 19th	Band & Choir Concert 7:00 (Junior High)
Dec 23rd	Last Day of School Prior to Winter Break (12:51)

2016-2017 Important Dates	
Jan 3rd	School Resumes
Jan 20th	End of 1st Semester - Early Release (12:51)
Feb 11th	Winterfest Dance (7:30-11:30)
Feb 17th	Early Release 12:51 (Prof. Development)
Feb 20th	No School (Professional Development)
Feb 22nd	Mid-quarter (3rd quarter)
Mar 6th	Spring Code Meet
Mar 9th	Parent/Teacher/Student Conf (4:00-7:30)
Mar 24th	End of 3rd Quarter
Mar 24th	All School Play Week-end
Mar 27-31st	No School – Spring Break
April 6th	Parent/Teacher/Student Conf (4:00-7:30)
April 14th	No School – Good Friday
April 22rd	Prom
May 3rd	Mid-quarter (4th quarter)
May 8-9th	Art Show
May 8th	Grades 5-8 Choir Concert 7:00 & Art Show
May 9th	HS Band & Choir Concert 7:30 & Art Show
May 18th	Grades 5-8 Band Concert 7:00
May 24th	Senior Awards Night 6:30
May 29th	No School - Memorial Day
June 3rd	Graduation 2:00
June 6th	Last Day of School - Early Release (12:51)

NOTICE

It is the policy of the Horicon School District 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, co-curricular, pupil service, recreational, or other program or activity including Career and Technical Education courses because of the person's sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability, in its educational programs or activities and employment policies and practices in accordance with Section 118.13 of the Wisconsin Statutes, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, American with Disabilities Act of 1990, and Civil Rights Act of 1991.

These regulations also require the School District of Horicon to notify students, parents, and employees of school district policy against discrimination on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Horicon School District by contacting local nondiscrimination coordinator (school psychologist) office at the following address: 611 Mill St., Horicon, WI 53032 or by phone at (920) 485-2898.

Inquiries or complaints regarding compliance of the non-discrimination policy of the School District of Horicon may be referred to the District Office or to the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544.

Any questions concerning this policy should be directed to:

SUPERINTENDENT OF SCHOOLS
SCHOOL DISTRICT OF HORICON
611 MILL STREET
HORICON, WISCONSIN 53032
(920) 485-2898

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

The School District of Horicon recognizes the value electronic communication devices (hereinafter called ECD's) add to the educational experience of all students. The evolution of cell phone technology, coupled with wide-spread wireless internet access, has put "personal computers" in the hands of many students. By designating specific times for ECD use and encouraging students to use technology in an appropriate manner, potential issues associated with a zero tolerance cell phone policy will be minimized.

The use of ECD's includes, but is not limited to, laptops, netbooks, mp3 players, tablet devices and cell phones. Only portable, personal devices are permitted to be brought to the schools.

These devices may not:

1. Disrupt the education process in the school district.
2. Endanger the health or safety of any student or anyone else.
3. Invade the rights of others at school.
4. Involve illegal or prohibited conduct of any kind.

Students will be permitted to use ECD's on school premises and at school-sponsored activities under the following conditions:

1. Student use of ECD's is permitted before and after the school day except as otherwise noted. The "school day" includes the full period of time between the beginning of the first class and the end of the last class of the day.

2. Students may use ECD's in the hallways during the school day during passing times and lunch. Phones should not be visible upon entering the classroom and should not interfere with students arriving to class on time.

3. ECD's may be used in classrooms for educational purposes at the discretion of the classroom teacher. Potential applications include calendars, calculators, clocks, GPS devices, maps, voice recorders, and research tools.

4. Students who bring ECD's to school are responsible for keeping them turned off/silenced and stored out of sight during all classes, including study hall and homeroom (except as noted in #3).

5. The use of ECD's to take photographs or to receive or transport video images is prohibited at all times in locker rooms, restrooms, and other similar private areas.

6. Users are responsible for using their ECD's in a safe and secure manner, ensuring use does not create a safety hazard for themselves or others.

7. Users must understand that all personal devices and equipment are brought into the school at their own risk. The District is not responsible for loss, theft, or damage of personal equipment.

8. Students will not be provided the ability to charge devices, as electrical cables will create a safety hazard. As such, students should make sure devices are charged before bringing them to the school.

9. By bringing personal devices to school, users agree that, while within the school campus, they will access the Internet only via the District-provided Wi-Fi and not via any cellular (3g, 4g) service or other internet Wi-Fi that may be available. Failure to follow this requirement is a violation of the Code of Conduct and subject to disciplinary action.

10. Use of the District's wireless Internet is governed by the District's Technology Acceptable Use & Internet Safety policy (TAUP), as well as the Code of Classroom Conduct. As such, all rules and regulations regarding acceptable and appropriate use of technology apply. Violations of the Code of Classroom Conduct or TAUP are subject to disciplinary consequences.

Students found to be in violation of this policy will have their phone confiscated.
First offense: The phone is confiscated and held in the office to be returned at the end of the school day.
Second offense: The phone is confiscated and held in the office until a parent or guardian comes to school to pick it up.
Third offense: The phone is confiscated and placed in the school vault for one week.

Further offenses: The phone is confiscated and held in the office for three weeks. In case of a special circumstance or emergency, a student may report to the office and use his/her cell phone with permission from the office personnel.

COMPULSORY SCHOOL ATTENDANCE

SECTION 118.15, WIS. STATUTES

118.15 (1) (a) Except as provided under pars. (b) to (d) and (g) and sub. (4), unless the child is excused under sub. (3) or has graduated from high school, any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age.

Absences that will be excused:

1. ILLNESS: 2 days or less, child will be readmitted with a written statement from a parent or guardian. We will also accept a fax or documented phone call. If the absence is for 3 or more consecutive days, a written statement from a physician or other licensed medical professional is required, stating when the student will be able to return to school. A student who is absent due to illness for more than 10 days throughout the school year can be required to provide a doctor's excuse for all further absences.
2. PROFESSIONAL APPOINTMENTS: Appointments with doctors, dentists, chiropractors, optometrists, or psychologists when arrangements have been made ahead of time with appropriate school officials.
3. FAMILY EMERGENCIES: An illness in the immediate family, which requires the absence of the student for family responsibilities; farm work on the family farm during planting or harvest, or other emergencies as approved by school officials.
4. FUNERALS: A death in the immediate family or funerals for close relatives, or a close family or personal friend.
5. RELIGIOUS HOLIDAYS: Religious holidays/activities will be excused as requested by the parent or guardian in writing.
6. FAMILY TRIPS: A child may be excused if traveling with one or both parents and the absence has been requested by the parent or guardian. School days missed should be limited to five or less. Deer hunting is considered a family trip.

7. THE FOLLOWING ABSENCES ARE EXCUSED IF REQUESTED BY THE PARENT OR GUARDIAN, AND DO NOT EXCEED THE TEN DAY LIMIT:
   a.) Drivers license tests--1/2 day allowed.
   b.) College visits—2 days allowed per year.
   c.) Court appearances--per court order, and parent's note.
   d.) Military service exams--one day allowed.
   e.) Attendance at special events of educational value.

Absences that will be considered unexcused:

An unexcused absence is an absence that occurs with or without parental knowledge, exceeds the first ten-day limit, or has not been classified as "excused" by the principal. Missing the school bus, shopping, oversleeping, hair appointments, errands, car problems, etc. are examples of the types of absences that are classified as "unexcused." Students with unexcused absences will be permitted to make up all major tests or major assignments missed for credit, provided the exams are made up within the time allotted. Daily work and/or participation points will not be awarded during unexcused absences. Unexcused absences are considered to be cases of truancy.

Truancy: Truancy means any absence of part or all of one or more days during which the school attendance officer has not received an acceptable excuse. A habitual truant is a pupil who is absent from school without an acceptable excuse for part or all of five (5) or more days during a school semester.

Attendance guidelines:

1. The school would like to be notified of all absences by one parent or guardian before the absence occurs. Students should notify their teacher if they know they are going to be absent from school for any reason. This procedure assures that the student will have their assignments and will have met the expectations of their teachers **BEFORE** they are absent.
2. When a student will not be attending school because of illness, a parent should call the school office at 485-4441 between 7:00 and 8:30 and inform a secretary. A detailed message may also be left on the office voicemail. Routine attendance calls to parents (unless the parents called the school) are made to parents whose children are absent. Contact with parents by phone establishes the student's whereabouts and helps insure the safety of our students.
3. A written excuse or a phone call documented by an office person from a parent or guardian describing the reason for the student's absence is required each time a student is absence.

When written or verbal contact is not made, the absence is considered unexcused.

Student responsibilities**:**

1. Students are required to attend all of their regular scheduled classes, study halls, and lunch periods, unless they have obtained parental permission and a pass approved by the school attendance officer or designee, to be absent.
2. A student who has been absent, or is anticipating being absent, shall provide a written explanation of the absence signed by her/his parent or guardian.
3. Students must always check in and out at the office when they leave and return to school.
4. Student will have the number of days absent plus one in which to complete make-up work and exams.

Tardiness:

Being on time is an important element of life. Arriving promptly to school is expected of you. Tardiness not only hinders a student's ability to profit from instruction at the beginning of class, but they interrupt the teacher's instruction and the work of the students who made the effort to be on time. In addition, tardy students are in the hallways interrupting other classes and the efforts of other students/friends to be to class on time.

Late to School- Report immediately to the office if you are late to school. A tardy pass will be issued and afterschool time may be required if the tardiness is unexcused. **Classroom tardies**- Roll call is taken at the beginning of each class period. You are to be in your assigned seat when the bell sounds for the beginning of classes. In case of tardiness, go directly to the class in which you are late. The teacher is the sole judge of your situation. If you have an emergency between classes, see the principal or your teacher and explain the matter to them. Multiple tardies can result in time afterschool.

COCURRICULAR ACTIVITY SCHEDULES

All school events and activities, including sport team schedules can be found at www.horicon.k12.wi.us.

DANCES AND SCHOOL ACTIVITIES

All dances and activities must have the approval of the class or club advisor and the school administrator. Activity authorization blanks are available in the office. Activities on nights followed by a school day must end prior to 11:00 p.m. Activities not followed by a school day will close at a time set by the administrator.

Dances and activities are limited to current Horicon H.S. students. An out-of-school guest will be permitted to attend if he/she is approved by school administration one week before the dance. Guest approval forms are available from event ticket sale sponsors.

DISCIPLINE POLICIES AND PROCEDURES

Horicon Schools utilize the PBIS framework when handling discipline issues. PBIS stands for Positive Behavioral Intervention and Supports. The purpose of our PBIS program is to promote compliance with school rules and foster academic achievement for all students by providing consistent routines and practices and rewarding students in a positive school environment. A PBIS framework empowers teachers to take respond to minor behaviors in their classroom. A three step approach will be utilized by classroom teachers:

1: pre-correct, redirect, or reteach behavior
2: re-teach behavior with choice
3: re-teach behavior with corrective cost

Step two allows a student a choice as to the corrective action. For example, a student tardy to class will be instructed on the need for being in class on time, and then given the choice of spending nutrition break in the classroom for the remainder of the week, or writing the teacher a behavior contract explaining the critical need for a timely arrival.

At step three, the corrective cost will correspond to the behavior being corrected, such as cleaning desks that have been written on, or volunteering time after school to compensate for instructional time lost as a result of poor behavior choices. The third re-teach will include contact with student's parents.

If three corrective steps by the classroom teacher fail to change the student's behavior, the teacher will refer the student to the high school administration. Major behavior issues, such as fighting, theft, harassment, insubordination, or repeated refusal to follow school rules will also be referred to administration. Administrative costs for poor behavior choices can include detention, suspension, behavior contract, parent conference, or any other action deemed applicable.

Prohibited Behaviors
For the safe and orderly operation of Horicon Junior Senior High School, students will refrain from:

- Physical and verbal abuse, including harassment and/or intimidation, and any act intended to damage or acquire by theft property belonging to others. (Anyone believing he/she may have been subject to harassment is asked to review Board policy regarding complaint procedures. See page 23 of this handbook.)
- Disobedience, disrespect, threats or attacks directed at members of the school staff; and damage or theft of property belonging to school staff members,
- Actions that deface, destroy, lessen the value of, and/or remove district property from their proper place,
- Any act that poses a threat to the health and safety of students and/or staff, or a perceived threat to a student or staff,
- Carrying a backpack or other personal bags to classrooms,
- Possession of any type of weapon on school ground or at any school sponsored activity,
- Use, possession, manufacture, purchase, sale, delivery, exchange, or giving away of tobacco products, alcohol, controlled substances, look alike drugs or alcohol, or drug paraphernalia (including prescription medication by someone other than for whom it is prescribed, or used in a manner and/or amount other than prescribed) on school grounds or at an event sponsored and/or supervised by school staff.
- Loitering on school grounds after scheduled activities have concluded.
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Board Policy Support References
Student Anti-Harassment 5517 Policy
Horicon Public Schools Rules for Pupils Riding Buses
Drug Prevention 5530 Policy
Student Alcohol and Drug Rules
Compulsory School Attendance Wis. Statute section 118.15
School Board Powers of Suspensions and Expulsions 120.13

DRESS CODE – MEDIA RESTRICTIONS
Horicon Schools operate in a business like atmosphere. The code of dress for students at HHS is based upon the premise that good, clean, and proper dress and grooming habits parallel a good learning

environment. Serious application to the task of learning requires an attentive student whose full effort is directed toward the higher standards of achievement. Students are expected to present themselves in a modest, safe, and clean manner that is not disruptive to the educational process. Specific items which will not be permitted include: all types of headwear, (including hoods, caps, hats), swimsuits, short shorts, halter tops, jeans or pants with tears or holes above mid-thigh, chains, bathrobes, togas, slippers, pajamas or other items designed for private wear, excessive bare midriffs, low necklines, open back or strapless, or visible undergarments. Shorts should meet one of these two criteria: One, shorts must be longer than the students' pinky finger when standing straight against a wall with arms straight at their side. Two, shorts must have at least a four inch inseam. Students will not be permitted to wear or possess any clothing, jewelry, accessories, belts, and/or media that contain pictures and/or references to tobacco products, alcoholic beverages, sexuality, sexual reference, profanity, pornography, (coed naked, playboy, or playgirl) and/or controlled substances. School administration will have the final say as to what shall be permitted. Students not complying will be given alternative clothing to wear the remainder of the day and will leave the inappropriate item in the office for their parent to pick up.

DRIVER EDUCATION CERTIFICATE

In order to receive a driver education certificate from Horicon HS, a student must have successfully completed both the classroom and the laboratory (Behind the Wheel) phases of driving instruction, paid the BTW fee for that year, and have paid all other fees and fines.

GRADUATION REQUIREMENTS

To graduate from Horicon High School, a student must successfully complete a total of 24 credits through grades 9 to 12. Students need to understand college or technical schools may require additional courses for admission. The following minimum requirements must be met for graduation from HHS:

English 9, 10, 11, 12 or 12A or AP English	4 cr
World Studies, U. S. History, Social Studies 11, Am Gov't	3.5 cr
Biology and one additional year	2 cr
Mathematics (no specific courses required)	2 cr
Phy Ed 9, Phy Ed 10, Phy Ed 11, 1 sem each	1.5 cr
Health (grade 11)	.5 cr
Freshman Success (grade 9)	.5 cr
Elective credits, accumulated grades 9-12	10 cr
Total	**24 cr**

SUBJECT LOAD: Each 9th and 10th grade students must carry 7 credits (7 classes each semester). Students Grade 11 and 12 must carry 6 credits (6 classes each semester). Exceptions to the prescribed minimum load can only be made by the principal. Students requesting more than 7 credits per year should consult with the guidance counselor.

COURSE DROPS AND ADDS
No course may be dropped or added without the permission of parents and the guidance counselor. Any course dropped after the first five (5) days each semester is dropped with penalty of a failure (F) recorded on the permanent record, except that a teacher's recommendation may allow a course substitution. The form for *Course Drops and Adds* must be picked up from the guidance counselor, completed, and returned to the guidance office prior to any changes in courses.
REPORT CARDS AND PROGRESS REPORTS
Report cards and mid-quarter progress report are available on-line through Power School. The mid-quarter progress report is often used to signal a failing grade, but the absence of this report does not mean that a passing grade is guaranteed. Unless a request is made by parents, only the final report card of the year will be mailed home.
Contact between parents and teacher's is encouraged through email and phone if the student's grade falls below a C. Upon reaching the age of majority, a student may request that reports be sent only to him/her. Notification of this fact must be in writing to the school office, with age verification supplied.

GRADING SYSTEM -CLASS RANK
One factor for admission to a post-secondary school is a student's rank in his/her class. Class rank is determined through the high school's grading system, and is calculated at the end of each semester. College admission applications request class rank after the student's junior year. If there is a significant drop in grades during the student's senior year, colleges may resend a student's acceptance. In addition, acceptance at a college or university is dependent upon the rigor of the student's academic course work.

Letter grades are given in all subjects. The GRADE POINT AVERAGE (GPA) earned is determined by placing a numerical value to each grade. The total of grade points earned is divided by the number of

1/2 credit subjects to give the GPA. In grading, attendance, ability, attitude, and effort are considered. Failures must be averaged into the GPA. To determine the total number of grade points the following system will be used.

A+= 4.00 (99-100%)	A= 4.00 (94-98%)	A- =3.67 (90-93%)
B+= 3.33 (88-89%)	B= 3.00 (84-87%)	B- =2.67 (80-83%)
C+= 2.33 (78-79%)	C= 2.00 (74-77%)	C- =1.67 (70-73%)
D+= 1.33 (68-69%)	D= 1.00 (64-67%)	D- =0.67 (60-63%)
F = 0.00 (0-59%)		

HONOR ROLL

Honor rolls will be published at the end of each grading period. Recognition will be based on the first and second quarter grades, the final grades of the first semester, the third and fourth quarter grades, and the final grades of the second semester. *High honors* distinction will be given to students earning a 3.50 to 4.00 GPA; *honors* distinction will be awarded students earning a 3.00 to 3.49 GPA. Failures, D's, and incompletes disqualify students from the Honor Roll.

INTERSCHOLASTIC ATHLETICS/CO-CURRICULAR ACTIVITIES

Students of Horicon Junior Senior High School are eligible to participate in athletics if they have not failed any courses in the previous grading period, have signed and are abiding by the athletic code, and have a current physical exam card on file in the office and meet WIAA eligibility requirements. To be eligible for other non-athletic co-curricular activities, students must not have any failures in the previous grading period nor have a serious disciplinary matter pending; and sign the co-curricular agreement form.

Students will be prohibited from attending or participating in co-curricular activities on a day they have been absent without a prearranged excused absence. If a student is not in attendance on the morning of a scheduled practice or contest, but returns to school by 11:00 am, he/she is eligible to participate that day.

LOCKERS AND SEARCH BY SCHOOL PERSONNEL

School lockers are the property of the Board of Education and are provided for the convenience of students. Students should not share lockers with friends and should not let others know their combinations. Students may not use lockers that have not been assigned to them. The school retains the right to conduct announced and unannounced locker searches of lockers. Among the reasons are suspicion of concealing alcohol, drugs, material of a disruptive nature,

stolen property, weapons, or other items which pose a danger to health and/or safety, or which violate school rules and regulations. Searches may involve the use of drug sniffing dogs. If your locker is damaged in any way during the school year, report this damage immediately to the office. If damage is not reported, the student to whom the locker was assigned will be held accountable. Students should not put anything in their locker or carry anything in their possession that they would not want the police to know about. Discovery of illegal items will result in suspension, or expulsion, and referral to appropriate authorities. Phy ed lockers are to be locked at all times. The school district will not be liable for stolen items.

NATIONAL HONOR SOCIETY

Students are elected to the Horicon Chapter of the NHS based on a cumulative 3.25 grade point average and demonstration of these qualities to an outstanding degree: service, leadership, character and scholarship. Final election to the Society is made by a Chapter Council composed of faculty members.

SCHOOL CLOSINGS

When school must be cancelled due to severe weather or other emergency situations, announcements will be made on the following radio stations, WBEV (1430), WXRO (95.3), WMRH (1170), and WTMJ (620), WBKV(1470), WMDC(98.7) and television Channels 4, 6, and 12. Parents who provide a contact number will be notified of closings or delays through the automated School Messenger phone system.

SCHOOL LUNCH

Payment for Horicon Junior Senior High School lunch program is computerized. Students are required to have sufficient funds in their account in order to purchase food. Financial credit will not be extended. Students and their parents are able to access the account balance on the Power School website. Parents are able to use eFunds for Schools to deposit money directly into their students lunch account. Students are asked to deposit money into their account at the start of each school day.

SCHOOL PARKING LOT

Any student vehicle parked in the school lot must have a parking permit tag displayed on the inside rear view mirror. Parking permit tags are available for purchase in the high school office. Students displaying unsafe behavior, in or out of vehicles, will be subject to disciplinary action, including suspension from school. Referral to

Horicon police department may be made for un-permitted parking or unsafe behaviors.

SEXUAL HARASSMENT

Students who believe they have been subjected to sexual harassment, or any parents or guardians who believe their student has been subjected to sexual harassment, should report the incident(s) to an administrator. It is the intent of the School District of Horicon to create an atmosphere where complaints will be treated fairly and promptly. If a student or parent is not comfortable with making a complaint to the administrator, the complaint may be made to a teacher, school counselor, school psychologist, or school social worker with the understanding that incidents must be reported to administration for review and action. The employee receiving the complaint shall report the complaint to the administrator and District Administrator.

STUDENT COUNSELING SERVICES

School counseling services are available to every student. Success in school depends on a student's overall well-being. Students are encouraged to access the support they need in order to positively address any concerns that affect them. Individual and group counseling are available to every student for academic, personal/social, and career needs. If a student wishes to see the school counselor, he/she should schedule an appointment with the counselor.

STUDENT USE OF ALCOHOL AND DRUGS

It is the practice of the Horicon School District to prohibit the use or possession of intoxicants, mood altering drugs not prescribed by a physician and drug paraphernalia at all times in school buildings, on school campuses, and at school sponsored activities on or off campus.

I. Any student of the Horicon School District found using, in possession of, or under the influence of intoxicants or mood altering drugs not prescribed by a physician, or in possession of related drug paraphernalia at any time (24 hours per day, 365 days per year) on school premises or at a school related activity shall be subject to immediate suspension from school, referral to the appropriate law enforcement agency, and subject to the following disposition:

Any student found to be in violation of this policy for the first time during his/her tenure in this district will receive an automatic five (5) day suspension from school. In addition, the student will be required to seek counseling and provide written evidence of successful

participation of this counseling to the building administrator within thirty (30) calendar days after the first day of suspension. Failure to abide by the counseling requirement and/or school expectations will result in the commencement of expulsion proceedings.

Within ten (10) school days of returning to school, the student and his/her parent(s) or guardian(s) will meet with the Superintendent to discuss counseling sources and consequences of further violations of this policy.

Acceptable sources of counseling are:

(a) A district AOD counselor

(b) A non-district AOD counselor, psychiatrist, psychologist, or family therapist.

Second violation: Any student found to be in violation of this policy for the second time during his/her tenure in the district shall be subject to a immediate five (5) day suspension from school. The student will also receive a notice of an expulsion hearing scheduled with the Board of Education pursuant to Section 120.13(1)(a)(b)(c)., at which time the suspension may be extended an additional ten (10) days, for a total of 15 days.

II. Selling, dealing, or giving away intoxicants or mood altering drugs: any student found to be exchanging, distributing, selling, giving away, or possessing with the intent to exchange, distribute, sell, or give away intoxicants, mood altering drugs, or drug paraphernalia on school premises or while participating in or attending any school related activity, will be subject to immediate suspension, and referral to the appropriate law enforcement agency of jurisdiction, and subject to the following disposition: An expulsion hearing before the Board of Education subject to Section 120.13 (1)(a)(b)(c) Wisconsin Statutes.

III. The superintendent shall provide for the development of administrative rules relating to this policy to include all relevant definitions.

SUSPENSION AND EXPULSION

All violations of school policy are subject to disciplinary procedures, up to suspension, and, potentially, expulsion.

IN-SCHOOL SUSPENSIONS: students are excused, and may make up all work and tests missed, and credit will be given. Students may not listen to head phones while on ISS.

OUT-OF-SCHOOL SUSPENSIONS: Students are excused and shall be given all work missed, and shall also receive exams on request: however; credit is withheld except for major exams.

Suspensions 5610 Policy

The Board delegates to building principals the authority to suspend a student for:

- Noncompliance with school rules;
- Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- Conduct while at school or under the supervision of a school authority which endangers the health, safety or property of others;
- Conduct while not at school or not under the supervision of a school authority which endangers the health, safety or property of others at school or under the supervision of a school authority; or
- Conduct while not at school or not under the supervision of a school authority which endangers the health, safety or property of any employee or school board member of the district in which the student is enrolled.

The Board recognizes that suspension is a serious disciplinary measure, that parent/guardian contact is necessary, that due process must be observed, that defensible records must be kept, that administrative conferences with parents/guardians before reinstatement may be necessary and that the student may not return to school or participate in any school activities until formally reinstated.

Students may be assigned to an in-school suspension (enrollment permitting a student to be in school but not in class) or an out-of-school suspension (a temporary termination of attendance).

Suspension procedures outlined in state law shall be followed. Unless otherwise provided by state law, students may be suspended for not more than three school days or, if a notice of expulsion hearing has been sent, not more than a total of 15 consecutive school days.

Expulsions

Expulsion is the termination of enrollment permanently or for an extended period of time and shall be exercised only through formal action of the Board.

The Board may expel a student from school whenever it finds the student guilty of:

- Repeated refusal or failure to obey the rules;
- Knowingly conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- Conduct while at school or under the supervision of a school authority which endangered the health, safety or property of others;
- Conduct while not at school or not under the supervision of a school authority which endangered the health, safety or property of others at school or under the supervision of a school authority; or,
- Conduct while not at school or not under the supervision of a school authority which endangered the health, safety or property of any employee or school board member of the district in which the student is enrolled; and the Board is satisfied that the interest of the school demands the student's expulsion. Expulsion is desirable only as the very last measure and will be reserved for cases of chronic misconduct where there is little hope for improvement and for cases where the welfare of others or property is seriously endangered.

To support a recommendation of expulsion, the district administrator shall present a comprehensive written report of any measures taken by staff to correct the student's conduct. The Board shall determine whether the student's parent(s)/guardian(s) has been kept informed of the developments, whether his/her cooperation has been sought in corrective measures and whether he/she has been notified of his/her right to be present at the meeting during which the expulsion of his/her child is to be considered. At the time of the expulsion, the Board shall set the duration of the expulsion.

Expulsion procedures outlined in state law shall be followed.

LEGAL REF.: Section 120.13(1) Wisconsin Statutes
APPROVED: October 21, 1991
REVISED: May 15, 1995

OTHER BEHAVIORS MERITING SUSPENSION OR EXPULSION INCLUDE

1. *non*-compliance with the school rules related to disruptive behavior, cellular devices or school computer usage, alcohol, tobacco, drugs, fire drills and alarms, attendance policy and searches defined elsewhere in this handbook;

2. assault and battery - A student causing bodily harm to another by an act done with intent to cause bodily harm to that person harmed is guilty of a misdemeanor (s.940.19);
3. vandalism - Any student who intentionally causes damage to the school building and/or school property without the consent of the school district is guilty of a misdemeanor (s.943.01);
4. slander or libel - The statutes (s.942.01) prohibit intentionally defaming another whether a student or a staff member. This involves anything which exposes the other to hatred, contempt, ridicule or disgrace in their line of work;
5. disorderly conduct - Students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance is guilty of disorderly conduct (s.941.01). The police will be called to the school and will be requested to issue a citation;
6. obscenity - A student who imports, prints, advertises, sells, has in his/her possession for sale, or publishes, exhibits, or transfers commercially any lewd, obscene or indecent written matter, picture, sound recording, or film or who has in his/her possession with intent to transfer to a person under 18 years of age any of the above materials or whoever makes any lewd, obscene or indecent drawings or writings in school is guilty of a felony by state statutes

WEAPONS ON SCHOOL PREMISES

No person shall possess or use a weapon or look-alike weapon in school buildings, on school premises, in a District-owned vehicle or at any school-sponsored function or event. A weapon is defined as a firearm (loaded or unloaded), knife, razor, martial arts device, explosive device, metal knuckle or any other object which is used or intended to be used to inflict bodily harm. A look-alike weapon is defined as a toy gun, water gun, non-working replica of a weapon, cap gun, popper, war souvenir or any other object which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose.

The following are two exceptions to this policy:

1. Weapons under the control of law enforcement personnel, and
2. Weapons that are registered and handled in a legal manner for the purpose of education as authorized by the principal.

Weapons confiscated from a student shall be reported to parents/guardians, and to law enforcement authorities, and disciplinary measures shall include immediate suspension and referral to the Board of Education for possible expulsion from school.

Look-alike weapons confiscated from a student may be reported to parents/guardians, and to law enforcement authorities, and disciplinary measures may include immediate suspension and referral to the Board of Education for possible expulsion from school.

WORK PERMITS

If you are under 18 years of age, Wisconsin law requires you to have a work permit prior to starting a job. To obtain a work permit you must submit the following to the high school office:

1. Birth or baptismal certificate.
2. Letter from employer describing employment duties
3. Letter from parent or guardian consenting employment.
4. Fee of $10.00
5. Social Security Card.

WORK-STUDY PROGRAM

A student may participate in the work-study program if the student's academic/vocational program aligns with their job, and there is no conflict of class time with job hours. In order to apply for work-study, a student should contact the School To Work coordinator and present the details of the proposed employment. Students in the School To Work program are required to meet attendance and academic requirements in order to participate in the program.

Important Notice to Parents and Students

The following policies can be found at the Horicon School District web site (www.horicon.k12.wi.us). Click on Board Policy to reference these policies:

- Notice of Release of Information
- Non-discrimination Notice
- Horicon Public School Rules for Pupils Riding Buses
- Student Anti-Harassment (5517 Policy)
- Bullying 5517.01 Policy
- Special Education Screening & Referral Procedures

Respect and Responsibility Matrix

HHS FIGHT SONG

Fight team for old Horicon High,
Keep up the spirit, don't let it die.
We will help you win this game,
For this is the real thing of our aim,
U---Rah---Rah!
We will always be true to you,
If you fight our whole ball game through
Fight on team for Horicon's fame
For we know you will win this game!

You're ready to take on the world. We get it.

We just want to help you do it!

Horicon Bank offers options for students looking to gain a little more financial freedom.

- Free Checking with $0 minimum balance and no monthly maintenance fees
- Free Internet Banking, Mobile Banking, Online Bill Pay and eStatements
- Access to your funds with 100s of free ATMs within our network

Stop by for more details. Freedom is waiting!

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The Natural Choice
www.horiconbank.com

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1440 Horicon St. • Inside Mayville Piggly Wiggly • 920.387.9123
Additional locations in Beaver Dam, Neosho, West Bend, Fond du Lac, Ripon, Oshkosh and Appleton

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