

## HORICON JUNIOR-SENIOR HIGH SCHOOL STUDENT HANDBOOK 2018/2019

### *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 7:46		
7:50	1	8:39
8:43	2	9:33
9:37	3	10:25
10:29	4	11:17
11:17	JH Lunch	11:47
11:21	5	12:09
11:52	6	12:40
12:09	HS Lunch	12:39
12:44	7	1:32
1:36	8	2:24
2:28	9	3:17

#### 10 period Schedule

prompt 7:46		
7:50	1	8:33
8:37	2	9:21
9:25	3	10:07
10:11	4	10:53
10:53	JH Lunch	11:23
10:57	5	11:39
11:28	6	12:10
11:39	HS Lunch	12:09
12:14	7	12:57
1:01	8	1:44
1:48	9	2:31
2:35	10	3:17

#### 2 hour delay

prompt 9:46		
9:50	1	10:24
10:28	2	11:02
11:06	3	11:40
11:40	JH Lunch	12:10
11:44	5 HS	12:18
12:14	6 JH	12:48
12:18	HS Lunch	12:48
12:52	4	1:25
1:29	7	2:02
2:06	8	2:39
2:43	9	3:17

#### 2018-19 Academic Career Planning dates

Thursday Sept 20
Thursday Oct 18
Thursday Nov 15
Thursday Dec 20
Thursday Feb 7
Thursday Mar 7
Thursday April 11
Thursday May 9

## 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**

## **ACTIVITY FUND**

The activity fund maintained at the junior-senior high school is the depository for all money collected and expended by all authorized activities and clubs. Money raising activities may only be sponsored with the permission of the advisor or administrator. Expenditures of money can be made with written authorization of the advisor and administrator. Purchases can be made using the official *Activity Account Purchase Order*, available in the office. All money turned in must be counted and accompanied by a signed cash receipt slip.

**BULLYING** *Full language of the district's bullying policy can be found in Board policy 5517.01, found on the district web site at: [www.boarddocs.com/wi/hori/Board.nsf/Public?open&id=policies#](http://www.boarddocs.com/wi/hori/Board.nsf/Public?open&id=policies#)*

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status.

Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of nonverbal, written or physical nature on the basis of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed ancestry, marital or parental status, sexual orientation or physical, mental, emotion or learning disability, or any other characteristic protected by Federal or State civil rights laws.

Bullying or harassing behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)



harm others and keep doing it with no sense of harm or remorse, even after being directed to stop.\*

*\*paraphrased from HuffingtonPost.com*

## **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 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 should make sure devices are charged before bringing them to the school. It is the responsibility of students to bring devices charged, as electrical cables can create a safety hazard in classrooms.
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. A student signature upon return of the device indicates students understanding of the policy and subsequent offense.

**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.

## ***CODE OF CLASSROOM CONDUCT***

The Horicon School District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their instruction and students to participate in classroom learning activities. Students are also expected to abide by all results of behavior established but the Board, administration, and classroom teachers. The pages that follow detail student behavioral expectations and the use of the Positive Behavior Intervention and Support framework in response to expectations that are not met.

## ***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 phone call, which shall be documented. 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 is defined as 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 the office and secure a “prearranged absence form” 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. 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 office personnel 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-** Students who arrive late to school must report immediately to the office. A tardy pass will be issued and afterschool time may be required if the tardiness is unexcused. **Classroom tardies-** Attendance is taken at the beginning of each class period. Students are to be in their assigned seat when the bell sounds for the beginning of classes. In case of tardiness, go directly to the class scheduled. The teacher is the sole judge of student's situations. 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](http://www.horicon.k12.wi.us).

***CONCUSSION CARE***

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can occur during practices or games in any sport or recreational activity.

Unlike a broken arm, a concussion cannot be seen. Most concussions occur without loss of consciousness. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in a student's well being, if symptoms are getting worse, or if the student just "doesn't feel right." If a student thinks they may have a concussion, it is important to tell a parent or teacher.

Symptoms of a concussion include difficulty in concentrating or remembering, feeling sluggish, headaches or nausea, balance problems, dizziness, and irritability. Immediately contact a teacher or parent if these symptoms occur.

### ***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 to teach students behavioral expectations. 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 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 time before or afterschool in the classroom, 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 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 imposed 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 should reference Board Policy 5517 found at [www.boarddocs.com/wi/hori/Board.nsf/Public?open&id=policies#](http://www.boarddocs.com/wi/hori/Board.nsf/Public?open&id=policies#))
- 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, including electronic cigarettes and vapor 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 applicable scheduled activities have concluded.

**Board Policy Support References** – all found at:

[www.boarddocs.com/wi/hori/Board.nsf/Public?open&id=policies](http://www.boarddocs.com/wi/hori/Board.nsf/Public?open&id=policies)

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

Student Code of Classroom Conduct 5500 Policy

## ***DRESS CODE – MEDIA RESTRICTIONS***

Horicon Schools operate in a business like atmosphere. The code of dress for students at HJSHS is based upon the premise that 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 to be picked up at the end of the day. Student's refusing to comply with administration requests will be placed on in-school suspension until compliance occurs.

### ***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 and pay the BTW fee.

### ***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, AP World History	3.5 cr
Biology and two additional courses of science	3 cr
Mathematics (no specific courses required)	3 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	<u>8 cr</u>
<b>Total</b>	<b>24 cr</b>

**SUBJECT LOAD:** Each 9<sup>th</sup> and 10<sup>th</sup> 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 school counselor.

**COURSE DROPS AND ADDS:** No course may be dropped or added without the permission of parents and the school 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 student services, completed, and returned to student services 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 teachers 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.

## ***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. Failures are averaged into the GPA. To determine the total number of grade points the following system is 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 reports 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 School District of Horicon 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 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 is illegal. Discovery of illegal items will result in suspension, or expulsion, and referral to appropriate authorities. Physical education 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), 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 email and phone system.

## ***SCHOOL LUNCH***

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance as follows:

Students in 7-8<sup>th</sup> grade will be allowed to carry a negative balance and once the account is negative, regular contact will be made by the office to deposit additional funds in lunch accounts.

Students in 9-12<sup>th</sup> grade will be allowed to carry a negative balance of up to \$10.00 and once the account is negative, regular contact will be made by the office to deposit additional funds in lunch accounts.

A student shall not be permitted to purchase ala carte items without sufficient account balance or cash on hand. Likewise, any student that has a negative account balance may not purchase a la carte items with cash unless the student is able to bring his/her account current. The District shall do everything possible to provide meals for all children without causing embarrassment or harm to any students as a result of account deficiencies while still working to reinforce the students' and their families' financial responsibility and not raising a financial burden on the District. A student's parents, teacher, and Principal will all be notified of the delinquency in the student's account each time it is necessary for the student to charge a meal to give the parents time to send a check or cash to school with their child to give it to the office. Students and their parents are able to access their 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 indicating the vehicle has been registered with the school office. Parking permit tags are available in the high school office at no cost to students. 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.

### ***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 is 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:** Recorded as an excused absence and all work and tests missed should be made up, and credit will be given. Students may not listen to music or use cellular devices while on ISS.

**OUT-OF-SCHOOL SUSPENSIONS:** Recorded as an excused absence and shall be given all work missed. All work and tests missed should be made up, and credit will be given. Credit is given only for major exams. Students on an out-of school suspension are prohibited from being on school grounds during the length of suspension.

## **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 3 consecutive 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

### ***VIDEO SURVEILLANCE and ELECTRONIC MONITORING***

Horicon Junior Senior High School uses video surveillance/electronic monitoring systems in hallways, common areas, and outdoor areas. Guidelines for the use of such equipment is outlined in Horicon School Board policy 7440.01, found at: [www.boarddocs.com/wi/hori/Board.nsf/Public?open&id=policies#](http://www.boarddocs.com/wi/hori/Board.nsf/Public?open&id=policies#)

### ***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**

A work permit is required before anyone under the age of 16 is allowed to work in any job with the exception of agriculture or domestic service work. To obtain a work permit you must submit the following to the high school office:

1. Letter from employer describing employment duties
2. Letter from parent or guardian consenting to the employment.
3. Fee of \$10.00
4. Student's 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](http://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 Procedure

## **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!

## **2018-2019 Important Dates**

Sept 14	School Picture Day
Sept 21/22	Homecoming Game/ Dance
Oct 9 & 25	Parent/Teacher/Student Conf (4:00-7:30)
Oct 19	Picture Retake Day
Oct 25	Winter Code Meeting
Oct 26	No School – Professional Development
Oct 27	Craft-a-thon
Nov 2	End of 1 <sup>st</sup> Quarter- Early Release
Nov 1-4	School Musical
Nov 21-23	No School -Thanksgiving Break
Dec 13	Financial Aid Night hosted by MHS
Dec 13	Grades 5-12 Holiday Band/Choir Concert
Jan 18	End of 1st Semester
Jan 21	No School – Professional Development
Jan 26	Winterfest Dance
Feb 18	No School – Professional Development
Feb 28	Spring Code Meeting
Feb 28 Mar 14	Parent/Teacher/Student Conf (4:00-7:30)
Mar 14-17	All School Play
Mar 22	End of 3 <sup>rd</sup> Quarter
Mar 25-29	No School -Spring Break
Apr 1	No School – Professional Development
Apr 13	Prom
Apr 19	No School
May 14	Tri-Arts Grades 5-12 (Art, Band, Choir)
May 15	Senior Awards Ceremony
May 24	Last Day of School
May 25	High School Graduation (2:00)