

BRODHEAD HIGH SCHOOL STUDENT HANDBOOK

2017-2018 SCHOOL YEAR

2501 W. 5th Ave, Brodhead, WI 53520

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MR. JAMES MATTHYS - Principal

MR. BRIAN KAMMERER - Athletic Director

MR. LEONARD LUECK - Superintendent

THIS AGENDA BELONGS TO:

Name:

Address:

Phone:

"Learning Today For a Better Tomorrow."



BELL SCHEDULE

Period 1: 7:55am - 8:37am

Period 2: 8:41am - 9:23am

Period 3: 9:27am - 10:15am

Period 4: 10:19am - 11:01am

Period 5:

A LUNCH 11:05-11:35 (A Class 11:05 - 11:47)

B LUNCH 11:51-12:21 (B Class 11:39 - 12:21)

Period 6 12:25pm - 1:07pm

Period 7 1:11pm - 1:53pm

Period 8 1:57pm - 2:40pm

Resource 2:44pm - 3:10pm

*Note: All freshmen will be assigned an advisor and will be required to report to their advisor's room daily. Sophomores / Juniors / Seniors will be assigned weekly by staff to their designated subject area based on resource list. If your student is on the resource list, they **MUST** attend resource every day. Pep Assemblies are also required events for students to attend.

2017 – 2018 SCHOOL CALENDAR

August 29	Teacher In-service
August 30	Shared In-service
August 31	Teacher Work Day (No Students)
September 1	Students Report
September 4	Labor Day (No School)
October 27	In-service Day (No School)
November 3	End of 1st Quarter
November 9	Parent/Teacher Conferences (4:00–8:00PM)
November 10	No School Parent/Teacher Conferences (8:30AM–12:00PM)
November 22	Thanksgiving Vacation
November 23	Thanksgiving Vacation
November 24	Thanksgiving Vacation
December 22	Early Dismissal
December 23-31	Winter Vacation
January 1	Winter Vacation
January 2	Students Return
January 18	End of 1st Semester
January 19	No School – Curriculum Day
February 22	Parent/Teacher Conferences (4:00 – 8:00PM)
February 23	In-service Day
March 23	End of 3rd Quarter
March 24-31	Spring Break
April 2	Students Return
May 4	In-service -No School
May 28	Memorial Day (No School)
May 29	Students Return
June 1	End of 4th Quarter/Last Student Day Teacher In-service

WELCOME

Welcome to Brodhead High School. Our tradition of excellent academics will provide you with the opportunity to prepare yourself for future endeavors. We encourage you to participate in many activities and to dedicate yourself towards achieving academic success. Please respect the building, our staff, and each other. We have earned the respect of many schools and we hope you will help us continue to be the best school in the Rock Valley Conference.

STUDENT HANDBOOK/PASSBOOK

All students will be provided with a handbook on the first day of school. If a student loses a handbook they will need to purchase a new one at their own expense. It is required that students carry their Student Handbook/Passbook with them throughout the day. No student is allowed a pass without their passbook. Examples of passbook use are locker or bathroom passes. If a student wants to go to another teacher's room, the teacher must write and sign the pass requesting the student's presence. The teacher in the area the student is leaving must then initial the pass.

ATTENDANCE

Students must be in attendance by 9:00AM to be eligible for after school or evening co-curricular activities. Exceptions will be made for funeral leave and mandatory appointments.

Good schoolwork and the student's interest in schoolwork are dependent upon regular attendance. In addition, the student's attendance record becomes part of his or her permanent record. Therefore, it is important that the student attend regularly.

School attendance is regulated by Wisconsin Statutes 118.5 and 118.6, Green County and the School District of Brodhead. Written approval of a student's parent/guardian is required for an absence to be considered excused for their first ten (10) absences per year. Additional absences will require a written excuse from a doctor. Each unexcused absence for part or all of any day may be referred to the Brodhead Police Department and Green County. Students then face possible truancy citations in accordance with the statutes. The student's parents may also be issued a ticket under the law if it is determined that they enabled the truancy.

Absence from school for any part of the school day is unexcused unless the following definition of Excused Absence is met: Excused absences will be considered under 2 categories:

1. Immediate excused absences need parental/guardian or physical verification of student illness.

Parents/guardians are to call the school by 9:00 A.M. the day of an absence and follow-up with a written note stating the reason for the absence to be filed in the student's file.

2. Pre-approved excused absence needs parental/guardian written verification of a need to be absent from school. Such absence is to be approved by the Principal with an approved student-teacher contract specifying the date(s) of absence, assignments to be completed and due date for completion. Contracts determined by the teacher to be unfulfilled as stated may result in the student receiving a failing grade for missing assignments. Excuses are not accepted when the school has knowledge that the student was absent for reasons other than stated on the excuse. School officials can not accept excuses such as "slept late", "running late", "with parent", "needed at home", etc.

Students are allowed ten (**10**) excused absences per school year. Exempted absences do not count toward the ten (**10**) days allowed by law. Examples of exempted absences are: medical /dental or other valid professional appointments, family emergencies, funerals, legal appointments or court appearances, religious observances and pre-planned special events approved by the parent and principal.

Seniors will need to make-up all days/part days past the ten excused absences allowed by law. They will need to make up the time prior to graduation.

Upon returning to school after an absence or tardiness the student must bring a note from home giving the date and reason for the absence or tardiness, and it must be signed by the parent or guardian. You will be given a reasonable amount of time to complete make-up work. It is the student's responsibility to complete all assigned make up work and verify completion with all teachers. Failure to make up work results in failing grades for assignments not made up.

No student is admitted to class after an absence or when tardy without a pass from the office. No student is allowed to leave during the day without parental permission and checking out through the office. This also applies to 18 year old students unless the high school office has written verification from their parent/guardian of student living independently.

Students absent from school because of reasons such as field trips, athletics contests and music activities are responsible to obtain assignments and classroom responsibilities prior to leaving for the activity. Failure to do so can result in failing marks for all classroom activities missed.

Students **will not** be excused to attend district, regional, sectional or state athletic events even with parent consent unless Brodhead High School is a participant. Exceptions will be allowed for members of that sport's athletic teams. Prior parent consent must be obtained and all class assignments obtained prior to attendance.

BULLYING AND HARASSING BEHAVIOR

The School District of Brodhead is committed to providing a safe, secure, and respectful learning environment for all of its students. We encourage positive interpersonal relations between all members of the school community.

Bullying has harmful social, physical, psychological, and academic impacts on the victim, the bully, and the bystanders, and creates a disruption to the learning environment. Bullying is anti-social behavior, and will not be tolerated in any school building, property, or vehicle, or at any school activity whether on District grounds or elsewhere while under the school's supervision. School buses are considered an extension of the school environment.

Bullying is intentional, unprovoked, deliberate, and hostile behavior without legitimate purpose that is intended to inflict physical, emotional, or mental distress or suffering on another individual or group of individuals. Bullying takes many forms, but may be represented by (but not limited to) the following examples:

- physical acts like hitting, kicking, punching, taking, or damaging another's property, hazing
- verbal attacks like threatening or intimidating language, teasing or name calling, insults or put-downs, racist remarks, taunting
- indirect actions like spreading rumors, intimidation through gestures, glaring or threatening facial expressions, extortion, or coercion
- social exclusion or isolation
- use of computer, cell phones, websites, or other telecommunications to send embarrassing, slanderous, threatening, or intimidating messages or images

It must be recognized that cyberbullying is a particularly insidious and harmful form of harassment or bullying. Cyberbullies can more easily hide behind a cloak of Internet anonymity, and have the ability to spread their harmful message instantly to a wide audience. All forms of bullying and harassment in cyberspace are considered a violation of this policy. Where the cyberbullying takes place at school, it will be handled strictly within the parameters of this policy and the student conduct code. Cyberbullying that originates outside the school environment will be handled in relation to the disruption it causes in the school environment, consistent with individuals' First Amendment rights; incidents may be referred to law enforcement.

All acts of bullying or harassment are expressly prohibited in the school environment, whether directed at or originating from students, staff, or visitors to our schools. This policy also applies to students who, by their indirect behavior, support or condone another student's acts of bullying. Consent by the individual being bullied does not lessen the prohibitions in this policy. Referrals to law enforcement may be made in any case, at the discretion of the Principal.

Students who engage in acts of bullying will be given consequences aligned with the District's Code of Conduct, up to and including suspension or expulsion. Staff members who engage in acts of bullying will receive appropriate consequences under District policies for staff conduct and consistent with the Master Contract, up to and including suspension or termination. Parents, community members, or other visitors to the school who engage in bullying will be warned and/or removed from the school premises, and may be excluded from future appearances. If the behavior occurs at a meeting, the meeting may be stopped and re-scheduled to a later date, and attendance by the offender will be at the discretion of the Building Principal.

Any individual who believes s/he has been or is the victim of bullying should immediately report the situation to the Building Principal. Concerns may also be reported to a teacher, counselor, or other staff member, who will be responsible for notifying the Building Principal. Complaints against the Building Principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President. Complaints may be filed verbally or in writing, and may be delivered in person or mailed. Mailed complaints must be signed, and should include a phone number for follow-up contacts.

Every student is encouraged, and every staff member is required, to report any situation that they believe to involve bullying. Staff members are also expected to intervene immediately in any bullying situation that they perceive constitutes an immediate threat or danger to any individual.

All complaints about bullying that may violate this policy shall be promptly investigated. If the investigation finds an instance of bullying has occurred, prompt and appropriate remedial and/or disciplinary action will be taken. In addition to disciplinary consequences, consideration should be given to any counseling services that may be appropriate for the victim, the bully, or witnesses to the event(s). The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and will result in additional disciplinary action. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will result in disciplinary action.

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under this policy and its related

administrative guidelines shall be maintained as confidential to the extent permitted by law. To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

This policy will be distributed to and discussed with students annually, and the information referenced and/or incorporated into the teacher, student, and parent/guardian handbooks. The policy shall also be made available to any interested party upon request. Summary reports of bullying and/or harassment complaints shall be provided as required by law.

While it is the firm intent of the District to prevent bullying, take actions to stop bullying, and protect all members of the school community from bullying and harassment, it must be recognized that the District cannot monitor the activities of all individuals at all times nor prevent all incidences of inappropriate behavior, especially at those times when students are on school grounds but not under the direct supervision of school personnel.

WEAPONS IN SCHOOL

No one shall possess, use or store a weapon or look-alike weapon in or on school property, in school vehicles, or at school-related activities. A dangerous weapon or look-alike weapon is defined in state statutes and may include any object which, by the manner in which it is used or intended to be used, is capable of inflicting harm or could pretend to be capable of inflicting bodily harm or endangering the health and safety of students or staff. Ammunition and explosives are included within the weapons category.

Policy exceptions include:

1. Weapons under the control of law enforcement personnel.
2. Weapons in the building for purposes of demonstration or educational presentations. Written approval must be received by the building principal prior to the weapon being brought to school. The weapon should be maintained in the possession of the principal except during the presentation or demonstration.
3. Theatrical props used in appropriate settings.
4. Starter pistols used in appropriate sporting events.
5. Items pre-approved by the building principal as part of a class or individual presentation under adult supervision. (Firearms and ammunition will never be approved as part of a presentation.)

Weapons or look-alike weapons confiscated from a student shall be reported to parents/guardians and to law enforcement authorities, and disciplinary measures shall include immediate suspension, and may include referral to the Board of Education for expulsion. Possession of firearms, or look-alike firearms, shall likewise be reported to parents/guardians and to law enforcement authorities, but disciplinary measures shall include

immediate suspension and referral to the Board of Education for expulsion from school as provided by the Gun Free School Act of 1994. Any employee violating this policy will be subject to disciplinary sanctions up to and including termination of employment, in accordance with the current employee agreement or other procedures established by the Board, and referred to law enforcement officials for prosecution. Any other person violating this policy shall be referred to law enforcement officials for prosecution.

Law enforcement officers will be summoned to the schools in a situation involving a weapon which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff and administration shall attempt to diffuse and control the situation until law enforcement officials can be summoned. Personnel should exercise careful judgment and extreme caution to determine whether that person will voluntarily surrender the weapon to school personnel.

LEAVING THE CAMPUS

Brodhead High School maintains a “closed campus” concept. Permission from the office is **REQUIRED** if a student finds it necessary to leave the campus during school hours. (7:55am - 3:10pm). Contact with a parent is required. Students will be required to sign in and out of the logbook in the office before leaving and when returning. Any student leaving campus without permission may be cited for truancy.

EXTENDED – ADVANCED LEAVE

In the event an extended leave from school is necessary, it must be arranged in advance with a written note from the parent/guardian. Materials to be covered should be assigned (as far as possible) before the student leaves. Students must complete work in a time period equal to the time they missed. Make up work is the student’s responsibility. See School District of Brodhead, School Board Policy JEE for complete attendance policy.

CODE OF CONDUCT

Students are expected to conduct themselves in a manner that brings respect to themselves and to the school. The rules and violations stated in the Code of Conduct extend beyond the school day and are enforced at all school activities and events. All students are expected to abide by all rules of behavior established by the Board of Education, administration and classroom teachers. See Board policy JICDA for complete details.

Violations of the Code of Conduct

A. Student Conduct and Discipline:

Students are expected to be courteous, prompt, and to follow the general rules of conduct. Behavior that is disrespectful, rude, or which causes harm to the student, other students or adults, or behavior which interferes with the teacher's ability to teach, will not be tolerated. Students who engage in such behavior will be subject to removal from class and/or further consequences.

B. Classroom disruptions:

1. Obstruction of classroom activities or interfering with the orderly operation; repeated classroom interruptions; preventing teacher from teaching.

2. Repeatedly reporting to class without materials.

C. Violations against persons:

1. Fighting/Violence, physical confrontation or verbal /physical threats. Harassment or behavior that causes fear.

2. Harassment (including non-physical harassment and sexual harassment)

3. Abusive or obscene language

4. Disruptive Behavior/Disorderly Conduct

5. Disobedience, disrespect, or defiance of authority

6. Truancy

D. Violations against property:

1. Vandalism

2. Theft

3. False fire alarm/false threats/ threats toward school and property.

E. Other violations

1. Possession or use of tobacco, tobacco product (cigarettes, lighters, matches, E-Cigarette, etc.).

2. Dispensing/sale of mood-altering chemicals (drugs) on school property.

3. Possession or use of mood-altering chemicals, alcohol, or drug paraphernalia.

4. Possession of gun.

5. Possession of "look-a like" gun.

6. Possession of electronic communication devices or laser lights.

7. Possession/use of weapon other than a firearm.

8. Possession of explosive devises, smoke bombs, firecrackers, etc.

9. Snowball/ice throwing.

10. Any other behavior deemed unsafe or inappropriate.

F. Cheating/Plagiarism

- The First offense will result in a detention and zero points for the assignment or test.

- The second offense will result in either In School Suspension or Out-of-School Suspension, zero points for the assignment or test.
- The third offense will result in Out-of-School Suspension and removal from the class with a grade of "F".

Students that are removed from a class 3 times for disruptive behavior will be removed for the remainder of the semester with a grade of "F" on their transcript.

Students receiving a detention will have 3 school days to serve the detention. Any student with 3 un-served detentions will receive a day in In-School-Suspension. Please see School Board Policy (JICDA) for further information and details on consequences/disciplinary measures for violations of the code of conduct.

EMERGENCY FORMS

Emergency Forms are to be filled out each year for every student. It is important for your well-being that school personnel can communicate with your parents and/or physician should you become ill or injured. The School District of Brodhead does not provide any type of health or accident insurance for injuries incurred by your child at school.

EVALUATION AT BRODHEAD HIGH SCHOOL

<u>Grade</u>	<u>GPA</u>	<u>Percentage</u>
A	=4.0	94-100
A-	=3.67	90-93.99
B+	=3.33	87-89.99
B	=3.00	83-86.99
B-	=2.67	80-82.99
C+	=2.33	77-79.99
C	=2.00	73-76.99
C-	=1.67	70-72.99
D+	=1.33	67-69.99
D	=1.00	63-66.99
D-	=0.67	60-62.99
F	=0.00	59.99 and below

Each student will be given a class syllabus at the beginning of the course which will describe the course, what materials you will need, how you will be evaluated, and what projects, papers and tests will be required. Attitude, effort, and attendance have a great deal to do with your final achievement in any course. In most cases, no "incompletes" will be assigned. Except on rare occasions, a student who drops, or is dropped from a course, will receive an "F" on their permanent record, unless that drop takes place within the first 4½ weeks of the course. All students who are averaging a D or an F at the end of 4 1/2 weeks will receive a progress report. Grade reports will be sent out at the end of each quarter. At the end of each semester, a final grade will be assigned. This is the ONLY grade that will appear on your permanent

record and will determine whether or not you receive credit for all, or a part of, any course. Students can see their teacher to receive a "grade in progress". Students can make an appointment to see the counselor at any time to do a "credit check". All grades and assignments are available on line through the Pac Family Access Program. You are encouraged to take advantage of these services.

Students who are removed from a class 3 times for disruptive behavior will be removed for the remainder of the semester with a grade of F on their transcript.

BRODHEAD HIGH SCHOOL COUNSELING PROGRAM

Brodhead High School's Counseling Program is available to serve 100% of students with regard to their academic, career, and personal/social development. This is done through a combination of activities such as classroom lessons, assessments, individual student planning, consultations and referrals when necessary. There is a strong emphasis on conferencing with parents during the junior year. However, conferencing with parents is encouraged and welcomed throughout the student's academic career at Brodhead High School.

Post high school planning with regards to career and education begins during the freshman year and is done through the school counseling office. Access to information such as educational opportunities, college applications, standardized testing, scholarship and financial aid opportunities is also available.

Brodhead High School utilizes the WISCareers Internet Program, which can be accessed wherever the student has Internet access. WISCareers offers a wealth of information and is a tremendous resource to both students and parents. Students and parents new to WISCareers program may contact the high school counseling office to schedule a time for instruction, a user name and password.

ACADEMIC AWARDS

All students, grades 9-12, who maintain a 3.0 GPA over the first three quarters each year, will earn a certificate for academic achievement. Students become eligible for academic awards by earning points each semester.

The point system is as follows according to *Grade Point Average*:

3.0 - 3.24 - **1 point**

3.25 - 3.74 - **2 points**

3.75 - 4.00 - **3 points**

HONOR ROLL

"A" and "B" Honor Rolls will be published each quarter. Students who receive a GPA of 3.5 or higher will be placed on the "A" Honor Roll. Students who receive between a 3.0 and a 3.49 GPA will be placed on the "B" Honor Roll.

GRADUATION REQUIREMENTS

The number of credits required to graduate from Brodhead High School is **25**. Certain courses are required for graduation. They are:

English	4 credits
Social Studies	3 credits
Mathematics	3 credits
Science	3 credits
Physical Education	1.5 credits
Health	.5 credit
Personal Finance	.5 credit

$\frac{1}{2}$ credit is earned by passing each semester. A full credit is earned by passing 2 semesters. All students must take a minimum of 7 credits per year.

Seniors are required to complete a senior project as part of the graduation requirement. Information regarding this is available in the high school office.

CLASS ADVISORS

Teachers are assigned to help you with your class activities. Please remember that they volunteer their time to help you when they also have other obligations. A genuine "Thank You" from you goes a long way in gaining support for your student activities.

RULES ENFORCEMENT

All rules and regulations apply to all students 24 hours per day in or on all buildings and grounds owned by the School District of Brodhead, or on school sponsored trips or activities.

DRIVING REGULATIONS

Juniors and Seniors may park in the North Parking lot. Sophomores should park in the west lot. No student shall park in visitor stalls. Speeding, reckless driving, failure to observe posted signs, etc. may result in a report to the Brodhead Police Department and revocation of parking privileges.

FOOD SERVICE

Students are asked to eat their lunches **ONLY** in the Auditoria. A regular lunch is available to students as well as an "a la carte" line. The lunch system is a debit system where each student is assigned an account number and must make deposits to their account prior to **8:00AM on any school day**. Parents can access information regarding their student's lunch account through Pac Family Access (sign up in high school office).

FOOD & BEVERAGES

Food & beverages are to be consumed in the Auditoria only during lunch and not be carried out of the Auditoria. Soft drinks are not to be carried during the school day. Students can carry water during the school day but it must be

in a clear container. When consuming soft drinks or food during non-school hours, students are asked to use available waste containers for food wrappers and soft drink containers.

STUDENT RELATIONSHIPS

Brodhead High school encourages the development of wholesome student relationships. To promote the social growth of its students it sponsors many dances and extracurricular activities. Public displays of affection are inappropriate in school. (Examples: kissing, hugging, etc.)

CELLPHONE USE

Cellphones are not allowed in classrooms, unless permitted by the instructor. Student may use cell phones during lunch or in between classes.

Steps in cellphone procedure in the classroom.

- 1.) Redirect Activity> have cellphone put away
- 2.) If procedure isn't followed ask for cellphone. Student's cell phone may be returned to student after class.
- 3.) If defiant, do not escalate situation, please send student to office.
- 4.) Do not look on student's phone
*Phones are available to students in the office for calls placed to parents or guardians.

ELECTRONIC DEVICES

Electronic devices cannot be used during class/study hall time. Musical devices may be used during lunch, by cardinal study hall students and at the discretion of teachers in the classrooms. Pagers and laser pointers are not allowed in the building. No walkie talkies or other devices that the administration feels is disruptive are allowed in the building. No cell phones, cameras or other recording devices are allowed in the locker rooms.

Steps in cellphone procedure in the classroom.

Redirect Activity> have cell phone put away

1. If procedure isn't followed ask for cell phone. Student's cell phone may be returned to student after class.
2. If defiant, do not escalate situation, please send student to office.
3. Do not look on student's phone

COMPUTER /TABLET USE

Computers are to be used for class activities such as computer assisted instruction, simulations, programming, word processing, etc. Game playing is not allowed. All students and parents are required to sign the Brodhead School District Internet Use Agreement. Any damage to school devices will be at the cost of the student. Students are responsible for any damage to any personal devices.

HALLS & FOYER

During class-time, students are NOT to be in the halls, foyer, or in any unsupervised area without a pass from a teacher or from the office. Detentions will be assigned to students who do not observe this regulation.

STUDENT LOCKERS

The locker assigned to you as a student does not restrict the school from a search into the locker. It is strongly suggested that you keep your locker locked and your combination a secret; each year students have valuable articles stolen from their lockers. In virtually every case, the locker had been left unlocked. The same advice is offered to students who have lockers in the PE/Athletic areas. Any damage to the lockers and locks during the year will be billed to the students.

STUDENT FEES

There will be a registration fee of \$20.00 for each student. In addition to this, there are dues of \$4.00 each year. Dues are used for class activities and expenses including homecoming. Class fees, if any, are detailed in the Program of Studies Guide. Sports fees are \$20.00 per sport and must be paid prior to participation. Students will receive bills for any damaged or missing property including textbooks, uniforms, property, etc. Copies of these bills will be attached to report cards. Students with outstanding bills at the time of graduation will not be allowed to participate in any graduation activities. Any outstanding bills will be turned over to the police department.

TORNADO & FIRE EMERGENCY PROCEDURES

At certain times during the year, drills will be held in preparation for a possible emergency. Please be cooperative and follow instructions carefully; it may save your life or the lives of other people in the building. On at least two occasions, we have had "real" emergencies, so do not assume that "it can't happen here".

BOOKS & MATERIALS

Most of the books you use are owned by the School District of Brodhead. You are financially responsible for these materials. Each year, students have to pay "fines" because of misuse of these materials. Eliminate this needless expense by treating your books carefully.

STUDENT SPORTS PASSES

A student sports pass will be sold for \$20.00. The card will admit the student to any home school sports event, except the WIAA tournament events. Family passes are also available in the main office for \$60.00 annually. A family pass is for husband, wife, pre-school and K-12 school age children.

CLASSROOM RULES

Teachers will explain their individual classroom rules and regulations. These rules may be in addition to the general rules stated elsewhere in this handbook.

CO-CURRICULAR ACTIVITIES

Co-curricular activities are activities in which students appear, perform and/or compete as representatives of Brodhead High School. These activities include athletics, show choir, jazz band, cheerleading, forensics, musicals, school plays, and student council and class officers.

The School District of Brodhead does not provide any type of health or accident insurance for injuries incurred by your child at school.

ACADEMIC ELIGIBILITY

A Student will become scholastically ineligible if he/she receives two failures in any nine week/semester grading period or if he/she is not passing a minimum of five courses that are accepted for graduation credits.

CO-CURRICULAR CODE

Students who participate in co-curricular activities are subject to the special regulations outlined in the co-curricular code handbook. A parent/guardian of any student involved in these activities must attend a meeting before their son/daughter can be eligible to participate. The code must then be signed by the parent and son/daughter and handed into the coach or advisor. This must be done by one parent, once a year. Often, severe penalties are associated with failure to follow co-curricular rules. Copies of the handbook are available in the high school office.

FORMAL DANCE COURTS

Representing your school as part of a formal dance court is a high public honor and therefore requires that a person be of high character and good standing. In order to be eligible for dance courts such as Homecoming or Prom, etc. a student must meet the above mentioned academic requirements and the following behavioral requirements:

1) Academically eligible, **2)** No co-curricular violations, or behavior that would be considered a code violation for non-athletes during the school year (July 1st-June 30th) of the dance, and or **3)** No major behavioral incidents on record (examples would include truancy, criminal charges, cheating, frequent disciplinary action, etc.).

SCHOOL DANCES

No dances will be held except on weekends. Once a student has entered a dance they will not be allowed to leave and reenter. The doors to school dances will close at 10:00PM. All dances with the exception of Homecoming

and Prom are considered closed (only Brodhead High School Students). Students wishing to bring a guest to Homecoming or Prom must get prior approval and complete a contract available in the high school office by the school deadline posted (NO EXCEPTIONS). This guest must be a high school student or under the age of 21.

SUBSTITUTE TEACHERS

When a substitute teacher is in charge of a classroom, students are expected to be on their best behavior. Students whose names are turned in to the main office by a sub will automatically receive detentions.

STUDENT ANNOUNCEMENTS

Morning announcements are made at the beginning of third period daily. A list of student activities is included in the weekly high school highlighter, which is posted in classrooms around the building. Student activities are also included on the electronic bulletin board in the high school foyer. A year-long calendar of events is also available to each family during registration week. Finally, a continuously updated calendar of events is available on the district web page.

REQUESTS FOR WORK TO BE SENT HOME

Parents may request that work be sent home for an ill student ONLY in the event that the student will be ABSENT TWO OR MORE consecutive days. Forms are available in the main office.

LMC USE BY STUDENTS

The Library Media Center is an area that you must become familiar with to be successful at Brodhead High School. There are many new resources available with the addition of new technologies.

New technologies including CD Rom, computerized inventory and computerized data bases dramatically increase the resources available to us. The LMC is open from 7:45 - 3:30 daily. At times, teachers will take classes into the LMC. At other times, assignments will be given that require use of this area. Students may report to the LMC instead of their regular study hall in most instances. It is to be understood that the LMC is a quiet study area.

STUDENT LEADERSHIP

Class officers and the Student Council elect its members by grade level in the spring of each year. Student leaders have the opportunity to make changes and set direction for the student body. In the fall of each year, these student leaders meet to set student goals for the upcoming school year. They also plan the many student activities we have at Brodhead High School. All students have an opportunity to demonstrate leadership. All students are

encouraged to express concerns or celebrate accomplishments with teachers, administrators or the school board.

NATIONAL HONOR SOCIETY

The National Honor Society is open by application to all students who have achieved 11th grade status and have an overall Grade Point Average of 3.5 or above. Students are selected by a committee after the eligible students have made formal application. Announcements will be made regarding the Society.

SCHOLARSHIP PROGRAM

The School District of Brodhead receives scholarship money in an amount over \$50,000 to be given away annually to graduating seniors. All seniors are eligible to fill out the application forms, which will be explained at a senior class meeting during the Spring Semester.

STUDY HALL RULES

1. No card or game playing is allowed.
2. No more than two students at one time may talk; they must have permission to do so from the study hall supervisor.
3. No more than two students may have restroom passes at any one time.
4. No other passes are available to students, unless they are secured ahead of time. Exceptions can be made by the teacher in emergencies.
5. Students must bring something to work on during study hall.
6. Students receiving a grade of **"D" or "F"** on a weekly basis must stay in their assigned study hall.

CARDINAL STUDY HALL

This is a privilege given to students who have achieved an excellent grade point average. Students must earn a 3.5 GPA (quarter grades). Freshmen aren't eligible until 2nd semester. Students must carry 6 credits with no "Fs" and no more than one D on progress reports. Cardinal Study Hall students must sign out of their study hall at the beginning of the hour and must sign back in at the end of the hour. There is a list of locations for Cardinal Study Hall including the Auditoria.

STRUCTURED MENTORSHIP PROGRAM

The mentorship program is designed to help students who need help with the study skills necessary to pass their course work. If you need special help with your classes, contact the Principal or Counselor.

RESOURCE TIME (2:44 - 3:10PM)

Resource time is a common time during the school day in which all teachers are available to aid students in homework, study skills, and remediation.

Resource time is also a time where computer labs, vocational labs, educational labs, and music rooms are open for students to work on assignments and projects under the direction of teachers. Some students will be assigned on a weekly basis as others will have options during resource time.

1. All students are welcome to take advantage of the Resource time. Students with questions need extra help, or just want to put extra time into course work are welcome to take advantage of the time with staff available to help. Resource time starts at 2:44 every day. Freshmen must report to the rooms of their advisors. All sophomores, junior, senior students who are assigned must report to the LMC by 2:44.
2. Sophomores, juniors, and seniors will be assigned to resource on a week by week basis. Students with a class grade of D or F or any missing assignments will be assigned to resource for the week.
3. Any students missing assigned resource will be considered truant.
4. All freshmen students will be assigned an advisor and will be required to attend resource daily.
5. Freshman will earn .25 credits for resource time.
6. Staff members from each subject area will be available to help students with their work.

PROGRAM OF STUDIES

A complete list and description of all courses offered at BHS is available in the Program of Studies booklet. They are available at any time in the main office; they are also handed out once a year in January in connection with the registration procedure for the following school year. The complete list of graduation requirements is outlined in this document. It is a valuable source of information for students and their parents or guardians.

DRESS CODE

The Brodhead Board of Education recognizes that the responsibility for the personal appearance of students enrolled in the Brodhead School District should normally rest with the students themselves and their parents/guardians. Student apparel should be presentable and not of an extreme nature. Students who are not dressed appropriately will be required to remove, cover, or change the article(s) in question. Good personal hygiene is necessary. Student dress or grooming:

- a. Shall not affect the health or safety of students.
- b. Shall not disrupt the learning process within the classroom or school.
- c. Strapless tops/dresses are not allowed.
- d. Tops that expose chest, whole back and /or midriff are not permitted (halter tops, Tank tops, spaghetti straps, camisoles, etc.)
- e. Cut-off T-shirts shall not be cut below the armpits.

In order to assure a healthy and safe school environment for students, the following student dress code guidelines will be enforced:

1. During the school day, hats, caps, bandannas, head coverings and jackets shall be taken off and placed in the student's locker. These items shall not be worn in the school building except when the student has immediately entered or is leaving.
2. No student shall be permitted to wear clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, racial comments or pictures, sexual preferences, profanity, promotion of gambling, illegal drugs and/or gangs.
3. Medallions or other jewelry which identify gang members or gang affiliation or which have come to represent a gang shall also not be worn or displayed in school or at school events. Also, gang clothing is not always restricted to an item of clothing, but may include the way in which a particular item of clothing is worn. No gang insignia may be worn, possessed, used, distributed, displayed, carried or sold by any student on school grounds or at school related activities at any time. The reference to "gang insignia" would also encompass items of clothing that signify gang activity by the manner in which they are worn.
4. Accessories that may cause injury are not permitted. Examples are heavy chains, spiked bracelets/necklaces, excessively heavy or large medallions. It will also be mandatory for students representing the school in co-curricular activities to meet more formal dress requirements, depending on activity and occasion.

HEALTH SERVICES

Students in need of medical treatment should report to the main office immediately. First Aid supplies are available for students. Students will not be given any medication unless written permission is on file in the high school office. A school nurse is also available, on a part-time basis to provide information and/or recommend treatment for students.

MEDICATION

All prescription and non-prescription medications must be stored and administered at home. When this is not possible, the Brodhead School District Medication Administration Form **MUST** be completed and on file with the school nurse. This form is available in the High School Office. Medication must be turned into the nurse with the form.

COMMUNICABLE DISEASE

The following are guidelines used for the control of communicable disease at school. It is helpful for parents to notify the school if their child was at home for any of the following reasons. Pink Eye – Students must remain out of school until redness is gone or the student has been using antibiotic eye drops prescribed by a physician for at least 24 hours. Chicken Pox – Students

must remain out of school until the chicken pox rash has dried and scabbed over. Strep Throat – Students must remain out of school until they have been treated for at least 24 hours with an antibiotic prescribed by a physician. Head Lice – Students with head lice will be excluded from school until they have followed the recommended treatment. Before being re-admitted to school, a student will be examined to make sure that he/she is free from live lice and nits.

ADVERTISING & FUND-RAISING

Pupils, or the facilities of the school, may not be used for advertising or promoting the interests of any community or non-school agency or organization without the approval of the principal.

STUDENTS-AT- RISK

Students (or the parents of students) who are considering dropping out of school should see the high school counselor or principal regarding the Students-At-Risk Program offered by the School District of Brodhead in accordance with state law.

RELEASE OF STUDENT INFORMATION

The School District of Brodhead has designated the following student information as "Directory Data" under Wisconsin Statutes 118.125

(1)(b) and 118.125

(2) (j):

1. "Participation in officially recognized activities and sports;
2. Weights and heights for athletic teams;
3. Dates of attendance;
4. Photographs;
5. Degrees;
6. Honors;
7. Awards;
8. Fields of study or classroom assignments/projects;
9. Parent names

10. Name. Student addresses, phone numbers, and date and place of birth will be available to other education institutions with the express written approval of the building principal.

Student addresses, phone numbers and date and place of birth will not be released to other than educational institutions. Any parent or legal guardian or a student who does not wish the schools to release any or all of the information must provide the school with a statement as to what information, if any, can be released without prior approval. Until this statement is received by the school the above information will be considered public record.

STUDENT SEXUAL HARASSMENT

It is the policy of the School District to maintain and insure a learning environment free of any form of sexual harassment or intimidation toward and between students. Sexual harassment is defined as any deliberate, repeated unwanted verbal or physical sexual contact, sexually explicit derogatory statement, or sexually discriminating remark which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's academic performance. Sexual harassment can take the form of any unwanted sexual attention, ranging from leering, pinching, patting, verbal comments, display of graphic or written sexual material and subtle or expressed pressure for sexual activity. Any student who believes she/he has been subjected to sexual harassment by another student or employee must report it to the building principal or guidance counselor. It is the intent of the District to create an atmosphere where complaints and alleged complaints will be treated fairly and quickly. If a student is not comfortable with making a complaint to the principal or counselor, the complaint may be made to any other adult employee. The employee will report the complaint to the appropriate principal or counselor.

RACIAL-ETHNIC DISCRIMINATION OR HARASSMENT

As with the policy on sexual harassment, it is the intent of the school district to insure a learning environment free of any form of racial or ethnic harassment. Procedures for complaints will be the same as with sexual harassment.

STATEMENT OF NON DISCRIMINATION/ EQUAL EDUCATIONAL OPPORTUNITIES POLICY

The right of a student to participate fully in any curricular, extra-curricular, pupil services, recreational or other program or activity will not be denied because of the person's sex, race, age, national origin, ancestry, creed, pregnancy, marital or parental status sexual orientation or physical, mental, emotional or learning disability or handicap in its education program or activities. The School District shall not discriminate on the basis of any protected category under Wisconsin or Federal Statute.

Concerns regarding alleged violations of this policy shall be referred to the **Superintendent of Schools,**
2501 W. Fifth Avenue,
Brodhead, WI 53520.

A procedure for processing the complaint is part of this policy.

This Student Planner will be posted on the school website.