

ALTOONA HIGH SCHOOL



PARENT/STUDENT HANDBOOK

2015-2016

SCHOOL DISTRICT OF ALTOONA

CALENDAR FOR 2015/16

August (9 days) (Tchrs 11)

M	T	W	TH	F
10	11	12	13	14
IS	IS	19	20	21
24	25	26	27	28
31				

September (21 days) (Tchrs 21)

M	T	W	TH	F
		1	2	3
LD	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October (20 days) (Tchrs 22)

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Stu's:	Tchrs:	
9	11	Aug
21	21	Sept
20	22	Oct
18	18	Nov
16	16	Dec
19	19.5	Jan
19	21	Feb
19	19	Mar
21	21	Apr
18	18.5	May
180	3	Holidays
	190	

November (18) (Tchrs 18)

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December (16 days) (Tchrs 16)

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January (19 days) (Tchrs 19.5)

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February (19) (Tchrs 21)

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29				

March (19) (Tchrs 19)

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April (21) (Tchrs 21)

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May (18 days) (Tchrs 18.5)

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
MD	31			

June

M	T	W	TH	F
		1	2	3

First Student Day, Aug 19
 Labor Day/No School, Sept 7
 Early Release/No School PM, Sept 23
 Inservice/No School, Oct 2 (Cluster)
 P-T Conf/No School, Oct 9
 Thanksgiving Break, Nov 25-27
 Early Release/No School PM, Dec 22
 Winter Break, Dec 23 - Jan 1
 .50 Inservice/No School, Jan 29
 Inservice/No School, Feb 12 (Cluster)
 P-T Conf/No School, Feb 19
 Early Release/No School PM, Mar 2
 Spring Break, Mar 23-28
 Early Release/No School PM, Apr 20
 Graduation, May 18
Last Student Day, May 25
Last Teacher Day, May 26 (.50)

Parent-Teacher Conferences:
 Oct 8 (evening); Oct 9 (morning)/No school
 Feb 18 (evening); Feb 19 (morning)/No school

Early Release: Sept 23, Dec 22, Mar 2, Apr 20

Inclement Weather Days: This calendar includes 3 "snow" days. May 26 is designated as a make-up day in the event an additional day is needed.

Qtr	Stu's	Tchrs
Qtr 1	9	
	21	
	<u>15</u>	45
Qtr 2	5	
	18	
	<u>16</u>	39
Qtr 3	19	
	19	
	<u>9</u>	47
Qtr 4	10	
	21	
	<u>18</u>	49
		180

Tri	Stu's	Tchrs
Tri 1	21	60
Tri 2	18	61
Tri 3	<u>59</u>	180

Trimester Dates:
 End of Tri 1, Nov 13
 End of Tri 2, Feb 29

Quarter/Semester Dates:
 End of Qtr 1, Oct 23
 End of Sem 1, Dec 22
 End of Qtr 3, Mar 11

Approved: 12/15/14

ALTOONA HIGH SCHOOL

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Mr. Jeff Pepowski • Principal
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Email: jpepowski@altoona.k12.wi.us

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Mr. James Oliver • Dean of Students
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§

Mr. Scott Hayden • Activities Director
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HIGH SCHOOL CALENDAR
2015-2016

1 ST DAY OF SCHOOL	AUGUST 19
HIGH SCHOOL PICTURE DAY	AUGUST 21
SENIOR LEADERSHIP DAY	SEPTEMBER 16
SENIORS GET GRADUATION	SEPTEMBER 16
ANNOUNCEMENT ORDERING INFORMATION	
HOMECOMING	SEPTEMBER 11
HOMECOMING DANCE	SEPTEMBER 12
EARLY RELEASE	SEPTEMBER 23
TEACHER INSERVICE (NO SCHOOL)	OCTOBER 2
PARENT/TEACHER CONFERENCES	OCTOBER 8
3:30 – 7:00 PM	
PARENT/TEACHER CONFERENCES	OCTOBER 9
8:00 – 11:30 AM	(NO SCHOOL FOR STUDENTS)
PICTURE RETAKE DAY	OCTOBER 12
END OF 1 ST QUARTER	OCTOBER 23
THANKSGIVING BREAK	NOVEMBER 25-27
END OF 1 ST SEMESTER	DECEMBER 22
EARLY RELEASE	DECEMBER 22
WINTER BREAK	DECEMBER 23-
	JANUARY 3
SCHOOL RESUMES	JANUARY 4
TEACHER INSERVICE (NO SCHOOL)	JANUARY 29
TEACHER INSERVICE (NO SCHOOL)	FEBRUARY 12
PARENT/TEACHER CONFERENCES	FEBRUARY 18
3:30-7:00 P.M.	
PARENT/TEACHER CONFERENCES	FEBRUARY 19
8:00-11:30 A.M. (NO SCHOOL FOR STUDENTS)	
EARLY RELEASE	MARCH 2
END OF 3 RD QUARTER	MARCH 11
SPRING BREAK	MARCH 23-
	MARCH 28
EARLY RELEASE	APRIL 20
GRADUATION	MAY 18
LAST DAY FOR STUDENTS	MAY 25

BELL SCHEDULE1ST HOUR 7:45 – 8:28 A.M.2ND HOUR 8:31 – 9:14 A.M.**RAIL TIME – 9:17 – 9:42 A.M.****MORNING BREAK – 9:42 – 9:54 A.M.**3RD HOUR 9:54 – 10:37 A.M.4TH HOUR 10:40 – 11:23 A.M......
1ST LUNCH – 11:26 – 11:56 A.M.

5B HOUR – 11:59 – 12:42 P.M.

6B HOUR 12:45 – 1:28 P.M.

.....
5A HOUR 11:26 – 12:09 P.M.2ND LUNCH – 12:12 – 12:42 P.M.

6B HOUR 12:45 – 1:28 P.M.

.....
5A HOUR 11:26 – 12:09 P.M.

6A HOUR 12:12 – 12:55 P.M.

3RD LUNCH – 12:58 – 1:28 P.M......
7TH HOUR 1:31 – 2:14 P.M.8TH HOUR 2:17 – 3:00 P.M.**BOARD OF EDUCATION**

PresidentHelen Drawbert
 Vice-President, ClerkRobin Elvig
 TreasurerMichael Hilger
 MemberDavid Rowe
 MemberBrad Poquette

DISTRICT ADMINISTRATION

Superintendent of SchoolsDr.Connie Biedron
 High School PrincipalJeff Pepowski
 Dean of Students.....Jamie Oliver
 Middle School Principal Gary Pszeniczny
 Elementary School PrincipalJoAnn Walker
 Activities DirectorScott Hayden
 Director of Special Ed/Pupil ServicesAlan McCutcheon
 Business Manager.....Michael Markgren

HIGH SCHOOL FACULTY

ART

Kim Youngberg

BUSINESS EDUCATION

Joan Gard

Kelly Ostrander

ENGLISH

Kim Butnick

Greg Power

Angela Roloson

Lori Weinmeister

GUIDANCE & COUNSELING

Heather Burich Holle

Jay Mielke

HEALTH

Erica Emerson

LMC DIRECTOR

Shelly Pierson

MATHEMATICS

Gary Buske

Emily Dressel

Anita Fairbanks

Andrew Riechers

MUSIC

Matthew Kruszka, Instrumental

Jonathan Lueck, Vocal

PHYSICAL EDUCATION

Erica Emerson

Krystle Ricci

SCIENCE

Erik Kampa

Todd Lenz

Wendy Nelson

SCIENCE

Erik Kampa

Todd Lenz

Wendy Nelson

Russell Riehbrandt

SCHOOL PSYCHOLOGIST

Robin Frei

SOCIAL STUDIES

David Boley

Gary Clark

Erin Lynnes

SPANISH

Jenna Baxter

Melanie Engen

SPECIAL EDUCATION

Steve Marczinke

Amanda Mussehl

Jennifer Robertson

Karsten Powell

TECHNOLOGY EDUCATION

Jeff Ballentine

SUPPORT STAFF

Alisa Lane, Guidance Secretary

Ann Kline, Activities Secretary

Michelle Mitch, High School Secretary

Dawn Schroyer, Attendance Secretary

Jessica Lehman, Library Media Assistant

Ron Markwell, Food Service Supervisor

Linda Schuh, Food Service Clerical

Ron Rieder, Maintenance/Custodial

Liza Erickson, Special Education Aide

Kevin Garnett, Special Education Aide

Angela Nelson, Special Education Aide

DeAnna Schilling, Special Education Aide

PREAMBLE

All members of a school community - parents, students, and staff-are members of a team working together to create an optimal environment through the development of regimentation and authoritarianism on one hand, and anarchy and irresponsibility on the other, must be avoided.

No right is absolute. Every right has its limitations. The freedom as an individual or group to exercise rights ceases when that exercise unduly infringes upon the rights of others. Since the legitimate rights of individuals may be incompatible with each other, it is necessary to recognize that rights must be balanced to protect as many persons as possible.

Each student has a right to an education. Discipline, as administered in Altoona High School in conjunction with the home, is designed to produce behavioral changes that will enable students to develop the self-discipline that is necessary to function successfully in their educational and social environment. The major objectives of discipline in the schools are to teach the following fundamental concepts for living: 1) respect for the rights, dignity and safety of all individuals within the school and community; 2) respect for law and observance of school district policies, procedures and local regulations; 3) respect for public and private property rights. Student behavior that unduly disrupts class work, involves substantial disorder, or invades the rights of others will not be tolerated.

THE RAIL WAY

	Expectations	
	Responsibility	Respect
All Areas	<ul style="list-style-type: none"> ● Clean up after yourself ● Ask for help when necessary ● Stay in assigned areas 	<ul style="list-style-type: none"> ● Follow adult directions ● Keep hands and feet to yourself ● Use facilities and equipment appropriately ● Move around school in a quiet and orderly manner
Dress Code	<ul style="list-style-type: none"> ● Follow the Altoona Dress Code 	<ul style="list-style-type: none"> ● Leave your hat in your locker ● Select clothing that will not distract others
Electronic Devices	<ul style="list-style-type: none"> ● Ask before using device in classroom setting ● Use productively 	<ul style="list-style-type: none"> ● Use earbuds to listen to music and keep volume levels moderate ● Use only during appropriate times ● Put away device without argument if asked to do so by teacher
Study Hall	<ul style="list-style-type: none"> ● Use time to study and do homework ● Stay in the assigned area ● Bring all materials with you 	<ul style="list-style-type: none"> ● Work silently
Hallways	<ul style="list-style-type: none"> ● Carry a pass ● Report promptly to assigned area ● Clean up after yourself ● Move with purpose ● Keep hallways passable ● Use appropriate school language and volume 	<ul style="list-style-type: none"> ● Avoid disturbing other classes ● Speak quietly and politely ● Follow adult directions ● Use passing time for drinks and bathroom breaks ● Keep hands and feet to yourself
Lunch Room	<ul style="list-style-type: none"> ● Clean up after yourself ● Walk when entering and leaving the lunch room ● Put away tray and return to your seat ● Remain in assigned area 	<ul style="list-style-type: none"> ● Use manners ● Follow adult directions ● Speak quietly and politely ● Keep hands and feet to yourself
Assemblies	<ul style="list-style-type: none"> ● Know why you are attending ● Make good choices who you sit by ● Ignore rude and inappropriate behavior ● Participate appropriately ● Electronic devices should remain off and put away 	<ul style="list-style-type: none"> ● Pay attention to the speaker ● Enter and leave in an orderly manner ● Applaud politely ● Wait until an adult dismisses you ● Follow adult directions

Buses	<ul style="list-style-type: none"> ● Be on time ● Clean up after yourself ● Use appropriate language ● Stand behind the first section of sidewalk to load the bus ● Stay in seat and keep aisles clear ● Keep everything inside the bus window ● Wait for the bus driver “wave” to cross in front of the bus 	<ul style="list-style-type: none"> ● Follow adult directions ● Speak quietly and politely ● Be kind to other students ● Share your seat with others ● Keep hands and feet to yourself
Field Trips	<ul style="list-style-type: none"> ● Bring permission slip/money on time ● Bring needed materials ● Follow facility rules ● Follow adult directions ● Follow bus rules 	<ul style="list-style-type: none"> ● Follow school rules ● Use materials and facility appropriately ● Dress appropriately for the activity ● Be attentive ● Use electronics with adult permission only
Bathrooms Locker Rooms	<ul style="list-style-type: none"> ● Clean up after yourself ● Flush the toilet ● Return promptly and quietly to class ● Use the bathroom between classes or at lunch ● Inform staff if there is a problem (student issue, clogged toilet, running sink) in the bathroom ● Lock your locker 	<ul style="list-style-type: none"> ● Give privacy to others ● Speak quietly and politely ● Cell phones and other electronic equipment are kept out of the bathrooms and locker rooms ● Wash hands with soap and water ● Keep hands and feet to yourself
LMC	<ul style="list-style-type: none"> ● Check out and return materials properly ● Clean up after yourself ● Stay on task ● Bring needed materials ● Remain in assigned area 	<ul style="list-style-type: none"> ● Work and read quietly ● Follow adult directions
Computer Lab	<ul style="list-style-type: none"> ● Follow Altoona User Agreement rules ● Clean up after yourself ● Keep food and drink out of the lab ● Inform the teacher of computer problems ● Bring needed materials to class ● Stay in assigned lab until the bell rings 	<ul style="list-style-type: none"> ● Treat equipment with care ● Push in chair when you leave ● Enter and leave in an orderly manner ● Log out of your computer when done ● Be aware of classes going on near the lab
Parking Lot	<ul style="list-style-type: none"> ● Maintain safe speeds while driving ● Remain alert and attentive ● Display your parking tag ● Lock your car ● Park in designated parking spots 	<ul style="list-style-type: none"> ● Use one designated parking spot for one vehicle

Tardy Expectations

- Tardy is defined as not being in the classroom when the bell rings
- Late is after five minutes; this will be handled in a different manner
- **Classroom Managed:**
 - 1st tardy – Reteach behavior in a positive manner
 - 2nd tardy – Reteach behavior and inform student of future consequences
 - 3rd tardy – Enter disciplinary referral, assign lunch detention, teacher calls home
 - Each subsequent third tardy (6,9,12): Enter a disciplinary referral, assign lunch detention, teacher calls home
- **Office Managed:**
 - 6th tardy – administrator calls home
 - 9th tardy – administrative directive (ex: staff escort to class)

Unexcused Absence Expectations

- **Classroom Managed:**
 - Any time a student is unexcused from a teacher’s class, that teacher is responsible to schedule a lunch detention for the student
 - Teachers can substitute other consequences for lunch detention (ex: clean classroom, turn in assignments, Blugold Beginnings)

- **Office Managed:**
 - 10 periods unexcused: phone call home, ½ day ISR
 - 20 periods unexcused absences: phone call home, full day ISR
 - 30 periods unexcused absences: phone call home, full day ISR, citation
 - 40 periods unexcused absences: pre-truancy meeting with parent, full day ISR, citation
 - 50 periods unexcused absences: truancy letter filed, phone call home, full day ISR, citation

Cell Phone/Electronics Expectations

- Appropriate cell phone use:
 - Before and after school, lunch, passing time and morning break
 - In classroom only at teacher request
- If cell phone is used inappropriately:
 - First offense: phone is confiscated and returned at the end of the day
 - Second offense: phone is confiscated and kept overnight, given back at the end of the next day
 - Third offense: phone is confiscated and kept for five days
 - If a student refuses to hand over his/her phone:
 - Student is sent to the office and teacher notifies the office that the student is coming
 - Parents are called
 - If student continues to refuse to hand over the phone, he/she will be immediately suspended

Study Hall Expectations

- No electronic devices in the study hall room
- Electronic devices can be used in commons if student is in honors study hall
- Tier 1:
 - GPA below 1.67 OR students have one or more D's or NC's
 - Student must stay in the study hall room unless student has a pass from a teacher
 - No electronics allowed
- Tier 2:
 - GPA: 1.68 to 3.1
 - Students have no D's or NC's
 - Student can sign out to the LMC
- Honors:
 - GPA: 3.2 or above
 - Students have study hall in the commons/lobby area

Incentive Plan

Ways to Receive Tokens:

Option #1: Being in Class

- First two weeks of School District of Altoona
 - Students will receive one token for each day that they have no tardies or absences of any kind.
- After that:
 - The Rail Way team will choose random days that staff will check during advisory Rail Time on Mondays. For example, if the chosen days are Tuesday and Friday, students can earn up to two tokens if they had zero tardies or absences on those two days, regardless of what the other days looked like. This may change as the year progresses.

- On occasion:
 - A first hour class that has zero tardies or unexcused absences for the whole week will receive a class prize.

Option #2: Being a Good Citizen:

- Students can be awarded a token by a staff member who catches them doing something good that they were not asked to do: picking up garbage, helping another student, etc.

Option #3: Using Your Planner:

- Students can be awarded a token if they are “caught” in the hallway with their planner pass book.
- On random days, teachers can give tokens to students who have never used a pass
- On random days, tokens will be given out to an entire class if each student has his/her planner in their possession.

Planner Pass Book

- Students will be allotted eight hall passes per quarter
- Student initiated passes (for example, asks to use the restroom, get a drink, or go to their locker), should be written on the pass pages at the back of the planner. Each student receives eight passes per quarter.
- Teacher initiated passes (for example, a student needs to go to the LMC to do schoolwork or was held after class to talk to the teacher) should be dilled out on the calendar page of the planner. These are unlimited.
- Students should always have their passbook with them in the hallway and teachers should always be sending students out with a pass written in their planners.
- When a teacher sees a student in the hallway, they should ask to see their pass. If the student doesn't have one, that teacher will escort them to where they should be.
- If a student loses his/her planner, the student will be expected to buy a new one for \$3 from the high school office. Passes will be prorated from that point. If a student chooses not to buy a planner, that student cannot leave class.

Notes:

- We will have several drawings during the first few weeks of school.
- There will be a drawing for one big prize at the end of each quarter.
- Tokens should not be used as a bribe. For example, “If you do this, I'll give you a token.”

THE PLEDGE OF ALLEGIANCE & NATIONAL ANTHEM

Every public school in Wisconsin is required by State Statute 118.06(2) to offer the Pledge of Allegiance or the National Anthem in grades one through twelve each day of school. No pupil may be forced against the pupil's objections or those of the pupil's parents or guardian to recite the Pledge or to sing the Anthem. Student participation is optional.

STUDENT RELIGIOUS ACCOMMODATIONS

Recognition of Religious Beliefs and Customs address the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements.

Religion in the Curriculum

Religious institutions and orientations are central to human experience, past and present. Therefore, whenever and wherever appropriate, recognition of religious beliefs and customs shall be an integral part of the curriculum. Particular attention shall be paid to a balanced, accurate presentation of such beliefs and customs. It is imperative that such instruction is about religions (beliefs and customs) rather than instruction designed to produce a particular outlook. Such teaching should take place, not in a vacuum, but in relationship to cultures and people.

Factual and objective teaching about religions, religious holidays and religious differences in the public schools is legal and educationally valuable when it is a part of the academic program, when it does not give preferential or derogatory treatment to religion in general or to any single religion, and when it does not constitute a religious practice, since insights in this area can enhance the mutual understanding needed by all citizens in a pluralistic society. An education, excluding such a significant aspect, would be incomplete.

The following guidelines are presented to staff members to be used in planning curriculum related to religion.

1. The district supports the inclusion of religious, literature, music, drama, and the arts in the curriculum in school activities, provided it is intrinsic to the learning experience of the various fields of study and is presented factually, objectively, and in a respectful manner.
2. Emphasis on religious themes in the arts, literature, and history should be only as extensive as necessary for a balanced and comprehensive study of the areas. Such studies should never foster any particular religious tenets or demean any religious beliefs.
3. Student-initiated expressions to questions or assignments, which reflect their beliefs or non-beliefs about a religious theme, shall be accommodated. For example, students are free to express religious belief or non-belief in compositions, art forms, music, speech, and debate.

Nondiscrimination Statement and Complaint Procedure

Consistent with legal requirements, the School District of Altoona shall not unlawfully discriminate on the basis of sex, race, religion, color, national origin (including limited English proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation, homelessness status, or physical, mental, emotional or learning disability/handicap in its curricular, career and technical education, co-curricular, student services, recreational or other programs or activities, or in admission or access to programs or activities offered by the District as required by section 118.13 of the statutes. This policy also prohibits student discrimination under Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

The District encourages informal resolution of discrimination complaints. A formal complaint resolution procedure is available, however, to address allegations of violations of the District's equal educational opportunities policy.

Any questions concerning this policy, or policy compliance, should be directed to:

*Director of Special Education and Pupil Services
School District of Altoona
1903 Bartlett Avenue, Altoona WI 54720
715-839-6224*

The responsibilities of the individual identified above include serving as the District's Title IX Coordinator (sex discrimination and sexual harassment issues and complaints), Section 504 Coordinator (handicap/disability discrimination issues and complaints), and coordinator of all other student nondiscrimination-related issues and complaints.

GUIDANCE AND COUNSELING

The guidance and counseling programs at Altoona High School are for everyone—students, staff, and parents. Counselors can provide help with decisions concerning school, future plans, friends, family, personal problems, and understanding ourselves. Services are provided in large groups, small groups or individual sessions. We encourage all students to make use of this service.

TRANSCRIPTS

A transcript of the student's high school record is required upon transferring to another school, applying for admission to a college, and upon applying for a job or enlisting in the Armed Forces. Requests for transcripts should be directed to the guidance office.

An explanation of the symbols used in grading will appear on student transcripts along with information on grade point values. For the purpose of determining grade point average, the following values will be assigned to letter grades.

HONOR ROLL

Honor Roll is determined by computing a student's semester grade point average (GPA). All courses are given equal weight when computing a student's GPA with the exception of tutoring and other student service activities. The following table is used in the computation of grade points. (4-point system)

$$\text{GPA} = \frac{\text{TOTAL HONOR POINTS}}{\text{TOTAL NUMBER OF GRADES}}$$

	<u>Highest Honors</u> 4.000	<u>High Honors</u> 3.750-3.999	<u>Honors</u> 3.500-3.749
<u>Grade</u>	<u>Honor Points</u>		
A	4.00		
A-	3.70		
B+	3.33		
B	3.00		
B-	2.70		
C+	2.30		
C	2.00		
C-	1.70		
D+	1.30		
D	1.00		
D-	0.70		
NC	0.00		

All courses are given equal weight, with the exception of the following which are not included in a student's GPA calculation: driver education, tutoring, student service activities.

A discrimination complaint procedure (AC-R-2) is in place in the event a student believes the methods, practices or materials used for testing or evaluation are discriminatory. Additionally, students' grades are "progress records" and as such, the district is required to maintain the confidentiality of said records.

PERMANENT RECORDS

Permanent record cards are kept on file for future reference for every student who attends Altoona High School. Included on the permanent record file is personal family data, academic information including classes taken in grades 9-12 and grades received in each class, class rank, and grade point average. The State's Pupil Records Law (s.118.125) requires that the **PUPIL'S BEHAVIORAL RECORDS MUST BE DISPOSED OF WITHIN ONE YEAR AFTER THAT DATE UPON WHICH THE PUPIL GRADUATES UNLESS THE ADULT PUPIL OR PARENT SPECIFIES IN WRITING THAT INDIVIDUAL RECORDS MAY BE KEPT FOR 10 YEARS.** If you would like your records kept please indicate this in writing with your signature and date the letter. Immunization records will be mailed with diplomas to senior upon graduation from this school.

MAKE-UP WORK

Teachers will be asked to grant the number of days absent plus one day for make-up time for homework missed during an excused absence. Work will not be able to be made up and turned in after this given time period. Examinations missed during an excused absence will be taken at a time agreed upon by the student and the teacher. A student may have a grace period in which to complete the minimum requirements and objectives and to replace his/her Incomplete (I) with the credit symbol he/she has achieved for the course. The grace period for the completion of this work will be two (2) weeks. A modified grace period may be granted through the principal's office when because of unusual circumstances, the student petitioned for an extension of time to complete make-up work. (The grade period consists of days when school is in regular session). Make-up work will normally be a portion of stated course requirements and always change to alternate requirements and objectives that better fit the make-up process. When, in the teacher's judgment, a student has achieved so few objectives in a course that informal make-up is not practical, the teacher will indicate that repetition of the course is the necessary condition of make-up. Failure to complete make-up requirement will result in an appropriately reduced grade. If during a course, a student fails to meet a deadline for completion of an assignment, the time allotted for his/her make-up work and/or its evaluation will be determined by the teachers.

BASIS FOR GRADING

A course syllabus will be distributed at the beginning of each course. Teachers will take time to explain to students the requirements and objectives within the course. The teacher will make clear to the students at the appropriate time the level of mastery required for the objective. Marks should be given on the basis of a student's success in achieving established requirements and objectives of the course. Further, students should be encouraged to write their own evaluations based on the course requirements and objectives.

FREQUENCY OF MARKING

Report cards will be issued to students quarterly for semester courses. Parents are also able to view student progress & grades daily through Family Access on our Website.

WITHDRAWAL PROCEDURE

1. The student should report to the guidance office for a withdrawal form.
2. This form must be filled out by the student's teachers, school librarian, lunch personnel, counselor and the principal.
3. Upon completion of the withdrawal form, the student will return the form to the guidance office so a copy can be made. This should be done on the student's last day at Altoona High School.

SCHOOL TELEPHONES

The school phones are available for use before & after school, morning break, and lunch hours or special circumstances.

BACKPACKS

Because of the 3-minute passing time between classes, we will allow all students, grades 9-12, to carry their backpacks to class. This will promote students getting to class on time and being organized and prepared for class.

EMERGENCY SCHOOL CLOSINGS

Notice of school closings due to bad weather will be made over the area radio stations, our website and Skylert system, & local TV stations.

SCHOOL NURSE

The school nurse is available in the district M-F and will be in the high school on Thursday. If there is a need on days other than Thursday please contact the school office or the school counseling office.

ACCIDENTS AT SCHOOL

If you have an accident at school requiring medical attention, report it at once to one of your teachers. In the absence of the teacher, report it to the school office. If you witness any accident, report all information to the principal's office or to the teacher in charge.

MEDICATION

Prescription medication will be administered by designated school personnel with appropriate written permission. A Physician Order for Medication Administration Form must be signed by a doctor and the parent and kept on file in the office. All prescription medications must be brought to the school by the parent and picked up by the parent. The school office must be contacted with any changes in the administration of the prescription medicine. A record will be maintained of all medication administered by school staff.

ILLNESS AT SCHOOL

If you become ill at school, ask the teacher in charge if you may be excused to report to the office. The office will notify your parents if you should need to go home.

OFFICE AREA

No students will be allowed in the office area at anytime unless given permission by the office secretary or the Administration.

VISITORS

Students are NOT allowed to bring student visitors from other schools to school with them.

INSURANCE

The school district makes available, at parent/guardian cost, secondary coverage for students and athletic participation. Brochures and enrollment forms are available in the high school office. Students riding the school buses are protected by liability insurance.

STUDENT FEES

All students are required to pay school fees which are set by the Board, and parents are notified of the amount in the summer newsletter prior to school beginning. This fee is to cover student insurance coverage, workbooks, textbooks, and other incidentals as well as class dues. School fees are due on or before the first day of school.

FIRE DRILLS

Periodic fire drills will be held. The fire drill is signaled by an intermittent ring and the white strobe lights will be flashing at each alarm throughout the building. Students should use the exit posted in each room. Students should wait with the teacher at a safe distance from the building until an all-clear signal is given to come back into the building.

TORNADO DRILLS

For a tornado drill or during an actual tornado it will be announced over the PA system for students to report to shelter. Students are to leave the room and follow their teacher to the assigned tornado area. It is important that students not be standing near windows. Students will stay in this area with their teacher until an all-clear signal is given.

WORK PERMITS

All students that are under 18 years of age are required to have a work permit before they begin work. Below is a list of items needed before a work permit will be issued. The information should be dropped off at the office as soon as possible in the day.

1. Copy of your birth certificate OR your driver's license.
2. Social Security Card
3. Verification letter from your employer indicating you have been hired.
4. Letter from your parent stating that you have their permission to work.
5. \$10.00 – Reimbursement will be made to you by the employer.

STUDENT CONDUCT

The intention of the Altoona School Board is to help students learn behavior patterns that will enable them to be responsible and contributing members of society. All student behavior at Altoona's Public Schools is based on respect and consideration for the rights of others.

Students shall receive annually, at the opening of school, a publication listing the student conduct rules and regulations to which they are subject.

Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere. In all instances, students are expected to conduct themselves in keeping with their level of maturity and act with due regard for the supervisory authority vested by the Board in all District employees. All District employees are expected to be responsible for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

In addition, students shall be expected to abide by the codes of classroom conduct adopted for each school. Failure to abide by the code of classroom conduct may result in student removal from class and placement in an alternative setting as outlined in the code of classroom conduct.

Consistent with legal requirements, the School District of Altoona shall not unlawfully discriminate on the basis of sex, race, religion, color, national origin (including limited English proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation, homelessness status, or physical, mental, emotional or learning disability/ handicap in its curricular, career and technical education, co-curricular, student services, recreational or other programs or activities, or in admission or access to programs or activities offered by the District as required by section 118.13 of the statutes. This policy also prohibits student discrimination under Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

The District encourages informal resolution of discrimination complaints. A formal complaint resolution procedure is available, however, to address allegations of violations of the District's equal educational opportunities policy.

Any questions concerning this policy, or policy compliance, should be directed to:

*Director of Special Education and Pupil Services
School District of Altoona
1903 Bartlett Avenue, Altoona WI 54720
715-839-6224*

The responsibilities of the individual identified above include serving as the District's Title IX Coordinator (sex discrimination and sexual harassment issues and complaints), Section 504 Coordinator (handicap/disability discrimination issues and complaints), and coordinator of all other student nondiscrimination-related issues and complaints.

STUDENT RIGHTS

It is the right of every student to:

- A. Expect a quality education.
- B. Be treated with dignity and respected as individuals whether coming to, attending or leaving school.
- C. Expect consistent and fair treatment in relationship to school policies and expectations.
- D. Attend a school which has a safe and healthy environment.
- E. Have due process when school policies are enforced.
- F. Expect freedom from racial, religious, handicapped and sex discrimination.

STUDENT DISCIPLINE PHILOSOPHY

Effective discipline – the use of intervention strategies that not only present consequences for misbehavior but help promote alternative appropriate behaviors – is based upon a teaching philosophy and not punishment. Our approach, discipline as teaching, integrates the school's discipline philosophy with its overall mission: Education. To this end, the role of teachers and administrators in the school is to serve as facilitators who work with parents and students in a collaborative effort to resolve conflict situations fairly. In this way, it is our belief that school rules are maintained and a student can learn from an intervention about the inappropriateness of his or her behavior, as well as appropriate behaviors that could be employed should the situation occur again.

DUE PROCESS

Board policies relative to making and addressing complaints are contained in Section K of the Board Policy Manual.

CARE OF SCHOOL PROPERTY BY STUDENTS

Students should share in the responsibility of keeping the District schools in their best possible condition. Any student who intentionally or negligently damages school property shall be held responsible, and shall make restitution to the school in the amount determined by the administration. When a student is unable to make restitution, the student's parent/guardian shall be held liable.

STUDENT INTERVIEWS WITH OUTSIDE AGENCY PERSONNEL

The School Board recognizes that cooperation with law enforcement agencies is necessary for the education and protection of the students, for maintaining a safe school environment and for safeguarding all school property. At the same time, the Board recognizes the need to minimize disruptions in the educational process and to provide for concerns of parents/guardians regarding the welfare of their children. Law enforcement and other agency officials who are called to the school for assistance shall be permitted to interview students as necessary for the situation. Law enforcement or other agency-initiated interviews with students shall be permitted under conditions established by the building principal and consistent with legal requirements. Outside agency personnel shall conduct their business with students at a time other than normal school hours to the extent possible. When it is necessary to interview students on school premises, the interview shall be conducted in such a way so as to minimize interruptions in the learning environment. Whenever possible, a school staff member shall be present during a student interview with outside agency personnel. As permitted by law, parents/guardians of students who are not suspects in a specific violation shall be contacted when an interview takes place with outside agency personnel.

GENERAL SCHOOL BEHAVIOR

Students have the responsibility to abide by all reasonable district, building and classroom rules established by school officials. Students are expected to practice common rules of courtesy that are necessary in group settings to avoid disruption in the school and to protect school property and the health, safety and welfare of school staff and other students.

Our discipline system is dependent upon the development of a positive partnership between home and school. Our mission, to educate students, is based upon fundamental and basic principles:

- that students allow teachers to teach
- that students allow other students to learn
- positive self-esteem requires cooperation, hard work, dedication, and a respect for fellow students.

If students choose to break established school rules, there will be appropriate and sequential consequences.

DEFINITIONS

Due Process: All suspected violations of the behavior policies of Altoona High School will be directed to the appropriate administrator or designee. The administrator or designee will meet with the student. The facts will be presented, and the person in charge will weigh the evidence, based upon his/her best judgment, before making a decision on the disposition of the student's case, considering both the best interest of the student and the best interest of the school. The student's parents will be informed of the action.

Detention: Detentions are to be served by the pupil at a time designated by the administration or staff. The length of a detention is determined by the rule that was violated. Detention assigned by the office will be 30 minutes.

In-School Resource: In-school resources are served by pupils during the school day. In-school's are assigned to students who chronically violate minor school policies/procedures or break a major rule, one that does not warrant suspension. (Suspension or expulsion may be assigned if severity of offense dictates.)

Suspension: The act of prohibiting a pupil from attending classes for a period of no more than five (5) days. The pupil serves the suspension time either in or out of school.

Expulsion: An action taken by the school board to prohibit an enrolled pupil from further attendance. The school board determines expulsions. Students may be suspended up to 15 days pending an expulsion hearing.

Behavioral Contract: A written contract identifies the desired behavior and sets a future time to meet and discuss with the student the progress that he/she is making toward fulfilling the contract.

Police Referral: Acts which are illegal under the Criminal Code of Wisconsin or violations of Altoona City ordinances are reported to the police. This referral does not replace the application of school disciplinary action for the same incident. Conversely, the police and the district attorney share information regarding student behavior.

STUDENT-TO-STUDENT RELATIONSHIPS

Each student has the right to attend school and school activities without fear or threats against feelings, property or physical well-being. Each student is responsible to respect the feelings, property and the physical well-being of other students, and will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of property of a fellow student (Respect Policy). The following are considered infractions of student-to-student relationships:

Threatening or intimidation acts: The act of threatening, verbally or by gesture, the well-being, health or safety of any student on school property or enroute to or from school. Disciplinary action could range from detention to expulsion and possible police referral.

Disrespect: To insult, call derogatory names, use obscenity toward, dishonor, or in another manner abuse verbally or in writing any member of the student body. Action could range from detention to expulsion.

Sexual Harassment: Sexual advances, requests for sexual favors, or verbal and/or physical conduct/contact of a sexual nature made either directly or indirectly which are unwelcomed by the recipient will not be tolerated. Sexual harassment is defined by the receiver of the action, not by the intent of the perpetrator. Sexual harassment also can take place by the wearing and/or displaying of articles of clothing and printed materials. Disciplinary action could range from required counseling, detention, suspension, expulsion and possible police referral.

Fighting: Any act of hostile body contact while on school property, or going to, or returning from school, including all school activities. A scuffle between students will result in both parties equally disciplined and jointly sharing in paying for damages to private and/or school property. Disciplinary action will range from required counseling to suspension. Unless clearly established by unbiased witnesses, self-defense is not an excuse.

Property Damage/Theft: Damage of another student's property, whether intentional or accidental. Disciplinary action will be required restitution through parental contact and/or detention and suspension, as well as possible police referral.

STUDENT – STAFF RELATIONSHIPS

Students and staff have a right to work, study and teach in an atmosphere of mutual respect. Students also have the right to free and reasonable inquiry and expression while having the responsibility to respect the authority, feelings, physical well-being and property of a school staff member. The following are considered infractions of student-to-staff relationships:

Insubordination: The willful failure to respond or carry out a reasonable request by school personnel. Disciplinary action will range from detention to suspension.

Disrespect: To insult, call derogatory names, use obscenity toward, dishonor or in another manner abuse verbally or in writing any member of the school staff. Disciplinary actions will range from detention to suspension. Profanity directed at a staff member will result in suspension and police referral.

Sexual Harassment: Sexual advances, requests for sexual favors or verbal and/or physical conduct/contact of a sexual nature made either directly or indirectly which are unwelcomed by the recipient will not be tolerated. Sexual harassment is defined by the receiver of the action, not by the intent of the perpetrator. Sexual harassment also can

range from requiring counseling, detention, suspension and possible police referral.

Threatening or Intimidating Acts: Verbally or by gesture threatening the well being, health or safety of any member of the school staff. Disciplinary action will result in suspension and possible police referral.

Physical Attack: The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship. Disciplinary action will result in automatic suspension, recommendation for expulsion to the school board and police referral as a felony offense.

Property Damage/Theft: Damage of a member of the school staff's property, whether intentional or accidental. Disciplinary action will be required; restitution through parental contact and/or detention and suspension, as well as possible police referral.

ALTOONA HIGH SCHOOL RESPECT POLICY

OUR MISSION:

Respect is the cornerstone of our relationships with each other. We are committed to respecting the dignity and worth of each individual at Altoona High School and strive never to degrade or diminish any member of our school community by our conduct or attitudes. We are committed to preparing students to live and work in a complex and interdependent society. Our goal is to acknowledge diversity and build community by practicing hospitality, civility and respect. We benefit from each other. Our diversity makes us strong.

WHAT IS HARASSMENT?

Harassment of students or staff undermines Altoona High School’s commitment to respect. Harassment is prohibited by state and federal law, as well as by school board policy (see below). Altoona High school will not tolerate harassment of students or staff. Wisconsin state law defines pupil harassment as any behavior

- 1) Toward pupils,
- 2) Based whole or in part, on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, or learning disability.
- 3) Which substantially interferes with a pupil’s school performance or creates an intimidating, hostile, or offensive school environment (PI9.02(9) WI Admin. Code).

HARASSMENT OF STUDENTS AND STAFF IS PROHIBITED AT ALTOONA HIGH SCHOOL

Harassment is behavior that is severe or pervasive enough that it interferes with an individual’s performance or creates an intimidating, hostile, or offensive environment, or restricts/prevents free movement of an individual or group, whether the act is deliberate, intentional or unintentional.

The chart below provides examples of harassment:

<p>Harassment could be any of the following behaviors in any physical, spoken, or written form:</p> <ul style="list-style-type: none"> *Name calling *Making threats *Spreading rumors *Telling jokes *Making fun of someone *Gestures *Physical intimidation *Hitting *Touching *Pranks or hazing *Vandalism or destruction of Property *Unwanted pursuit of a Relationship *Cyber bullying *vulgarity 	<p>Directed toward an individual or group because of:</p> <ul style="list-style-type: none"> *Gender *Race *National origin *Ancestry *Creed *Pregnancy *Marital status *Sexual orientation *Physical traits *Individual characteristics *physical disability *Mental disability *Emotional disability *Learning disability *Political ideology
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Cyber bullying is defined as: Harassment by the use of electronic devices through means of e-mail, instant messaging, text messages, blogs, mobile phones, pagers, websites, etc.

The Altoona High School Respect Policy views hazing as a form of harassment. Altoona High School prohibits soliciting, encouraging, aiding or engaging in hazing. "Hazing" means any intentional, knowing or reckless act directed at a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team.

HOW DO I REPORT HARASSMENT?

At Altoona High School we take the issue of respect for all students and staff members very seriously. If an individual is the victim of harassment, we want to respond immediately. Students who feel they have been harassed may discuss their concerns privately with any teacher, staff member or administrator. All Altoona High School staff members have been briefed on Altoona High School's Respect Policy and the protocol for responding to a complaint of harassment.

The student will discuss the problem with a staff member who will encourage the student to complete the "Altoona High School Harassment Report" form. This form includes a specific statement of the behavior, the students involved, time, date and location of the incident. The written report of the situation will then be delivered by the staff member to the principal. A copy of the report will be kept on file in both the principal and the counselor's office.

WHAT CORRECTIVE ACTION MIGHT BE TAKEN?

The principal, Dean of Students, or, someone assigned by the principal, will investigate complaints of harassment. The person who has been accused of the harassment will be notified and allowed to respond to the complaint. Consequences for confirmed harassment will be based on the severity of the offense and will increase with repeated offenses. Consequences may range from verbal warning, parental/guardian notification, to detention/suspension or, in severe cases, suspension with recommendation for possible expulsion. Complaints of harassment may also be referred to the police.

Confirmed acts of harassment by a student will be recorded in that student's discipline file. The record will include a description of the complaint and follow-up disciplinary action.

Consistent with legal requirements, the School District of Altoona shall not unlawfully discriminate on the basis of sex, race, religion, color, national origin (including limited English proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation, homelessness status, or physical, mental, emotional or learning disability/ handicap in its curricular, career and technical education, co-curricular, student services, recreational or other programs or activities, or in admission or access to programs or activities offered by the District as required by section 118.13 of the statutes. This policy also prohibits student discrimination under Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

The District encourages informal resolution of discrimination complaints. A formal complaint resolution procedure is available, however, to address allegations of violations of the District's equal educational opportunities policy.

Any questions concerning this policy, or policy compliance, should be directed to:

*Director of Special Education and Pupil Services
School District of Altoona
1903 Bartlett Avenue, Altoona WI 54720
715-839-6224*

The responsibilities of the individual identified above include serving as the District's Title IX Coordinator (sex discrimination and sexual harassment issues and complaints), Section 504 Coordinator (handicap/disability discrimination issues and complaints), and coordinator of all other student nondiscrimination-related issues and complaints.

MISCELLANEOUS BEHAVIOR

The following are considered inappropriate behavior for the high-school-age group:

Misrepresentation/forgery: Written or spoken misrepresentation of the truth in the form of forged passes, parent notes and signatures, false phone calls, lies, etc. Disciplinary actions could include detentions and possible suspension.

Cheating: (extends beyond the bounds of the classroom). Stealing a test, tampering with grade books, altering scores, unauthorized use of teacher materials, etc. Disciplinary actions could include detentions and possible suspension.

Disruption: Disrupting school events, games, meetings, assemblies. Disciplinary actions could include detention or suspension and possible exclusion from similar events for the remainder of the year.

TEACHER DETENTION

Teachers may assign detentions at their discretion and according to their classroom management plan. Teachers will call the parent/guardian to discuss the problem. Teacher detentions may be served at the teacher's preference either before school, during lunch or after school. Teacher detentions may vary in length of time served and the tasks assigned to be performed. Students should make every effort to avoid receiving teacher detentions and serve them if assigned. Failure to serve a teacher detention will result in two office detentions being assigned. Students must be given a 24 hour notice to serve. Teacher detentions will be noted in the student's disciplinary file.

STUDENT REMOVAL FROM CLASS

A teacher may remove a student from class **for dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively.** This type of behavior may include, but is not necessarily limited to the following guidelines:

- Possession or use of a weapon or other items that might cause bodily harm to persons in the classroom or otherwise is in violation of district policy
- Suspicion of being under the influence of alcohol or other controlled substances or otherwise is in violation of district student drug and alcohol policy
- Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment
- Fighting, taunting, baiting, inciting or encouraging a fight or any physical contact that results in a disruption
- Disruption and intimidation caused by gang or group symbols, gestures or group posturing to provoke altercations or confrontations
- Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties
- Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder or otherwise is in violation of district policy
- Repeated classroom interruptions, confronting staff argumentatively, making loud noises, refusing to follow directions, including repeated use of profanity
- Student harassment: "pupil harassment" as defined in DPI Chapter PI9, means behavior towards pupils based, in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile or offensive school environment
- Interfering with the orderly operation of the classroom by using or threatening to use or encouraging others to use violence, force, coercion, threats, intimidation, fear or disruptive means
- Defiance of authority (willful refusal to follow directives given by the teacher)
- Willful damage to school property

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Removal Procedure, Parent/Guardian Notification Procedures:

To remove a student from class, a teacher must call either the principal or designee and ask for an escort to the office. The teacher shall then inform the principal or designee of the reason(s) for the student's removal from class. The teachers shall contact, in person or by phone, the parent/guardian of the student as soon as practicable, but no later than two (2) days after the removal of the student from their class. In addition, a written explanation of the reason for removal from class shall be submitted to the principal or designee on a office referral form. The principal or designee and the student shall discuss the reason(s) for the removal from class. The student shall have the opportunity for due process as stated in the student handbook. The principal or designee shall then determine the appropriate educational placement for the student who has been removed from class.

Placement Procedures:

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

1. The class from which the student was removed if after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best or only alternative
2. Another instructional setting
3. Another class in the school or another appropriate place in the school
4. An alternative educational program approved by the Board; state law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.

When making placement decisions, the building principal or designee shall consider:

- a) The reason the student was removed from class (severity of the offense)
- b) Whether the student has been removed from a teacher's class before (repeat offender)
- c) The student's individual needs and interests
- d) The type of placement options available for students in that particular school and any limitations on such placements (costs, space availability, and location)
- e) The estimated length of time of placement
- f) The relationship of the placement to any disciplinary action (e.g., if student suspension from school is required as a result of the student's conduct, is the placement applicable before and/or after the suspension).

The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or required by law. The parent/guardian of a student shall be notified of a change in a student's placement. All placement decisions shall be made consistent with established board policies and in accordance with state and federal laws and regulations.

PROTECTION OF PUBLIC SAFETY

Each student and staff member has the right to be safe and secure from real or perceived physical harm while at school. Students have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and safety of others.

The following are considered infractions of protection of public safety:

Detonation of Explosive Devices: The possession and/or use of explosive devices without permission on school property or at school activities. Disciplinary action will range from suspension to recommendation for expulsion to the school board and possible police referral.

False Alarms: The act of initiating a fire alarm or AED (defibrillator) initiating a report warning of a fire or other catastrophe without just cause. Disciplinary action will range from suspension to recommendation for expulsion to the school board and possible police referral.

Bomb Threats: The act of initiating a threat communicated to school officials of a bomb or explosive device in the school building or at a school activity. Disciplinary action will result in automatic suspension, recommendation for expulsion to the school board and referral to the police.

Arson: The intentional burning or attempt to burn any part of the building of either private or public property. Disciplinary action will result in automatic suspension, recommendation for expulsion to the school board and referral to the police.

Improper Use of Motor Vehicles: These violations include but are not limited to speeding, exhibitions of acceleration, endangerment of the students, the public, or the staff, violations of school bus laws, operating a vehicle on grassy areas of school grounds, parking in areas other than the designated student parking lot, sitting on or congregating near any vehicles or moving any vehicles without permission during normal school hours. Vehicle violations on school property will result in disciplinary action ranging from detention to suspension, suspension of driving privileges on school property and referral to police.

WEAPONS POLICY

No one will possess, use, or store a weapon or look-alike weapon, including laser pointers, 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. Full board policy is referred to in JFCJ of the policy manual.

POSSESSION OR USE OF WEAPONS

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. Weapons are defined below as Category I: Zero Tolerance Weapons or Category II: Qualified Zero Tolerance Weapons.

Category I: Zero Tolerance Weapons

A weapon is any object that by its design and/or use can cause bodily injury or property damage. This includes, but is not limited to guns, including BB and pellet firing guns, knives, switchblade or automatically opening blades, razors, karate sticks, nunchaku, metal knuckles, chains and similar items. A weapon is also defined as any facsimile firearm such as a toy, starter pistol or other object that can be perceived as an actual firearm. Ammunition and explosives are included within the weapons category.

Category I 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 referral to the Board for expulsion from school. 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 will attempt to diffuse and control the situation until law enforcement officials can be summoned.

Category II: Qualified Zero Tolerance Weapons

The district may take a position of a qualified "zero tolerance" on the following objects: small pocket knife (under 3.5 inches), nuisance items and toys capable of causing significant disruption, and unauthorized tools.

Category II weapons confiscated from a student will be reported to the parent/ guardian and may result in a suspension or expulsion referral. Factors to be considered include the intent of the student in possession of the Category II weapon; the prior record of the student; and the goal of ensuring the safety of all individuals in the school environment.

Administrative Discretion Regarding Possession of Weapons

An individual who finds a weapon on the way to school, on school property, or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon pending a complete investigation to verify the circumstances.

Policy exceptions include:

1. Weapons under the control of law enforcement personnel;
2. Weapons possessed by an individual in accordance with a contract entered into between the school and the individual;
3. Theatrical props used in appropriate settings;
4. Starter pistols used in appropriate sporting events;
5. The building principal may allow weapons in the building for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of school personnel except during the actual demonstration or presentation.
6. Weapons possessed on school premises by community members if the weapon is not loaded and is encased; or while traversing school grounds for the purpose of gaining access to public or private lands open to hunting.

Employees violating this policy shall be disciplined in accordance with employee policies and bargaining agreements and shall be referred to law enforcement officials for prosecution. Any other person violating this policy shall be referred to law enforcement officials for prosecution.

STUDENT ALCOHOL AND CONTROLLED SUBSTANCES ABUSE

The School Board is committed to providing a school environment free of alcohol and controlled substances abuse. These substances interfere with the learning environment and student achievement.

With this in mind, the following actions shall be prohibited by students at all times at school, on school premises, on school buses and while engaged in activities under school district jurisdiction and/or supervision:

- Possessing, using, buying, selling, distributing, transferring or being under the influence of alcohol in any form or a controlled substance, as defined by state and federal law.
- Using, buying, selling, distributing, transferring or possessing with the intention of using, selling, distributing or transferring a substance that is believed to be or is represented as a controlled substance or alcohol regardless of the true nature of the substance.
- Possessing, transferring or selling drug paraphernalia.
- Drug paraphernalia, for purposes of this policy, includes any device designed primarily as an aid in the consumption of alcohol or controlled substances, including marijuana, or any device actually used in the consumption of alcohol or controlled substances.

A student may be required to submit to a breath test to determine the presence of alcohol if a designated school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy. Such test shall be administered by a law enforcement officer or trained school official and shall meet state law requirements. A student may be disciplined for refusing to submit to a required breath test.

Students who violate this policy shall be subject to the consequences outlined in District procedures, including school disciplinary action and referral to law enforcement authorities.

It shall be the policy of the schools to take positive action through education, counseling, parental involvement, and agency referral in handling incidents in the schools involving alcohol and/or controlled substances.

The possession or use of tobacco products is illegal on school property or at school sponsored events.

STUDENT ALCOHOL AND CONTROLLED SUBSTANCES ABUSE

POLICY ENFORCEMENT PROCEDURES

(Grades 5-12)

Students violating the District's student alcohol and controlled substance abuse policy shall be subject to the following disciplinary actions. They shall also be subject to disciplinary actions under the Altoona Student Athletic/Activity Code as applicable.

A. Using, Possessing or Being Under the Influence of Alcohol or a Controlled Substance

Following a meeting with the student's building principal or designee, any student determined to have been using, possessing or under the influence of alcohol or a controlled substance in violation of Board policy shall be subject to the following actions:

1. Out-of-school suspension for one to five school days
2. Reported to parents/guardians immediately
3. Reported to police immediately
4. Possible recommendation for a drug/alcohol use assessment at parental expense
5. Parent/guardian conference
6. Second and subsequent violations shall result in an expulsion recommendation to the School Board

B. Possessing, Transferring or Selling Drug Paraphernalia

The same consequences as outlined in Section A above apply to any student determined to have been possessing, transferring or selling drug paraphernalia in violation of Board policy.

C. Using, Buying, Selling, Distributing, Transferring or Possessing with the Intention of Using, Selling, Distributing or Transferring a Substance that is Believed to be or is Represented as a Controlled Substance or Alcohol Regardless of the Nature of the Substance

D. Buying, Selling, Distributing or Transferring Alcohol or a Controlled Substance

Following a meeting with the student's building principal or the designee, any student determined to have been buying, selling, distributing or transferring alcohol or a controlled substance in violation of Board policy shall be subject to the following actions:

1. Out-of-school suspension for up to 15 school days pending an expulsion hearing
2. Reported to parents/guardians immediately
3. Reported to police immediately
4. Recommended to the School Board for expulsion

ADMINISTRATIVE REVIEW OF COMPUTER FILES

School computers are the property of the Altoona School District. At no time does the School District of Altoona relinquish its exclusive control of computers provided for the convenience of students. Any use of district computers which interferes with the work of the school, or which impinges upon the rights of other students, may be outlawed, or forbidden use of.

Computers shall not be used to disseminate sexually explicit, vulgar, indecent, offensive or lewd communications to other students. Like lockers, computers are provided to students for their convenience and said use may be likened to a privilege rather than a right.

The Altoona School District reserves the right to inspect and review computer files for purposes in violation of school policy. Such an inspection may be conducted by school authorities when they deem it necessary, without notices, without student consent, and without a search warrant. This will be done to assure that the computer system is properly used by students and to protect students from, and discipline students for, inappropriate use.

ALTOONA HS LMC RULES**LMC Hours: M-TH 7:30 – 3:30 FRI 7:30 – 3:15**

1. The LMC's atmosphere is businesslike. It is a place for reading, browsing, research and study. Students causing distractions or chatting will be sent back to study hall. Misuses of the LMC/computer lab materials or equipment will result in losing your privileges to use the area.
2. Food and beverages are not allowed in the LMC or computer lab. Water is allowed, provided it is in a covered container.
3. All materials leaving the LMC must be checked out. Up to five items may be checked out at a time, unless special provisions are made with the media specialist. Materials may be renewed if there are no holds on them.
4. Reference books and back issues of magazines may be checked out overnight. Laptops that have Microsoft Office (not Internet access) are available for overnight check out. Overnight materials are due before your first hour on the following school day.
5. You are responsible for all LMC materials that you check out. If you have overdue materials you will not be allowed to use the LMC during study hall, until overdue materials are returned. We do not charge overdue fines, however you must pay for materials you lose. Damage to barcodes will result in a \$1.00 fine.
6. You must have a pass or be on the LMC list from study hall to study in the LMC or computer lab. Please leave the pass or list at the circulation desk. Passes to the bathroom/lockers/office are available at the circulation desk.
7. You are expected to display proper and ethical use of the computer hardware and software at all times. All files saved on the file server may be randomly checked to ensure this. It is your responsibility to keep your computer password private and not allow other students access to it.
8. Theft of LMC materials will result in a disciplinary referral to the office.
9. It is a privilege to use the LMC/computer lab. It is your responsibility to pick up after yourself and maintain appropriate behavior at all times in the LMC/computer lab.

LOCKERS/SEARCHES - PERSONS/PROPERTY

Desks, lockers, books and equipment loaned to students remain school property while in possession of the student. Such property shall be used only for authorized school purposes. Students will be expected to reimburse the school district for damage to school property, or the loss or theft of such property including locker fire damage.

Students will be expected to exercise discretion in bringing personal items to school, recognizing that any personal items in their lockers or desks or on their person which constitutes evidence of an illegal act or school rule violation, shall be subject to seizure.

Each student is assigned a locker for his/her personal use. It is expected that each student assigned a locker:

1. Be responsible for keeping the locker neat and in good working order. Any damage to lockers will be the student's responsibility to pay for at the end of the year.
2. Refrain from making any marks on the locker.
3. Must stay in the locker assigned to them. Any changes must be made in the office.

The principal or his designee shall be authorized to search a student's person, locker, desk or personal property. Desks or lockers assigned to students may be opened and inspected by school personnel at any time following this policy. Any unauthorized item found in a school desk or locker may be removed and given to the parent or guardian of the student, returned to its rightful owner, or, forwarded to law enforcement officials as the circumstances may warrant.

The Altoona School District Board of Education has given authorization to the Superintendent to implement **random searches** for illegal drugs using drug-sniffing dogs. At any time, before, during, or after school hours, drug-sniffing dogs may be searching lockers, vehicles, the parking lot, and any areas directly supervised, rented, or leased by the school district. These legal random searches are to ensure the safety of the school.

Searches of a student's person or personal property, such as handbags or other items in the student's possession, may be conducted where, under the circumstances, school personnel have reasonable belief that a student has dangerous or illegal items in his or her possession, and where there is inadequate time to obtain a search warrant.

PUBLIC DISPLAYS OF AFFECTION

The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, let good taste and respect for others be a guideline for public display of feelings toward a boyfriend/girlfriend. Being overly affectionate in school is not in good taste. This type of continuous behavior could lead to suspension from school and parents being called. Hand holding is acceptable.

CLOSED CAMPUS POLICY

According to school board policy, middle and high school students will have closed campus during the noon hours. Student **MUST** stay in designated area during their lunch hours.

Consequences:

- Step 1: lunch restriction for 3 days, loss of parking privileges for 2 weeks.
- Step 2: one (1) day assignment to in-school resource, loss of parking privileges for one (1) month.
- Step 3: two (2) day out-of-school suspension, loss of parking privileges for remainder of school year.

LUNCHROOM CONDUCT

1. Any student participating in the school lunch program is expected to use his/her best manners.
2. There will be no cutting or pushing in the lunch line.
3. There will be no throwing of objects in the lunchroom (food, utensils, etc.) and all trays, garbage, etc. must be cleared from the tables.
4. Students failing to comply with these rules will be reported to the proper authority and suffer appropriate consequences.
5. No outside orders/delivery of food for lunches are to be placed during lunch hours.

DRESS CODE

Responsibility for the personal appearance of students enrolled in the School District of Altoona shall normally rest with the students themselves and their parents/guardians. Student dress or grooming shall not, however:

- a. affect the health or safety of students;
- b. disrupt the learning process within the classroom or school; or
- c. be destructive to school property

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

1. Students will dress in a way that does not endanger themselves or others. During the school day headwear of any type is not to be worn in the school building (unless prescribed by a physician due to medical reasons or for documented religious beliefs). Outdoor jackets should not be worn. Stereo headphones are not permitted in classes except study hall. Special requirements will be necessary in certain areas such as physical education, art, band, science labs, kitchens, and technology education work areas, i.e. safety glasses, aprons, hairnets, etc. Appropriate footwear must be worn unless exceptions are granted.
2. No student shall be permitted to wear any clothing or jewelry that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs (including marijuana leaves or mushrooms) and/or gangs. Clothing items that cause intimidation, disrupt, or distract the learning of others are prohibited. Students will not wear clothing that defames insults, threatens, harasses or injures any racial, religious or cultural group or individuals.
3. Students will wear clothing that covers their stomachs, chests, backs, buttocks, and undergarments. Tops are not to be worn that are (1) open backed or bare shoulders (must have one inch shoulder strap at a minimum); (2) overly sheer so undergarments can be seen; (3) low cut so that cleavage is exposed. Tops and bottoms are to overlap. There should be no exposed skin or underwear between the bottom of the shirt and the top of the pants. Students who violate the rules for school attire shall be asked to change or lend clothing to wear for the day if possible. Attire that cannot be covered by clothing will result in the student calling home for clothing or being sent home to change. Continued violation of the District's dress code will result in disciplinary action, which may include suspension.

The code is not intended to limit the right of the building and/or district administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of the school or safety of the students. If there is a disagreement between students and/or parents/guardians and the staff regarding the appropriateness of clothing or other paraphernalia, the principal or his/her designee will make the final decision.

IN-SCHOOL RESOURCE PROGRAM

GOAL: To modify unacceptable behavior.

This program is proposed to deal with the following inappropriate behaviors:

Truancy, chronic tardiness, insubordination, inappropriate language, fighting, tobacco, pupil harassment.

After using this program with a student three (3) times, the administrator will have the flexibility to use another forms of disciplinary action to deal with the aforementioned behaviors. This program may be bypassed entirely depending on the severity of the behavior.

If the parent/guardian refuses to accept the use of the In-School Resource Program as a behavior modifier, the student will be suspended out of school. If a student fails to report to the In-School Resource Program, without prior approval for the absence by high school administration, he/she will be suspended out of school for one day and will have to make up the In-School resource. Current disciplinary policy will dictate the administration of the In-School Resource Program.

OUT OF SCHOOL SUSPENSION

Any student suspended out of school will receive work credit for that day, if turned in within a reasonable amount of time (as agreed upon by student and teacher). Suspended students are not allowed on school grounds at any time, including after school activities. The police will be called if any suspended student trespasses on school grounds during suspension time. In addition, a fine may be imposed.

ADDITIONAL EXPULSION GROUNDS

This new law creates grounds for expulsion in addition to existing grounds for expulsion. Under this new law a school board may expel from school a pupil who is at least 16 years old if the school board finds that the pupil repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct does not constitute grounds for expulsion under existing law, and the school board is satisfied that the interest of the school demands the pupil's expulsion.

STUDENT SUSPENSION/EXPULSION GUIDELINES

The administrators of the school district may make rules with the consent of the school board and may suspend a pupil for not more than five days of noncompliance with such rules. Before a suspended student is readmitted to school, a conference involving a parent, the student and a principal or assistant principal shall be held.

Level I – Suspensions

In the event a student attains four (4) different occasions of suspensions due to inappropriate behavior, a conference will be held. The conference will include a parent, the student, a counselor and a principal. The student will be placed on a probationary status. **NOTE:** Serious acts such as fighting, illegal drug use or involvement, setting off a fire alarm, threatening other students, and/or staff, with the use of a weapon, etc., can result in a school board hearing without the student accumulating four different occasions of suspensions.

Level II – School Probation

A student may be placed on school probation for a major infraction of school rules or for repeated refusal to follow school rules. Any student who is placed on school probation must have no further suspendable incident. An additional suspension will result in a school board hearing.

Level III – School Board Hearing

When a student has repeatedly failed to follow school rules and/or has been involved in a serious act that endangers the health, safety or property of others (or oneself), the administration may request a school board hearing. The school board will decide the most appropriate action to be taken upon completion of a hearing.

Appropriate action may consist of one of the following:

1. Continue the school probation status,
2. Placement on home instruction for a designated length of time,
3. Expulsion.

NOTE: Placement on home instruction may or may not consist of a teacher visiting the home to work with the student. Parents may be required to pick up homework each week from the school and return completed assignments. Often, home schooling will be correspondence school where there would be no contact with school personnel. Students placed on home instruction will not be allowed to be on school property without first receiving permission from a principal.

- I. Attendance
- II. Insubordination
- III. Disrespect
- IV. Illegal activities: drugs, alcohol, weapons, tobacco or look-alike facsimiles.
- V. Disorderly conduct – fighting, harassment.

“Pupil harassment”, as defined in DPI Chapter PI9, means behavior towards pupils based, in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile or offensive school environment.

*Consequences for all of the preceding **MAY** include anything from a warning to an expulsion depending upon the severity of the offense and administrative judgment.

*In addition to school consequences, appropriate police referral will be made which may include: court appearances, fines.

*Depending on the severity of the offense, more lenient or stringent consequences may be executed at any time by appropriate administration.

*If any conflict of interest is possible, the administration and/or teacher involved will not be part of any police investigation.

STUDENT ATTENDANCE/TRUANCY PROCEDURES

A. Student Attendance Officer

1. The school attendance officer (i.e. principal or designee) in each school in the District will deal with all matters relating to school attendance and truancy.
2. Each school shall determine daily which students enrolled in the District are absent from school and whether that absence is excused in accordance with Board policy and established procedures.
3. The school attendance office shall notify the parent/guardian of a student who has been truant of the student's truancy and direct the parent/guardian to return the student to school no later than the next day on which school is in session, or provide an excuse. The notice under this paragraph must be given before the end of the second school day after receiving a report of an unexcused absence and may be made by personal service, mail or telephone call on which a record is kept. "Truancy" means any absence of part or all of one or more school days during which the school attendance officer or teachers has not been notified of the legal cause of such absence by the parent/guardian of the absent student. It also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.
4. The school attendance officer shall notify the parent/guardian of a student who is habitually truant by certified or registered mail. "Habitual truant" means a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester. The notice shall include:
 - a. a statement of the parent/guardian's responsibility, under state law, to cause the student to attend school regularly;
 - b. a statement of penalties, under state law, that may be imposed on the parent/guardian if he/she fails to cause the student to attend school;
 - c. a statement that the parent/guardian or student may request program or curriculum modifications for the student and that the student may be eligible for enrollment in a program for children at risk; and
 - d. a request that the parent/guardian meet with appropriate school personnel to discuss the student's truancy. The notice shall include the name of the school personnel with whom the parent/guardian should meet, a date, time and place for the meeting, and the name, address and telephone number of a person to contact. The date for the meeting shall be within five school days after the date that the notice is sent; however, with the consent of the student's parent/guardian, the date for the meeting can be extended an additional five school days.
5. The Superintendent, in cooperation with each school attendance officer will visit any place of employment to ascertain whether any minors are employed there contrary to school law. All cases of illegal employment shall be reported to the Department of Workforce Development as required by law.
6. The school attendance officer may contact home-based private educational programs to attempt to discover whether such programs meet the program criteria established by law. All such contacts should be documented.
7. The school attendance officer shall furnish student attendance information to appropriate agencies for purposes authorized by state law and the District's student records policy and implementing administrative procedures.

B. Student Absences and Excuses

1. The responsibility for regular school attendance of a student rests upon the student and the student's parent(s)/guardian(s).
2. In order for an absence to be excused, written verification by the student's parent/ guardian must be submitted to the school attendance officer or designee in advance of the absence or upon readmittance to school. In addition parents are required to call the school office (or absentee hotline) each day absent. Students beyond the compulsory attendance age may provide this written verification themselves.

3. Excused Absences

- a. Prior Parent-Excused Absences - A student who is excused in writing by his/her parent/guardian before an absence occurs will be excused from school. A student may be excused by the parent/guardian under this provision for not more than 10 days in a school year. An excused student must complete the course work missed during the absence.
- b. Other District-Excused Absences – The school attendance officer may authorize additional absences requested by a parent/guardian pursuant to existing law. The school attendance officer is empowered to approve a legal excuse to any student for the following reasons:
- (1) **Personal Illness** - Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request the parent/guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days.
 - (2) **Family Illness** - An illness in the immediate family which requires the absence of the student because of family responsibility.
 - (3) **Appointments** - Medical, dental, chiropractic, optometrical or other valid professional appointments. Parents/guardians are requested to make their appointments during non-school hours. Parents/guardians may sign their child out of school before the appointment and sign them in following the appointment. For an absence to be considered medically exempt, an appointment card with date and time seen will suffice.
 - (4) **Funerals** - A death in the immediate family or funerals for close relatives.
 - (5) **Religious Holidays**
 - (6) **Court/Legal Matters** - A court appearance or other legal procedure which requires the attendance of the student.
 - (7) **Field Trips and Other Approved School Activities** - Attendance at special events of educational value as approved by the school attendance officer, or designee; or approved school activities during class time.
 - (8) **Serving as an Election Official** - Students may be excused to serve as an election official provided they have at least a 3.0 grade point average or the equivalent and have the permission of their parents/guardians and the building principal.
 - (9) **Sounding Taps** - A student in grades 6 to 12 may be excused for the purpose of sounding "Taps" during a military honors funeral for a deceased veteran.
 - (10) **Other** - Special circumstances that show good cause which are approved in advance by the school attendance officer or designee.

Absence from school during a period of suspension or expulsion will also be treated as an excused absence for purposes of these procedures.

- c. With the exception of an expelled student, all students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines:
- (1) It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school.
 - (2) Students who miss classes will be given the opportunity, whenever possible, to make up work missed when they return to school.
 - (3) Teachers will be asked to grant the number of days absent plus one for makeup time. This provision applies to all work assigned during absence(s). Work will not be able to be made up and turned in after this given time period.
 - (4) Examinations missed will be permitted to be taken at a time mutually agreed upon by the student and the teacher.

4. Unexcused Absences

Students who are absent from school with or without the consent of their parent(s)/guardian(s) but whose absence does not fall under the reasons listed above, shall be considered unexcused (truant). In such cases, the student is permitted to make up class work missed under the same conditions as allowed for students with excused absences. The District shall not, however, deny credit in a course solely because of the student's unexcused absences. If the student or parent/guardian feels that the absence falls under the "Other" category listed in Section B-3(b)(1-10) above, they will be expected to submit a written statement signed by the parent(s)/guardian(s) explaining the reason for the absence.

C. Responsibility for Attendance

1. Parent(s)/Guardian(s) Responsibility

- a. When a student is absent, his/her parent(s)/guardian(s) shall contact the school during the day by the time established at each school. Failure to contact the school may result in a telephone call to the home or work place of the student's parent/guardian.
- b. Parents/guardians are required to provide a written explanation of absences at the time the student returns to school, or in the case of anticipated absences, prior to the absence. Except as otherwise provided in Section B-3(a) above, anticipated absences shall receive prior approval of the school attendance officer, or designee.

2. Student Responsibility

- a. Students are required to attend all of their scheduled classes, study halls and lunch periods, unless they have obtained parental permission beforehand and a pass approved by the student attendance officer or designee.
- b. A student who has been absent, or is anticipating being absent, shall be expected to provide a written explanation of the absences signed by his/her parent(s)/guardian(s).
- c. Students should always check in and out at the office when they leave and return to school. Absences will be unexcused if the student does not first obtain a pass from the office and check out.
- d. If a student has seen a physician, dentist, chiropractor or other licensed health care professional, the District requests verification of the office visit. An appointment card, with date and time seen, will suffice.

3. Teacher Responsibility

- a. Teachers are required to emphasize the importance and necessity of good attendance. Classroom procedures and grading requirements will be developed and a copy given to the building principal to keep on file. The grading procedures should reflect the importance of assignments, classroom discussion and examination in grading students. Classroom procedures/grading requirements will also be provided to students and readily available to parents/guardians.
- b. Teachers are required by law to take daily attendance (period by period) in their classes and maintain a record of absences.
- c. Truant students will be welcomed back (i.e. will not be ridiculed or made an example of).

4. Principal (or Designee) Responsibility

- a. Principals shall request from each teacher, the procedure used for grading students.
- b. Principals shall maintain office records for all excused and unexcused absences that occur in their school building.
- c. After repeated or frequent absences due to a student's illness, a principal may request the student's parent/guardian to obtain a written statement from a physician or licensed health care practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days.
- d. Attend meetings, when scheduled, with county family services to discuss truancy and other problems.

5. School District Responsibility

- a. The school district has a responsibility to stress, on a routine basis, the importance of regular school attendance to students, parents/guardians, employers and the community.
- b. The school district shall promote activities within the school that enhance attendance.
This will be done by:
 - (1) displaying the attendance policy, state compulsory attendance law and county ordinances within each classroom;
 - (2) recognizing students for good attendance; and
 - (3) reviewing the truancy plan and procedures during faculty inservice and student assemblies or homerooms at the beginning of the year.
- c. The school district shall promote activities that increase community awareness of school attendance issues and regulations and promote home-school cooperation. This will be done by:
 - (1) providing information relative to the attendance policy and procedures, along with the rationale, to parents/guardians, students and community each year;
 - (2) providing speaking opportunities for local service club programs and public service radio programming; and
 - (3) encouraging employers to establish work schedules which reduce interference with school attendance and scheduled detentions.

D. Procedure toward Legal Referral

A legal referral may be initiated if a poor attendance pattern has continued and if the school attendance officer or designee has completed the following:

1. Notified parents/guardians by phone or written notice, if they cannot be reached by phone as soon as truancy is determined. These occurrences will be recorded on an attendance report in accordance with Sections A-3 and 4.
2. Met with the student's parent/guardian to discuss the student's truancy or attempted to meet with the student's parent/guardian and received no response or were refused. After the third unexcused absence during a school semester, a letter should be sent to the student's parent/guardian by certified mail to set up a meeting with the student's parent(s)/guardian to discuss the student's truancy.
 - a. The school attendance officer should be specific when scheduling a meeting with the student's parent/guardian. For example, a specific date, time and place should be identified in the letter. This notification is sent in accordance with Section A-4.
 - b. Flexibility should be allowed in changing the meeting time if the student's parent/guardian is unable to attend at the specified time due to work or another commitment. This should be done early in the process so that another meeting time can be set without circumventing and lengthening the process.
 - c. If after/during this meeting the attendance officer thinks any of the actions listed in Section D(3) through (5) below are appropriate, he/she should do them.
 - d. This meeting requirement does not apply if the meeting with the parent/guardian is not held within 10 school days after the date that the habitual truancy notice is sent.
3. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy, and has considered curriculum modifications.
 - a. The school attendance officer should specifically review the program and curriculum modification options.
 - b. Educational counseling may be done by regular counselors, principals, teachers, etc. An individualized education program (IEP) team evaluation is not required unless there is a suspected disability.
 - c. The educational placement of the student should be reviewed in the school year of the problem. A review conducted outside the school year (August to May) should not be used.
 - d. Data previously acquired during the school year may be used to determine educational counseling in situations involving students with disabilities. The IEP should be reviewed and adjusted if necessary.
4. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, has taken appropriate action or made appropriate referrals.
 - a. If there is a suspected disability, a referral should be made to the IEP Team.
 - b. The evaluation must include a review of the records; communication with the student, the student's teacher(s) and the student's parent(s)/guardian(s); and, observation if appropriate.
 - c. Learning problems should be looked at carefully for classic disability, or lack thereof, as well as other types of contributing problems (e.g. physical).
5. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, has taken appropriate action or made appropriate referrals.
 - a. A "Social Problem Report" may be completed; or
 - b. Assistance from Eau Claire County Family Services may be requested.
6. After the fourth unexcused absence, the parent/guardian will be notified again by certified mail, and if the actions listed in Sections D(3) through (5) have not taken place they will at this time.
7. After the fifth unexcused absence during a semester, the parent(s)/guardian(s) will be notified by certified mail of the student's habitual truancy. If the truancy problem cannot be resolved, the Eau Claire County juvenile intake unit officer will be notified so a citation can be issued to comply with Eau Claire County Ordinances. The attendance officer will also engineer compliance with state truancy law requirements and submit this to the proper office (Refer to Section E below).

E. Legal Referral for Habitual Truancy

1. Specific documentation and the completion of the required referral form are mandatory before any legal action can be taken. This form should be submitted to the juvenile intake officer. The statute does not stipulate quantitative data, however, the more evidence presented in court, the more likely equitable consequences. Phone calls, letters, referrals and meetings should be documented. This is a critical part of the truancy procedures, as it is necessary to establish that the student in question is "habitually truant."
2. The juvenile intake officer will have forty (40) days to review a truancy case. The juvenile intake officer acknowledges that expedience shall be of primary interest and will limit his/her time deadline to five working days from the time the referral is made provided proper documentation accompanies the referral.
3. The case will be submitted to the district attorney, who will have 20 days to act. The district attorney acknowledges that expedience shall be of primary interest and will limit the actions filed (or not filed) and services rendered. It shall not take more than three weeks for the student to appear in court, if appropriate.

F. Return of a Truant Student to School

1. Responses to be made by school personnel regarding truant students returning to school may include, but are not necessarily limited to, the following:
 - a. welcome the student
 - b. assessment of factors contributing to truancy;
 - c. discussion of alternative educational options and limitations;
 - d. referral considerations;
 - e. development of a plan for consequences to truancy;
 - f. counseling;
 - g. discussion of student's responsibilities;
 - h. follow-up on obligations of students and parent(s) /guardian(s) regarding attendance (commitment to joint cooperation);
 - i. promotion of staff awareness of the problem(s) the student is encountering.

G. Review of District Truancy Procedures/Plan

The District will review and, if appropriate, revise the truancy procedures/plan at least once every two years.

H. Special Exemptions from School Attendance

1. Upon a student's notification of the District, and with written approval of the student's parent/guardian, any student who is 16 years of age or over and a child at risk, may attend a technical college in lieu of high school or on a part time basis. The student and his/her parent/guardian must agree, in writing, that the student will participate in a program or curriculum modification leading to the student's high school graduation.
2. Upon a student's request, and with written approval of the student's parent/guardian, any student who is 16 years of age or over may be excused from regular school attendance if the student and his/her parent/guardian agree, in writing, that the student will participate in a program or curriculum modification leading to the student's high school graduation.
3. Upon a student's request, and with written approval of the student's parent/guardian, any student who is 17 years of age or over may be excused from regular school attendance if the student and his/her parent/guardian agree, in writing, that the student will participate in a program or curriculum modification leading to the student's high school graduation or leading to a high school equivalency diploma. Prior to a student's admission to a program leading to the student's high school graduation or a high school equivalency program under (2) and (3) above, the student, his/her parent/guardian, the Board and a representative of the high school equivalency program or program leading to the student's high school graduation shall enter into a written agreement. The written agreement shall state the services to be provided, the time needed to complete the high school equivalency program or program leading to high school graduation, and how the performance of the student will be monitored. The agreement shall be monitored by the Board or designee on a regular basis, but in no case shall the agreement be monitored less frequently than once per semester. If the Board determines that a student is not complying with the agreement, the Board shall notify the student, his/her parent/guardian and the high school equivalency program or program leading to the student's high school graduation that the agreement may be modified or suspended in 30 days.

4. Upon a student's request and with the approval of the student's parent/guardian, any student who is 17 years of age or over shall be excused from regular school attendance if the student began a program leading to a high school equivalency diploma in a secured correctional facility or a secured child caring institution and the student and his/her parent/guardian agree, in writing, that the student will continue to participate in the program. Prior to a student's admission to a program leading to the student's high school equivalency, the student, his/her parent/guardian, the Board and a representative of the agency providing the program shall enter into a written agreement. The agreement shall specify that the student is excused from regular school attendance while he/she is enrolled in the program and making progress toward completion of the program, or successfully completes the program. If the agency providing the program determines the student is not making progress toward completion of the program, the agency shall notify the student and his/her parent/guardian that the agreement may be suspended within 30 days. If the agency suspends the agreement, the agency shall notify the student, his/her parent/guardian and the Board.

5. Any student's parent/guardian, or the student if the parent/guardian is notified, may request the Board, in writing, to provide the student with program or curriculum modifications, including but not limited to:

- a. Modifications within the student's current academic program.
- b. A school work training or work study program.
- c. Enrollment in an alternative public school or program located in the District.
- d. Enrollment in any nonsectarian private school or program located in the District.
- e. Homebound study, including nonsectarian correspondence courses or other courses of study approved by the Board or nonsectarian tutoring provided by the school in which the student is enrolled.
- f. Enrollment in any public educational program located outside the District.

Program and curriculum modifications shall be requested and approved in accordance with state law and established District procedures. Any decision made in response to the request for program or curriculum modifications shall be reviewed by the Board upon request of the student's parent/guardian. The Board shall render its determination upon review, in writing, if requested by the student's parent/guardian.

TEXTBOOKS

Basic textbooks are loaned to the students by the school. These books are the responsibility of the student during the term. The conditions of the textbooks are checked at the time of distribution and again when they are returned upon completion of the course. Fines are assessed in cases where books are lost or more than normal wear and tear is evident.

ALTOONA SCHOOL DISTRICT PARKING AND TRAFFIC RULES

1. Permits are issued to enrolled students or their parents/guardians, and employees.
2. Student drivers must obtain a parking permit from the high school office. The parking permit fee is nonrefundable.
3. Parking permits must be displayed at all times on the rearview mirror of all automobiles. Vehicles in the parking lot without an Altoona School District Parking Permit will be ticketed. The privilege of bringing the vehicle on the school grounds may be lost.
4. Student drivers must park in spaces designated as student parking, on the blacktop, between the yellow lines. Student vehicles parked in unauthorized spaces will be ticketed.
5. Parking permits must accompany only the vehicle(s) of the purchasing student(s). Violations of this rule will result in temporary and/or permanent revocation of parking privileges.
6. A parking spot is not guaranteed.
7. If a student changes or uses another car, the plates and make of the model must be reported to the high school office.
8. Parking permits are transferable only with school authorization.
9. Speed limit in the parking lot is 15 miles per hour.
10. All vehicles must be parked immediately upon arrival at school. Loitering in automobiles and/or in lot is prohibited. Students should lock their vehicles at all times.
11. Exhibition driving is prohibited. No person shall turn, accelerate, decelerate, or otherwise operate a motor vehicle on school property in a manner which causes unnecessary engine noise or backfire, squealing tires, skidding,

sliding, swaying, throwing of sand or gravel, or in any manner creating a dangerous situation. Violations of this rule will result in temporary and/or permanent revocation of parking privileges and a police citation.

12. Vehicles that are blocking free and open access to the parking lot are subject to a police citation, or may be towed at the owner's expense.

13. The replacement fee for a parking tag is \$10.00. Lost tags must be reported and replaced as soon as possible. Vehicles may not park in the school lot without a parking tag hanging from the rearview mirror.

14. No item which is illegal to possess, is in violation of school regulations, or endangers the health, safety, or welfare of any persons, shall be stored in, or on, vehicles parked on school property (this includes, but is not limited to tobacco products, weapons, alcohol/drugs, and drug paraphernalia). School officials reserve the right to search any vehicle on campus.

15. Altoona High School maintains a closed campus every day. Students who leave and return during the day without proper clearance from the office will have their driving privilege suspended indefinitely on the first offense.

16. All students driving their car to auto class must secure and display a permit on the dashboard of the car. All auto shop cars are to park south of the auto shop for the entire day. Except for auto class, no one is allowed to park in this area. Permits to park in this area must be secured from the auto shop teacher the previous day.

17. School buses leaving school have the right-of-way over all vehicular traffic. Students must exit turning left from the parking lot at the end of the school day.

18. The school assumes no responsibility for damage to or theft of a vehicle or any item stolen in or on a vehicle parked on school property.

STUDENT DRIVING REGULATIONS

Students who drive to school must register any and all vehicles. Upon registering a vehicle, the student will receive an ID which must be secured to the rear view mirror. Students who fail to register their vehicles or properly attach the ID, may lose the privilege of bringing their vehicle onto school grounds.

Motorcycles will not be required to display a tag, but must register the vehicle with the office.

The student parking lot is located at the south side of the school. Parking areas are delineated by yellow-colored painted lines and students are required to park within the designated areas.

Students must park their vehicles upon arrival to school and immediately leave the student parking area. No one will be allowed to loiter in the student parking areas. Students should lock their vehicles at all times.

It is recognized that the easy access to a student's vehicle on campus may be a contributing factor to habitual truancy as defined by state law. Therefore, when a student has been defined as a habitual truant and the unexcused absences have been verified, the student's parking permit will be suspended or a request for a parking permit will be denied until three consecutive weeks with no unexcused absences have been achieved. Subsequent designations of habitual truancy will result in the parking permit being suspended or a request for a parking permit will be denied until nine consecutive weeks with no unexcused absences have been achieved.

The speed limit for all school roadways whether posted or not, is not to exceed **15 MPH**. Reckless driving on school property will subject the students to the usual penalties for flagrant offenses against school rules and/or police action. Students leaving school property without permission or speeding will lose their permits.

No item which is illegal to possess, is in violation of school regulations, or endangers the health, safety or welfare of any persons, shall be stored in or on vehicles parked on school property (this includes, but is not limited to tobacco products, weapons, alcohol/drugs and drug paraphernalia). School officials reserve the right to search any vehicle on campus. If the administration believes that a vehicle while on school property is being used in a manner or for a purpose which maybe injurious or illegal, it shall refer the matter to the appropriate police department.

STUDENT CONDUCT ON SCHOOL BUSES

Students shall conduct themselves while on the school bus in a manner consistent with established behavior standards. Misbehavior of any kind will not be tolerated.

Bus rider rules shall be distributed annually to all students who qualify for bus transportation. The building principals are responsible to see that the rules are reviewed with students and distributed to parents/guardians, annually.

BUS RIDER RULES AND DISCIPLINARY PROCEDURES

A. Bus Rider Rules

Students riding the bus are subject to all rules and regulations.

Previous to Loading:

1. Be on time at the designated school bus stops; help keep the bus on schedule. It is recommended to be at the stop five minutes prior to pickup time.
2. Stay well back from the roadway while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop and the door opens before attempting to board the bus. If students are required to cross the road to load, wait for the driver to signal them to cross. Enter the bus in an orderly fashion, single file and go directly to a seat. Do not rush to get on the bus.

While on the Bus:

1. Keep hands, arms and head inside the bus at all times.
2. Keep the bus clean and free from damage. Damage to seats, etc., must be paid for by the offender.
3. Never tamper with the bus or any of its equipment. The emergency door must be used for emergencies only; students shall not touch safety equipment on the bus.
4. Do not shout, roughhouse, swear or throw anything out the bus window. Students should use normal speaking volumes on buses and abide by all District alcohol, controlled substances and tobacco use/abuse policies and rules.
5. Remain seated while the bus is in motion until the destination is reached. No standing up or changing seats.
6. Keep articles such as athletic equipment, books, musical instruments, etc., out of the aisles.
7. Do not bring animals on to the bus, except with the express written authorization of the building principal or otherwise authorized by law (e.g., service animals aiding persons with disabilities).
8. Follow all directions given by the bus driver.

After Leaving the Bus:

1. Cross the road at least 10 feet in front of the bus, but only after checking to be sure no traffic is approaching and after receiving a signal from the driver.
2. Never walk behind the rear of the bus. If a rider can touch the bus after unloading, he/she is too close and is in potential danger.

Extracurricular Events:

1. The above rules and regulations would apply to any trip under school sponsorship.
2. Students shall respect the authority of the designated chaperone.
3. Students riding the bus to an extracurricular event must return to the school on the bus. Any change will require written permission signed by the parent/guardian.
4. A student suspended from his/her regular route, but who is a member of an athletic team, may ride the bus to and from a game. The coach will be informed and the student must ride in the front half of the bus.

B. Bus Disciplinary Procedures

Students must obey all rules that apply to bus riding for their own safety and protection as well as others aboard the school bus. Students and parents/guardians alike should be informed that misbehavior will not be tolerated. These bus disciplinary procedures will be followed by bus drivers and school officials when appropriate.

1. General Steps to Control Student Conduct on School Buses

- a. The bus driver will attempt to talk with the student individually to resolve the bus behavior problem and warn the student that such misbehavior will not be tolerated. As a next step, the student may be assigned by the bus driver to a specific seat for a period of time. These steps may be repeated or skipped based on severity.
- b. If actions listed in (a) have been tried unsuccessfully and the bus behavior problem continues, the student's parent/guardian and/or the building principal shall be contacted for further disciplinary action.
- c. For serious infractions such as anything that causes bodily harm, the actions listed above can be bypassed and the student's bus riding privileges may be suspended.

The building principal reserves the right to assign a more severe consequence at any time if student action warrants it.

2. Suspension of a Student's Bus Riding Privileges

Suspension of student's bus riding privileges will be determined by the respective building principal.

Parents/guardians will be contacted by the respective building principal when a bus riding suspension is involved and proper due process shall be given consistent with legal requirements.

When a student fails to conduct him/herself properly on the school bus, such misconduct shall be brought to the attention of the building principal or designee. Where continuing or serious problems exist, the student's bus riding privileges may be suspended. Due process procedures shall be utilized when disciplining students regarding misconduct on school buses.

TUTORING PROGRAM

Altoona has a unique youth-tutor-youth program supervised by the counselor and teachers.

ALTOONA SCHOOL DISTRICT ATHLETIC CODE

Altoona Athletic Program Philosophy

The Altoona School District recognizes extracurricular sports as a vital part of educating the whole child. Athletics can provide valuable experiences that may not be duplicated in the classroom or during other school activities.

Student athletes represent our school district, our community, and their individual families; therefore they are held to a higher standard than non-participating students.

Participation in extracurricular and co-curricular athletics is a privilege. Once signed, the athletic code is in effect 24 hours a day, 365 days a year. This athletic code applies to student athletes from grades 6 to 12. It is not the intent of this athletic code to punish, but rather to guide and inform the athlete of his/her responsibilities and privileges. It is up to the individual to make intelligent choices to become and to remain an athletic participant.

Goals of Athletic Program

1. To provide athletic opportunities for both males and females.
2. To help develop the minds and bodies of young students.
3. To present the opportunity to develop, practice and observe good sportsmanship.
4. To teach cooperation and collaboration.
5. To provide opportunities for problem solving.
6. To show students the value of hard work, self-discipline, and dedication.
7. To provide students with competitive situations.
8. To provide experience of following rules, regulations and decisions of officials
9. To teach responsibility.
10. To provide additional opportunities for interaction and communication between the community and School District.

Required Forms

Prior to participation in any athletic activities the student must have on file the following forms:

- Updated Physical Form
- Altoona High School Emergency Authorization Form
- Extra-Curricular Registration, Permission, Waiver and Code Agreement Form
- Concussion Form

Care and Maintenance of Equipment

Student athletes shall be held responsible for the care, maintenance and return of all equipment they are issued. Any equipment lost or willfully abused must be paid for by the student to whom it was issued.

Travel

All athletes must travel with the team on the team bus, both to and from athletic events, unless a parent asks permission of the coach and it is permitted, and if the parents have completed the off-site transportation permission form, and submitted it to the appropriate authority. All forms are available on the School District of Altoona website under the Athletics/Activities tab.

Wisconsin Concussion Law

Wisconsin Statute 118.293, Concussion and Head Injury, requires athletic departments to develop guidelines and other information for the purpose of educating coaches, pupil athletes and their parents/guardians about the nature and risk of concussion and head injury in youth athletic activities and to distribute concussion and head injury information.

Transfer Student Eligibility

Beginning with the 2007-2008 school year, a student who transfers from any school into a WIAA member school after the fourth consecutive semester (end of sophomore year) following entry into the 9th grade shall be ineligible for practice and competition for one calendar year, unless the transfer was made necessary by a total change in residency by the student's parent(s)/guardian(s) or for other extenuating circumstances determined through the WIAA's existing waiver process. The calendar year will be determined from a student's last day of attendance at school and/or last day of attendance at athletic practice. Also, any student transferring into the Altoona School District that has been declared academically or athletically ineligible by their previous school, due to sanctions stemming from athletic code or handbook violations will retain that status for the period of time decreed by their former school.

Academic Eligibility

Academic achievement should be the prime concern of the student; therefore, students participating in interscholastic athletics grades 6 to 12 must maintain a passing grade in all of their subjects.

- High school students are required to take a minimum of 30 hours (six classes) of course work each semester.
- A student shall become academically ineligible by earning a NC in one or more classes during his/her latest grading period.
- A student who is failing a class in the middle of the grading period will NOT be permitted to miss that class to travel or participate in an athletic event.
- A student who earns one (1) failing grade during the previous grading period will be ineligible for one (1) contest if the number of scheduled contests or performances is ten (10) or fewer during a season, or two (2) contests/ performances if the number of contests/performances is more than ten (10) during a season. A student will be eligible for participation contingent upon the student filing a weekly academic progress report with the coach/advisor of the activity indicating passing grades in all classes. If the academic progress report does not indicate passing grades, the student will be ineligible for the entire following week, Monday through Saturday.

- To remain eligible, on the 20th day of the current grading quarter, the student will be required to have a form signed by all of his/her teachers indicating that he/she is passing all courses at that point of the grading period. If the student is not passing all classes, he/she will become ineligible for the remainder of the quarter and may not practice or compete.
- Students who receive an “incomplete” grade or a “WNC”(Withdrawal No Credit) will have their probationary or eligibility status determined by the principal.

Attendance

- Students wishing to participate in an athletic practice or event are expected to attend school the entire day of such practice or event, and to be on time the day following any event.
- Students with medical appointments or family emergencies may participate in the day’s activity if their absence is excused by the principal or the activities director. Written verification from a physician or dentist may be required.
- Any unexcused absence will result in the student being ineligible to participate in athletic practices or events that day or the day it is discovered.
- A pattern of unexcused absences or tardiness (more than three in a season), will result in the student being ineligible to participate in the next event.
- Any student who accumulates sufficient absences (excused or unexcused) that leads to truancy being filed with law enforcement will be ineligible for the next event following the truancy notification. Note: students who have reached the age of 18 and are considered truant according to Wisconsin State Law, even if truancy is not filed, will also be ineligible for the next event.
- Attendance of student athletes at practices and games or events is mandatory, with the exception of injury or illness, or with the specific consent of the coach. Consequences will be determined by specific coaches.
- Students serving an out-of-school suspension may not participate or attend practices, games or events during the suspension and until they have resumed attending classes after completion of the suspension.
- Students serving an in-school resource (formerly known as in-school suspension) may not participate in practice, games or events the day of the suspension.

WIAA Requirements

- A student athlete must meet all Wisconsin Interscholastic Athletic Association (“WIAA”) requirements and refrains from any acts in violation of WIAA rules and School Board Athletic Policies. The Official WIAA Constitution, by-laws, regulations, and guidelines found in the WIAA Handbook and received as a condition of membership by all schools, shall govern in all instances except as herein modified by local board policy.
- The WIAA prohibits athletes from participating in non-school competition during the season, in the same respective sport. However, students may participate in non-school competition, outside of the school season, as long as they do not violate conditions set down by the WIAA regarding amateur status. The Altoona coaching staff recognizes that athletes have many opportunities to play athletics of all kinds both during and outside of the school athletic seasons. It is the belief of the athletic department that the athlete remains loyal to the school sport that they are participating in at that time. While dual participation in different sports is not prohibited by the school or WIAA, it is a concern that the athlete will become both physically and emotionally fatigued by the amount of combined practice and competition and that their performance will be compromised, therefore affecting their team and teammates. The coaching staff also realizes each individual is different and some athletes may be better equipped to handle the demands of dual participation. Dual participation in school and non-school

athletics should be carefully considered by the parent and athlete. Open communication with the coach regarding dual participation is strongly encouraged from the outset and should be ongoing throughout the season.

Guidelines for Conduct (Alcohol, other Illegal Substances, Disruptive Behavior)

Alcohol and other illegal substances

- A student athlete will not knowingly participate in a social gathering where alcohol or illegal drugs are being used or sold. If the student athlete finds himself or herself in such a gathering, the following applies:
 - o The student needs to remove himself or herself from the premises as soon as possible.
 - o If the student is unable to leave the premises as soon as possible, he or she will be obligated to present the circumstances to the Activities Director and principal. The consequences of such will be managed on a case-by- case basis.
- A student athlete will not knowingly enter a car which is transporting alcoholic beverages unless he/she is under the direct supervision of his/her parents or legal guardian.
- Attendance at family gatherings, attended by the student athlete's parents, where use of alcohol is occurring will not be considered a violation. (This does not allow the student athlete to use these products. These exceptions would include such logical events as family weddings, graduation parties and other similar occasions).

Disruptive behavior

- A student athlete may be ineligible if he/she is willfully and persistently disrespectful or displays behavior which is disruptive to or interferes with the learning environment.
- A student athlete who is in violation of contest or game regulations as established by the WIAA which causes ejection from an athletic contest will result in missing one additional interscholastic contest.
- A student athlete who participates in a hazing activity will be suspended. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of an individual.
- A student athlete who violates the Altoona School District policy regarding "Bullying" shall be suspended. Offenses include bullying, cyberbullying, harassment, intimidation, and menacing behavior. This includes physical, verbal, psychological, and technologically-transmitted behavior.
- A student athlete should refrain from any conduct, at or away from school that would reflect in an unfavorable manner of himself or herself or the School District. Such conduct may include profanity, insubordination to teachers or coaches, or inappropriate displays of affection in the school, on school grounds, on buses, or at athletic events.
- Consequences for a student athlete who is found to have committed a criminal act, or who commits acts of willful, persistent, disruptive behavior, or other activities that interfere with the rules of the School District of Altoona, will have disciplinary consequences determined on a case by case basis.
- A student athlete who commits acts of willful, persistent, disruptive behavior, or other activities that interfere with the rules of the School District of Altoona will be suspended. A student athlete who is suspended or expelled from school shall be ineligible for participation including practices and contests during the period of suspension or expulsion.

Expectations and Responsibilities of Parents

Parents are the greatest role models for a young person. The Altoona school district seeks parental assistance to help develop outstanding young men and women who possess the self-discipline and motivation to make a difference in the world. The administration, faculty, staff, and coaches ask that parents be supportive of the programs and personnel of the Altoona School District. Parents should demonstrate that support by respecting the decisions and efforts of the coaches who work with the student

athletes. Parental assistance is also requested in enforcing this athletic code so that a fair and healthy environment will exist for all students. While spectators, at any extra/co-curricular events either at Altoona or any other site, parents are expected to display sportsmanlike behavior. An individual or group who displays unsportsmanlike behavior may be removed from an event and may be prohibited from further attendance for a period of up to six weeks.

Parent/Coach Communication

Communication a parent/guardian should expect from a coach:

- The expectations the coach has for your child and all the players on the team
- Locations and times of all practices and games
- Team requirements
- Discipline that may result in the denial of your child's participation

Appropriate concerns to discuss with coaches:

- Situations involving your child
- Ways to help your child improve
- Your child's attitude, work ethic, and eligibility
- Concerns about your child's behavior

Issues that are not appropriate to discuss with the coaches or Activities Director:

- Playing time of any student athlete
- Team strategy, practice organization, or play calling
- Other student athletes

Procedures to follow if there is a concern to discuss with a coach:

- The student athlete should speak to the coach about an issue before the parent intervenes. This will help the student athlete learn to communicate his/her needs in an effective manner.
- If the issue is not resolved, the parent may contact the coach to set up an appointment.
- If the meeting with the coach did not provide a satisfactory resolution, the parent will call to schedule an appointment with the Activities Director to discuss the situation. The Activities Director will only intervene if the issue has already been discussed with the coach.
****Please do not confront a coach before or after a game or practice. Meeting of this nature normally do not assist in creating a resolution to the situation.***

Penalties for Code Violations

First Offense:

Student athlete must continue to practice and travel with the team and:

- Will be suspended from the team for a minimum of 20% of the regularly scheduled games, meets, or tournaments. If that percentage of events does not remain to be played, the penalty shall extend into the next sport season in which the student athlete participates. The administrator may, using his/her discretion and the circumstances warrant, suspend the student athlete for a longer period, yet not greater than one calendar year.
- Must write a letter and read it out loud to his/her teammates about the negative effects of his/her actions.
- Must perform 10 hours of approved community/school service within a month of his/her violation or after all appeals.

First Offense Only - Self-Referral: When an athlete confesses to violating the athletic code, a suspension of 10% of the scheduled events will take place. Self-referral must be made to the coach, and/or administrator within 24 hours of the code violation.

Second Offense:

Student athlete must continue to practice and travel with the team, and:

- May not participate in games for 50% of the scheduled season. The suspension carries over into the athlete's next season if necessary.
- Must perform 15 hours of approved community/school service within a month of his /her violation or after all appeals.
- Must write a letter and read it out loud to his/her teammates about the negative effects of his/her actions.
- If an AODA violation, the violator must undergo, at his/her expense, an AODA Assessment performed by a community/ based health organization/AODA treatment agency, along with any recommendations for treatment or education program prescribed by the assessors to confront the behaviors of use/abuse. The violator will provide the Activities Director written certificate of compliance with recommendations in order to restore eligibility.

Third Offense:

Student athlete is prohibited from participating in interscholastic athletics in any way for the equivalent of one school year (36 school weeks). The athlete and their parent(s) will seek appropriate substance abuse counseling at their expense. Athletes under a one-year suspension may, after 18 school weeks, petition the Athletic Counsel to request a reduced suspension if positive steps and results have been documented and 20 hours of school-approved community service has been performed.

Alternate Penalties:

The administrator has the discretion to impose alternate sanctions, where, after careful deliberation, he/she determines the mitigating factors concerning the violation and circumstances warrant either an increased or reduced penalty. Any lesser suspension or alternate penalty is the discretion of the administrator and is not a right or privilege granted the student. (Mitigating circumstances do not include such factors as: the skill or notoriety of the student/athlete; the effect on the student's future ability to play high school, college, or professional sports; the effect on the student's school or other record or the ability to obtain future educational or other financial assistance. Alternate penalties may include participation in community service, attendance at AA, or mental health counseling.)

Enforcement

- The Activities Director oversees the school's sports programs and serves as a supervisor for coaches. He or she will work with high school or middle school administration to validate and determine consequences for athletic code violations.
- Supporting evidence of violations may include, but are not limited to:
 - o A list of students produced by the local authorities who were caught at parties where drugs or alcohol are present, or of students ticketed for a violation.
 - o Verifiable electronic evidence (photos, social media postings, etc.). Any verifiable and identifiable image, photo, or video which implicates a student to have been in possession or presence of illegal use of drugs or alcohol, or out of character behavior or crime, may result in confirmation of a violation of the code.
 - o A person who has witnessed or heard about a violation of the athletic code. This person must submit a written statement to the Activities Director of the alleged violation. The infraction should be submitted in a timely fashion. The statement shall include the time, place and type of violation and be properly signed. The person submitting the statement shall be made aware that the accused athletic code violator/parents will have access to the complaint.
 - o A confession personally made by the student athlete.
- A fact-finding meeting will be conducted by the Activities Director and another Administrator.
- If sufficient collaborative evidence is found and the joint decision of the Activities Director and administration is to take action, the decision shall stand unless the athlete or parents wish to appeal the decision.

- If hearsay evidence cannot be substantiated on the basis of subsequent investigation, it will be treated as rumor and no consequences will be given.
- Upon the decision that a violation has occurred, the Activities Director or administration will notify the student athlete and the parents. This notification will be verbal and in writing. The administration will give a copy to the student involved and mail a copy to the parents. This document will outline the specific details of the asserted Code violation.

Appeal Procedure

In the event an athlete chooses to appeal the decision, the appeals process outlined hereafter constitutes the procedure an athlete and his/her parents must follow in appealing a decision relating to eligibility. It should be understood that athletes and parents must follow all of the appeal steps. *Note: The student athlete will continue to practice with the team, but remain ineligible for game play throughout the entire appeals process.*

Step One – Activities Director/Principal

If a hearing before the Athletic Counsel is requested, an appeal must be made in writing to the Activities Director or principal within (ten) 10 school days of the date of the written violation

Step Two – Appeal to Athletic Counsel

- A date for a hearing shall be established by the principal or designee, such date to be no later than (ten) 10 school days after receiving the written appeal.
- Present at the hearing shall be the accused student athlete, his/her parents, and the members of the Athletic Counsel.
- The Athletic Counsel shall consist of a panel of the following: a girls varsity head coach, a boys varsity head coach, a non-coaching faculty member, the building principal or designee, and two (2) student officers, (student council or National Honor Society who are not involved in the same athletic program as the student in violation). The hearing shall be conducted by the Activities Director or the building principal.
- Use of a tape recorder or other recording device shall be permitted.
 - The athlete and his/her parents will have the opportunity to present their reasons for the appeal to the Athletic Counsel. The Athletic Counsel shall meet in closed session to determine whether the violation is upheld.
 - A majority of the Athletic Counsel must approve any action taken. The Activities Director will serve as facilitator of the meeting and will not be a voting member. If there is an Athletic Counsel tie, the discipline shall remain viable and intact.
 - The person conducting the hearing shall announce the decision to all parties and provide all parties a follow-up written confirmation of findings. A copy will be mailed to the athlete and his/her parents.

Step Three – Appeal to the Board of Education

If an athlete and his/her parents are not satisfied with the findings of the Athletic Counsel hearing, they may appeal in writing to the Board of Education. The Superintendent must receive in writing, a request for a hearing before the Board of Education within 14 days of the first hearing.

Additional Rules by Coaches and Advisors

- A coach or advisor may establish additional rules concerning student conduct during the season. Any rules established by the coach or advisor must be in writing and handed out to the student, their parents, and the Activities Director prior to the established starting date of the activity. Student cooperation with and conformance to any rules designed by the coach or advisor are required to maintain eligibility in that specific sport. These rules must be in accordance with the athletic code and all other district policies.
- The coach has the right to suspend any student from a team whom they consider a demoralizing influence or a detriment to the objectives of the sport. The coach initiating the suspension must provide documentation and have the approval of the Activities Director and principal.

Unlawful Discrimination

Consistent with legal requirements, the School District of Altoona shall not unlawfully discriminate on the basis of sex, race, religion, color, national origin (including limited English proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation, homelessness status, or physical, mental, emotional or learning disability/ handicap in its curricular, career and technical education, co-curricular, student services, recreational or other programs or activities, or in admission or access to programs or activities offered by the District as required by section 118.13 and other state statutes. This policy also prohibits student discrimination under Title IX of the Education Amendments of 1972 (sex), Title VII of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

CROSS REF: Policy 411, Student Nondiscrimination/Equal Education Opportunities
411-Rule, Student Discrimination Complaint Procedures
411-Exhibit 2, Discrimination Complaint Form

The School District of Altoona Athletic Code, Rule 370 will be reviewed annually.

Approved: 11/3/14

EXTRACURRICULAR ACTIVITIES

We, at Altoona High School, are proud of our school spirit. It takes the whole school to be winners. It takes the whole school to maintain worthy standards of conduct and scholarship. Our students believe in courtesy, good sportsmanship and fair play. When you enter Altoona High School, you receive a rich heritage of school spirit. We trust that you will do all in your power to strengthen and uphold this heritage. The School District of Altoona does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

ART CLUB

The High School Art Club meets once a month (or more depending on available activities/speakers, etc.) Art Club is NOT limited to people in art classes. It is open to anyone who has an interest in art. Art Club will be a place for creating, learning, exploring and sharing. Events that may happen in Art Club include: guest artist visits, art creation, art discussion/critiques, movies, gallery visits and MORE!

ATHLETICS

Athletics at Altoona High School is comprised of high school students who participate in extracurricular sports. To cover the interest of all students, the program includes such sports as girls & boys basketball, volleyball, dance, football, girls & boys tennis, cross country, girls & boys hockey, girls & boys track, girls and boys soccer, baseball, softball and golf. When a student reaches ninth grade, a doctor's physical examination is required every two years for all boys and girls participating in any extra-curricular athletic event. A physical card must be signed by the examining physician and by the parents before the individual may participate in any WIAA sponsored sport.

Students and parents must sign an Athletic Code/Athletic Permit Form each year and complete and emergency contact and concussion form. Attendance at an Athletic Code meeting is also mandatory.

CHESS TEAM

Chess Club is open to all interested students, grades 9-12, from beginners who want to learn the fundamentals of chess to advanced players who want to improve their game. Chess Club meets in Mr. Power's room once a week: Tuesdays after school from 3:00-5:00 p.m. Chess Team also provides an opportunity for students to compete in tournaments against area schools.

COLOR GUARD

Color Guard is an auxiliary unit which performs in conjunction with the high school band marching and pep events, including all trips taken by the marching band to perform. Coordinated, complex routines with flags and/or other auxiliary corp. equipment are worked out and practiced in advance of pre-designated events. Knowledge of dance and/or choreographed dance is helpful, but not required. Color Guard is open to interested students in grades 9-12, with recruitments beginning at (but not restricted to) the 8th grade level. Students do NOT need to be in band to be a Color Guard participant.

EQUALITY CLUB

Our mission, as Equality Club members, is to accept and respect people of all abilities, creeds, races, social classes, ages, cultures, nationalities, genders, gender-identities, sexual orientations, and any other diverse qualities. Through educational programs and events, our goal is to open people's minds in the hope of eliminating prejudices and discrimination.

FORENSICS

Forensics is a club established to encourage and motivate high school students to participate in and become proficient in public speaking. The club places heightened awareness on the value of speech communication skills, excellence in interscholastic competition, and the promotion of honor society ideals. Students have fun while increasing their public speaking abilities.

Members can participate individually or in small groups that put together a piece to perform in front of three judges at various competitions. Categories include poetry, prose, farrago, storytelling, solo acting, group interpretive reading, play acting, speeches, and many more.

INTERACT CLUB

Interact is Rotary International's service club for young people ages 12 to 18. Our Interact club is sponsored by the local Noon Rotary club, which provides support and guidance.

Each year, our Interact club tries to complete at least two community service projects, one which furthers international understanding and goodwill. Through these efforts, Interactors develop a network of friendships with local clubs and learn the importance of: Developing leadership skills and personal integrity, demonstrating helpfulness and respect for others, understanding the value of individual responsibility and hard work, and advancing international understanding and goodwill.

NATIONAL HONOR SOCIETY

During the third quarter, when the opportunity is offered, all sophomores, juniors and seniors who have a cumulative grade point average of 3.5 or higher without rounding, are eligible to fill out an information sheet for the Altoona High School Chapter of the National Honor Society. NHS membership is not dependent on GPA alone - it is not automatically conveyed simply because a student has achieved a specific level of academic performance. Selection to National Honor Society is a privilege, not a right. Students do not apply for membership; instead they provide information to be used by the Altoona High School selection committee to support their candidacy for consideration. Strong leadership experience, outstanding service to the school and/or community and a strong character are also essential traits for any student who wishes to become a member of the NHS. Leadership, service and character are carefully included in the selection process guidelines.

A list of qualifying students is then submitted to the entire faculty. The faculty provides input as to the leadership experience, service record and character of each student. This information is compiled and sent to an anonymous five-member faculty council who then votes on accepting each student. Their decisions are final and binding. A student needs a simple majority to become a successful candidate. Unsuccessful candidates may fill out an information form during the next selection process. The successful candidate must read the Altoona NHS member contract and sign it. Finally, the candidate becomes a member of the National Honor Society.

S.A.D.D. CLUB-STUDENTS AGAINST DESTRUCTIVE DECISIONS

SADD is a peer-to-peer education, prevention, and activism organization dedicated to preventing destructive decisions, particularly underage drinking, other drug use, risky and impaired driving, teen violence, and teen suicide. SADD meets weekly (or as determined by current SADD members) to create and implement awareness and educational projects throughout the school year. Students also have the opportunity to work on projects with SADD chapters from Augusta, Fall Creek, Eau Claire Regis, Eau Claire North, and Eau Claire Memorial, as well as in cooperation with Eau Claire County Health Department initiatives.

STUDENT COUNCIL

Student Council is a group of students who serve as representatives for the high school. In this role, students are involved in creating school activities through partnerships with advisors, administration, staff and community members. They then carry out these activities for the benefit of the school and its students. Student council members are also responsible for listening to the voice of the people and sharing students' ideas, interests, and concerns with advisors and staff.

In addition to organizing activities, student council members help raise funds for school-wide activities and community projects. If you would like to have a say in what happens around our school, be sure to turn in your application to advisors in May!

SPANISH CLUB

The Altoona High School Spanish Club is designed to bring together students interested in the Spanish language and culture. Approximately once monthly, students will have the opportunity to explore culture in entertaining ways and promote pride in the Spanish culture and language within our school. Activities include, but are not limited to, cultural projects, eating and/or cooking cultural food, watching a movie in the target language, and occasional field trip to restaurants or places of cultural significance in our community. The club will enhance and further explore items like traditions, language or history of the language learned in the classroom. All students currently enrolled in Spanish are invited to attend!

SHOWCHOIR – “LOCOMOTION”

Auditions for the “Locomotion” show choir are held in early second semester for the following school year. “Locomotion” consists of 10th, 11th, and 12th grade students involved in instrumental, vocal, and choreographic performance experience. Rehearsals will be held during the school day and Sunday afternoons. All members for first semester will automatically be enrolled for the second semester. Previous musical experience is required.

SHOW CHOIR – “ENGINUITY”

“Enginuity” is an introductory show choir that requires an audition in the spring for the following school year. Show choir music is introduced and music skills such as vocal techniques, dancing, and performance practices are developed. Rehearsals will be held during the school day and Sunday afternoons. All members for first semester will automatically be enrolled for the second semester.

THEATRE AND DRAMA

Students may participate in drama through acting, publicity, sound, costuming, staging, make-up, and lighting. Annually, plays are presented to the public. All students in high school are eligible for drama.

WRITING CLUB

The Writing Club is for all students who are passionate about any form of writing. This group meets once a week to explore various aspects of writing, and students share their writing with one another. Interested writers also enter writing contests and look for opportunities to publish their work.

SCHOOL DANCE POLICY

All dances must be sponsored by a sanctioned high school organization and approved by the high school principal at least one week prior to the event.

GENERAL RESTRICTIONS

Efforts should be made by the organizers of the dance to keep people within a limited area of the school. Outside doors should be locked by 10:30 p.m. after the beginning of the event. No one is allowed in after this point unless prior arrangements have been made for a school group (such as a sports team) to arrive late. The chaperones have the right to refuse admittance to anyone. Any person whom a chaperone suspects to be under the influence of drugs or alcohol will be reported to the police. Students from other schools may attend events only as a guest of an Altoona student. Chaperones and people selling tickets have the right to refuse admittance to any non-Altoona student. No student under 9th grade will be allowed at high school dances. The school Dress Code Policy will be strictly enforced at all dances.