

# *Amery High School Policies 2023-2024*

## **Activity Period**

Activity period meetings for the following groups will be held during Warrior Time on Tuesdays: FFA, FCCLA, FBLA, and Warrior Nation. All other activity period meetings will be held on Thursdays.

## **Alcohol Use on School Grounds**

Students are not allowed to be under the influence or be in possession of alcohol while on school grounds, at school events, or on school transportation. Students who are under the influence or in possession of alcohol will receive a school consequence up to and including expulsion from the School District of Amery. Students under the influence or in possession of alcohol will be referred to law enforcement.

## **Assembly Programs**

Presenters and performers as part of assemblies are our guests and should be treated with courtesy and respect. Students are expected to be respectful and can be removed at any time during the assembly.

## **Attendance Policy**

Regular school attendance is central to the academic success of any student. AHS has adopted an attendance policy which encourages students to attend school on a consistent basis.

### **Parent/Guardian Responsibility**

- When a student is absent, it is the responsibility of their parent/guardian to contact school prior to the day of the absence, the day of the absence, or within two school days of the date the absence occurred.
- Parents/guardians may contact the AHS attendance secretary at (715) 268-9771 ext. 214, via email at [stalhiemma@amerysd.k12.wi.us](mailto:stalhiemma@amerysd.k12.wi.us), or in person.
- Students who remain unexcused for two or more school days after an absence occurs will be considered truant.

### **Tardiness**

- All students are expected to be in class by 8:00 a.m. each school day. Students who are tardy to school are allowed to be excused by a parent using one of their forty (40) blocks of parent excuse.
- Students will be assigned a school consequence or referred for truancy if they have not been excused by parent/guardian.
- Every two (2) recorded tardies will equal one block of parent excuse.
- Students who do not have blocks of excuse remaining may be considered truant
- When a student is late to school, they are required to report to the office to obtain a pass. **They may not report directly to class without a pass from the office.**

- Excusing a tardy to school will always count as a block of parent excuse used.
- Student athletes are required to be in school no later than 9:00 a.m. in order to participate in practice or competition.
  - Exception to this policy: if the student athlete provides a signed and dated doctors note excusing them from being late or has permission from AHS administration for being late beyond 9:00 a.m.
- Students who do not have blocks of excuse remaining may be assigned a school consequence or referred for truancy for being late to school.

### **College Visits**

- Juniors are allowed two (2) days for pre-approved college visits. These days do not count against them, nor do they carry over to their Senior year.
- Seniors are allowed two (2) days for pre-approved college visits. These days do not count against them.

### **Parent Excuses**

According to Wisconsin state law, “A parent may excuse their son/daughter for all or part of ten (10) school days for any reason the parent chooses”. AHS grants all students forty (40) blocks of parent excused absence. Each school day has four (4) blocks (10 school days times 4 blocks equals 40 blocks of excuse allowed).

- Students may be excused by a parent from school no more than forty (40) blocks.
- **Even if a student requests a virtual learning option while traveling or home sick those dates will still count against those 40 blocks.**
- Parents/Guardians must excuse their child by notifying AHS attendance secretary at (715) 268-9771 ext. 214, prior to the day the excuse will be used, the day that the excuse will be used, or within two (2) school days of the absence.
- Failure to notify the office within two (2) school days will result in the absence to school being an ‘unexcused absence’ and subject to school and legal consequences.
- The office may be notified of an absence in person, in writing, via email at [stalhiemma@amerysd.k12.wi.us](mailto:stalhiemma@amerysd.k12.wi.us), by phone (715) 268-9771 ext. 214, or in person.
- Students are not allowed to excuse themselves. Only students who are 18 years of age and who choose to sign the 18-year-old contract may excuse themselves from school.
- Students must be properly excused through the office prior to leaving school. Students who leave school and are excused by a parent after they have left will be considered truant.

### **Deer Hunting**

- Students who are excused for deer hunting are allowed to participate in athletic practice and competition which occurs on the days they have been excused for hunting.
- Days missed for deer hunting will be coded as blocks of parent excuse.

### **Doctor's Notes**

AHS will honor notes of excuse from medical providers (see below). All doctors' notes must be signed and provided to the school within two (2) school days of the day of absence.

- AHS will not honor notes which are unsigned, without a date of service, and provided after the two (2) school day time frame.
- AHS will accept notes from the following medical providers: licensed physicians, dentist, chiropractors, optometrists, psychologists, physician assistants, nurse practitioner, certified advanced practice nurse, and Christian Science practitioner.
- Absences which are excused with a signed doctors note will not be considered blocks of parent excuse.

### **Bell Schedule**

<b><u>Regular Bell Schedule</u></b>			<b><u>Late Start Bell Schedule</u></b>		
Block 1A	8:00	8:43	Block 1A	10:00	10:35
Breakfast (Skinny Blocks)	8:43	8:57	Block 1B	10:38	11:11
Block 1B	8:57	9:40			
Block 1	8:00	9:30	Block 3A Class	11:15	11:40
Breakfast (Regular Blocks)	9:30	9:43	3A Lunch	11:40	12:10
Block 2	9:45	11:10	3A Class	12:12	1:10
Block 3A – Class	11:15	11:40	Block 3B Class	11:15	12:10
3A – Lunch	11:40	12:10	3B Lunch	12:10	12:40
3A – Class	12:12	1:10	3B Class	12:42	1:10
Block 3B – Class	11:15	12:10	Block 3C Class	11:15	12:40
3B – Lunch	12:10	12:40	3C Lunch	12:40	1:10
3B – Class	12:42	1:10			
Block 3C – Class	11:15	12:40	Block 2	1:15	2:10
3C – Lunch	12:40	1:10			
Block 4	1:15	2:40	Block 4	2:15	3:12
Warrior Time	2:43	3:12			

### **Bus Passes**

Per district policy, all bus changes must be approved by the bus garage at extension 231.

### **Cell Phones**

Students are permitted to access their cell phones before the school day begins, during breaks, and during their scheduled lunch. Cell phone use is not allowed in bathrooms and locker rooms. Students are not allowed to access cell phones during instructional times unless permitted by the teacher. In the classroom, cell phones must be out of sight and not on the student's physical body, for example, not in a pocket or sitting on a lap. Cell phones must remain in student backpacks, lockers, or a teacher may request the use of a cell phone container.

- **First Violation:** *Students will forfeit their cell phone to their classroom teacher for the remainder of the school day.*
- **Second Violation:** *Students will forfeit their cell phone to administration for five (5) school days. A school day is defined as 7:55 a.m. – 3:12 p.m.*
- **Third Violation:** *Students will forfeit their cell phone to administration for ten (10) school days and have a parent meeting with administration.*

### **Classroom Code of Conduct**

The School District of Amery is committed to maintaining an educational environment of excellence. Students are expected to behave in a manner grounded in respect and consideration for the academic environment. Students are to allow teachers to effectively instruct, and allow their classmates to participate in learning activities. Students are also expected to know and abide by the rules of behavior established by the classroom teacher and school administration. These expectations of good conduct by students applies to all areas of the school environment as well as school events and on school transportation.

### **Closed Campus**

AHS is a closed campus. All students are required to remain on school grounds for the entire school day unless properly excused through the office by a parent/guardian. Students who leave school grounds at lunch will be considered truant, and will be assigned a school consequence up to and including a referral to the Amery Police for a truancy citation.

### **Course Changes**

Students who wish to change a class in their schedule may do so for one of the following reasons:

- Student does not meet pre-requisites to be in the course
- Student does not have enough courses on their schedule
- Student must change their schedule to be eligible for graduation
- Student must change their schedule due to a change in college/career plan
- Guidance staff must balance class sizes

### **Discipline**

Students who violate school rules will be assigned a school consequence which could include turning in an electronic device.

### **Driver's Ed**

Driver's Education and Behind the Wheel are privileges the district provides. Students may be denied entry based on attendance, behavior or academic standing as deemed by the School Administration.

### **Dropped Courses**

Students may drop a class prior to the quarter without penalty. Drops must occur during the first five (5) days of the quarter with parent, guidance counselor, and principal's approval. Students dropping a course after the first five (5) days of the quarter will be dropped with an "F" grade unless the principal approves the course drop without an "F" grade.

### **Eligibility for Court**

In order to be eligible to be nominated for, and elected to Homecoming, Snow Week, or Prom courts, a student must meet the following requirements:

- Higher than 2.00 cumulative grade point average
- Five (5) or fewer behavior referrals in their high school career
- No expulsions or suspensions within the last calendar year
- Cannot be habitually truant

### **Event Transportation**

All students participating in athletics are required to travel to and from all school-sponsored athletic competition and extracurricular events on the team bus. Students are not allowed to transport themselves, be transported by parents, or by other means. The only exception to this policy is with the approval of the coach or advisor of the co-curricular activity along with a HS Administrator. Parents/Guardians must speak with the coach or advisor of the activity before the transportation is to occur in order for such an exception to this policy to be allowed.

### **Field Trips**

Class and co-curricular activity field trips are an extension of the classroom experience. They are considered part of the educational experience at AHS. The opportunity for students to go on field trips is not their right, rather a privilege they must earn. Students will not be allowed to take part in field trips if they have displayed poor behavior and are not passing all of their classes one week prior to the date of the field trip.

Academic eligibility will be verified by the office and sent to the advisor and all high school staff. It will be noted on the list which students are not eligible to attend this field trip opportunity. This verified list of eligible students will be the final list of eligibility.

### **Finals**

Students who miss a final date due to an excused absence must arrange with their instructor when this final will be made up. Students who miss a final due to an unexcused absence will not be allowed to make this final up without teacher or administrative approval.

### **Fines and Fees**

Some elective classes have fees. Families will be notified of these fees at the beginning of the quarter. If students do not pay a required class fee, it will be placed on the students' fee statement. Statements are mailed home at the end of each quarter with report cards. All fees must be paid prior to participating in the graduation ceremony.

Students are assessed fines for damaged or lost textbooks, library books, supplies, uniforms, or other athletic equipment.

Students who are on free and reduced lunch may have fees waived for their classes. Families must contact the high school office to request a fee waiver while their child is in the class.

### **Fire Drills**

The State of Wisconsin requires schools to have a fire drill once a month.

## **Graduation**

Seniors are expected to attend school through the end of the school year. All assigned discipline consequences must be served before graduation. Failure to do so will result in the student not participating in the graduation ceremony. Students who are over their forty (40) blocks allowed absences will not be able participate in graduation unless those hours are made up prior to graduation. All outstanding fines and/or fees owed to the School District of Amery must be paid prior to graduation. Seniors are required to complete a check out card before they are eligible to graduate. Upon the receipt of all signatures on the check-out card students are eligible to participate in graduation proceedings. Graduation Speakers will be selected from the Summa Cum Laude Category after completion of third term.

## **Graduation Requirements**

Total credits required to graduate from AHS is twenty-eight (28). One (1) credit is given for classes that are two (2) quarters and half (1/2) credit is given for classes that are one (1) quarter in length. To be eligible for graduation, students must earn the required amount of credits which include:

English – 4.0 credits	Health – 0.5 credits	Science – 3.0 credits
Physical Ed. – 1.5 credits	Mathematics – 3.0 credits	
Social Studies – 4.0 credits	Careers – 0.5 credits	

## **Headphones**

Students may wear headphones before or after school, at lunch, during passing time, and during class when approved by a teacher. If an AHS staff person does not allow headphones in their classroom the student is not allowed to have them. This policy applies to all other forms of technology akin to headphones (iPods, cellphones, etc.). Students who fail to abide by this policy will lose their right to have any of this technology in school. Refusal to comply may result in suspension from school.

## **Headwear**

Students are not allowed to wear headwear in school from 8:00 a.m. until 3:12 p.m. to help with identification of all students. Headwear specifically includes hats, hoods, and bandanas. Once a student arrives at school, their headwear must be placed in their student locker or backpack and remain there until 3:12 p.m. Students should not be walking around the building carrying their hats. After three (3) infractions students will be asked to turn in their hats for the remainder of the school year.

## **Health Services**

The school nurse is in the high school office on Thursdays. If a student becomes sick, they should report to the office. Students will be allowed to wait in the nurse's office until a ride can be arranged.

## **Honor Roll**

AHS honor roll is published at the end of each quarter. All courses are counted for credit, students who earn a grade point average of 3.75 or higher are listed on the "A" Honor Roll. Students who earn a grade point average of 3.00 but less than 3.75 are listed on the "B" Honor Roll.

**Incompletes**

Students receiving an incomplete (I) on their report card are allowed up to two (2) weeks after the last day of the term to complete the work or the incomplete will be changed to an “F”. Exceptions to this policy must be approved by the principal.

**Laude Points System**

The laude points system replaces the class rank system. Students will earn laude points for the rigorous coursework which they take as a student at AHS. Laude points will determine a students’ academic standing at AHS. Laude points will be factored into a students’ GPA each quarter for passing grades earned. Students who have completed high school with academic honor will be recognized with one of the following laude distinctions at graduation:

Summa Cum Laude	“with highest honor”	Cumulative GPA of 4.250 or Higher
Magna Cum Laude	“with great honor”	Cumulative GPA of 4.100 – 4.249
Cum Laude	“with honor”	Cumulative GPA of 3.950 – 4.099

**Lockers**

Each student will be assigned a locker. Students are to keep their lockers locked including physical education lockers. Locks for physical education/athletic lockers can be purchased in the office. Students are to do nothing to the inside or outside of their locker which will permanently deface it. Report any damage to the office. School officials have the right to access student lockers at all times since the lockers are district property. Students should not store valuables in their lockers and should keep their combination confidential as the school is not responsible for any lost or stolen items. All lockers need to be cleared and emptied by the last day of school. Any items remaining in lockers will be washed and donated.

**Lunch and Break Times**

The only places students are allowed to be is in the cafeteria, commons, and library during lunch and break times. Students found in areas of the building such as locker rooms, wrestling room, weight room and the art hallway without authorization during a scheduled class or study hall will be issued a school consequence.

**Lunch Accounts**

AHS students are assigned A, B, or C lunch period. Students are to be in the commons or cafeteria for the duration of their lunch period and may not eat during multiple lunches. Students must have money in their lunch account to eat lunch and/or breakfast.

Students will be informed if they are deficient on their lunch account. Students will not be prohibited from lunch if their lunch account is in debt. The School District of Amery will work with families to ensure that students are able to eat while at the same time paying lunch debt.

If students are on free and reduced lunch they are entitled by law to eat; however, students are not entitled by law to eat extras. Extras will be charged and must be paid for. If your child is eligible for free and reduced lunch, please contact the office to obtain an application.

**Motor Vehicles and Parking Lot**

The following policies have been established in order to provide a safe environment for everyone while at school (i.e., drivers, passengers, and pedestrians).

- Students driving vehicles to school may park in one of the designated school parking lots; however, not in the designated staff areas
- Students may not park in the “Visitor Parking” stalls
- Flags or stickers on vehicles which are determined to be a disruption to the learning environment at school by administration are not allowed and students will lose their privilege to park on school grounds, potentially for the rest of their HS years if they refuse to comply.
- Vehicles are not to be moved out of the parking lot during the regular school day, including lunch, unless the student has the school’s permission to leave
- Students may not be in a vehicle that is parked on school grounds during the school day
- Reckless and dangerous driving could result in permanent removal of parking privileges at AHS for remainder of HS years

### **Perfect Attendance**

Students in attendance all day, each day school is in session will be recognized for their perfect attendance. Absences for the following reasons will still be counted toward perfect attendance: participation in a school-sponsored athletic event, (2) two college visits, or field trips.

Perfect attendance means perfect, parent excuse days, doctor, dentist, and orthodontist appointments made during the school day will count against perfect attendance.

### **Physical Education – Medical Excuse**

All students will take an active part in the physical education program as part of their high school career. Students who temporarily cannot participate actively in the program must present the office and their physical education teacher with a written excuse from a doctor.

It is the student’s responsibility to return to active participation at the prescribed time on the doctor’s note. Students who are unable to participate may remain with the class and schedule into another area until such time they are able to return and participate in physical education. In some instances, students may need to be removed from physical education classes.

### **Plagiarism & Cheating Policy**

Academic Integrity encompasses cheating (copying someone else’s work) and plagiarism (submitting another person’s ideas, words, images, or data without giving proper acknowledgement or credit.

- **Summative Assessments (Tests, Projects, Papers)**
  - 1<sup>st</sup> Offense- Meeting with teacher, parents contacted, able to redo the work for up to 60% credit. If the work is not redone, the student will receive a 0% on the summative assessment.
  - 2<sup>nd</sup> Offense- Meeting with teacher, parents contacted, earn a 0% on the work.
  - 3<sup>rd</sup> and future offenses: Meeting with teacher, parents contacted, earn a 0% on the work.
- **Formative Assessments (Quizzes, Labs, Homework)**



- 1<sup>st</sup> Offense and future offenses: Meeting with teacher, Parent Contacted, 0% on work submitted and no opportunity to redo assignment for credit.

\*Answer givers and answer takers are both equally responsible (if they are aware) and will incur equal consequences.

\*\*All Plagiarism and Cheating offenses are tracked throughout an academic year across all classes. If a student commits more than one offense, that offense would be their second (etc.) even if it is in a different class. Offenses, whether summative or formative, are cumulative and are not considered separate.

\*\*\*All students start with a clean slate each school year

### **Public Displays of Affection**

Public displays of affection (hugging, kissing, embracing, inappropriate touching, etc.) are inappropriate for a school setting. Students are not to engage in such behavior and may be assigned a consequence.

### **Pupil Privacy Rights**

The School District of Amery has adopted policies and procedures that comply with federal and state law aimed at providing parents/guardians access to information and protecting pupil rights to privacy. These include:

- Parent/guardian advanced notification of, right to inspect and opt their child out of the administration of third-party surveys, which may delve into sensitive subjects
- Parent/guardian right to inspect any instructional material used in the curriculum
- Parent/guardian advanced notification of and right to opt their child out of any physical screenings the school may administer (vision, hearing, etc.)
- Parent/guardian right to request student directory data information not be released without prior consent

Parents/guardians should contact the building principal to invoke any of the pupil privacy rights stated above.

The School District of Amery does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap. The Wisconsin Fair Employment Law also prohibits discrimination in employment on the basis of creed, marital status, ancestry, arrest record or conviction record, or sexual orientation. Anyone with a complaint should contact the District Office.

### **Recycling**

AHS promotes the practice of recycling. Students and staff are encouraged to participate in the practice of recycling and have been provided recycling bins for paper in all classrooms. There are recycling bins for all aluminum, glass, and plastic recyclable items throughout the cafeteria.

### **Report Cards**

Report cards are issued each quarter. Parents may access up to date progress of their child(ren)'s grades via the PowerSchool parent portal.

### **School Bus Regulations**

Students must obey all bus transportation rules. Any student guilty of misconduct on a bus will have their bus riding privileges suspended.

### **Safety Drills**

The school will conduct table top safety drills as required by law.

### **School Dances**

In order to attend AHS dances, you must be a student of AHS. Students with recent behavior issues in school may be told they can't attend. Students who wish to bring a guest to Prom must formally declare that they are doing so by filling out a "Guest Pass" form. All guests must be under the age of 20 and have prior approval by administration. AHS administration reserves the right to deny the admission of any guest to any dance. All school rules apply for all dances.

### **School Dress**

Proper dress is the responsibility of students and their parents. Students are not permitted to wear clothes that are distracting, cause classroom disruptions, or are inappropriate for the school setting. Clothing that displays profanity, is sexually suggestive, promotes gang activity, alcohol, tobacco, or drug usage is not permitted. Headwear may not be worn in school at any time including hoods. Students wearing clothing which is deemed to be inappropriate will be asked to change it, cover it up, or will be sent home. Students who refuse to pull down hoods will be asked to remove sweatshirts.

### **Searches**

Desks, lockers, books, and equipment loaned for use to students remain school property while in possession of the student. Students will be expected to exercise discretion in bringing personal items to school. Any personal items in their lockers or on their person that is illegal or a school rule violation shall be subject to seizure, school discipline, and referral to law enforcement. Lockers are not safe deposit boxes, administration cannot guarantee full security of items stored in lockers. Students that suspect their lock is malfunctioning or that another student knows their combination should report it to the office immediately so a new lock can be issued.

Additionally, the following apply to search procedures:

- The principal or his designee shall be authorized to search a student's person, locker, desk, or personal property
- The school also retains the right to search vehicles parked on school property
- Desks or lockers assigned to students may be opened and inspected by school personnel at any time
- Searches of student's person or personal property, such as handbags or other items in the student's possession may be conducted any time school personnel have reasonable belief that a student has dangerous or illegal items in their possession
- School officials may conduct random locker searches in order to ensure school safety

- Student laptops may also be searched and monitored

### **Senior Trip**

- Each school year AHS sponsors a senior class trip to Interstate State Park in May. The trip is not mandatory.
- Requirements for seniors to attend the Senior Trip: passing all of their classes as of the Friday prior to the trip; a minimum 1.75 GPA during their senior year; all incompletes satisfied to be eligible to graduate; five or fewer behavior referrals during their senior year; and ten or fewer absences during their senior year.

### **Skateboards/Roller Blades**

For safety purposes, the riding of skateboards and roller blades is prohibited in the high school.

### **Skipping Class**

Students found in areas of the building or on campus without authorization during a scheduled class or study all will be considered truant from class. Students may receive a school consequence up to and including a truancy citation for not being in class. Truancy may occur even if the student is in the building.

### **Smoking**

In accordance with the state statutes, use of any tobacco products (this includes vaping and Juuling as well as all forms of E-cigarettes) by students is prohibited on school grounds, at school events, or on school transportation. Any student using tobacco products will receive school consequences and be referred to the Amery police.

### **Snowmobiles**

Snowmobiles are allowed on school grounds if they are driven on the designated trails. Snowmobiles must be parked behind the High School building.

### **Student Record Rights**

The Family Education Rights and Privacy Act (FERPA) affords parents and pupils over 18 years of age (“eligible pupils”) certain rights with respect to the pupil’s education records. They are:

- The right to inspect and review the pupil’s education records within forty-five (45) days of the day the district receives a request for access
- The right to request the amendment of the pupil’s education records that the parent/guardian or eligible pupil believes are inaccurate or misleading
- The right to consent to disclosures of personally identifiable information contained in the pupil’s education records, except to the extent that FERPA authorizes disclosure without consent
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

### **Tornado Drills**

AHS will have two (2) tornado drills during the month of April.

### **Warrior Time**

Students are not allowed to leave Warrior Time without a pass from a teacher. Juniors and Seniors maintaining C- and up will be allowed to leave during Warrior Time on Tuesday, and Thursday after checking in with their Warrior Time teacher.

### **Weapons on School Property**

The school policy regarding weapons states that no person shall possess, use, or store a weapon on school property, on school buses, or at any school related events. A weapon is any object that by its design and/or use can cause bodily injury or property damage. Any student violating this policy shall be subject to penalties outlined in state law, suspended, and/or expelled from school. Parents and law enforcement officials will be notified, and weapons will be confiscated.

### **Work Permits**

Please visit the State of Wisconsin Department of Workforce Development website for more information on obtaining a work permit. Parents/Guardians are now required to obtain work permits for their student online. <https://dwd.wisconsin.gov/er/laborstandards/workpermit/>

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