

SCHOOL POLICIES

AMERY HIGH SCHOOL

ACTIVITY PERIOD

Activity Period will be held every Monday for the last twenty minutes of a particular block. The block in which activity period will be held will rotate each week. Students not attending an activity period meeting will be expected to stay in their class for the entire block.

ALCOHOL USE

Students suspected to be under the influence of alcohol would be subject to a breath test given by law enforcement. Refusal to comply with the test will be treated as an admission of guilt. Students found to be under the influence of alcohol will receive school consequences, up to and including expulsion, and be referred to the police.

ASSEMBLY PROGRAMS

Students are expected to sit in the area designated for students during all assembly programs. Assemblies are scheduled to add an extra dimension to the school day. The presenters are our guests and should be treated with courtesy. The administration may request that all students attend an educational assembly.

ASSIGNMENT NOTEBOOKS

All students must purchase an assignment notebook. This notebook is essential in that it includes school policies, discipline codes, and student hall passes. The cost of the assignment notebook is \$2.00.

ATTENDANCE POLICY

Students must attend school regularly to be a part of, and benefit from, the educational process.

Education is compulsory (required) in the state of Wisconsin through the end of the term in which a student/child turns eighteen years of age. All students enrolled in the School District of Amery are required to attend school each and every day from 8:05 a.m. to 3:07 p.m. What follows are the attendance provisions which apply to students enrolled in the School District of Amery, and, specifically, for those students attending Amery High School.

Tardiness

All students are expected to be in class by 8:05 a.m. each and every school day. Students who are tardy to school are allowed to be excused for a tardy the day this tardiness occurs. After this day a student will be assigned a detention for this tardiness to school. Students may not be excused for being tardy to school when they have been tardy five or more times. Students who are late to school prior to 9:00 a.m. will receive a one hour detention. Students who are late to school after 9:00 a.m. will receive a two hour detention. When a student is late to school they are required to report to the office for a pass to class. They may not report directly to class without a pass from the office.

Parent Excuse Days

According to Wisconsin state law, "A parent may excuse their son/daughter for all or part of ten (10) school days for any reason that the parent chooses." If a student is absent for any part of a school day this will count as a parent excuse day used. In order to use a parent excuse a parent/guardian must notify Amery High School attendance secretary at 715-268-9771, ext 214, prior to the day the parent excuse will be used, the day that a parent excuse day is to be used, or within 48 hours after the parent excuse has been used. Failure to notify the high school office within 48 hours will result in the absence to school being an 'unexcused absence' subject to school and legal consequences. The high school office may be notified in person, in writing, via email, or by phone call.

Pre Arranged Absence

Students who know that they will be absent from school are required to get and have filled out by their teachers a 'green' sheet from the high school office. The days of excuse noted on this 'green' sheet will be considered parent excuse days. If a student will be absent for a medical appointment this absence will not be counted as a parent excuse. Students are required to provide a doctor's note for days missed for medical appointments. Students are not required to have a 'green' sheet if they are to be absent due to a school-related event such as a field trip or an athletic competition. A note of excuse from a parent and/or guardian must accompany a student's 'green' sheet.

Checking out of School

Students may not check themselves out of school. Their parent/guardian must notify the high school office in order for this to occur. In order for a parent or guardian to check their child(ren) out of school they must contact the high school office at 715-268-9771, ext 214. The high school office may be notified in person, in writing, via email, or by phone call.

Eighteen Year Old Students

Upon turning the age of eighteen a student may excuse themselves from school. Yet, in order for an eighteen year old student to do so they must have entered into a written contract with high school administration noting the terms of exercising this right. If a written contract has not been entered into in writing by the student and administration the eighteen year old student may not excuse themselves from school.

Student Athletes

It states in the co-curricular activities code of the School District of Amery the following, "A student must be present by 9:00 a.m. of the school day to participate in practice or a scheduled contest on that day unless approved by an administrator." Student-athletes arriving after 9:00 a.m. will not be allowed to participate in practice or competition the day that this occurs. The only manner in which this policy does not apply is if the student provides a signed doctor's note excusing the time missed from school. This doctor's note must be provided the day the student's attendance is in question, not after the practice or competition occurs.

Deer Hunting

Deer hunting is an integral part of the culture of the Amery area. Students may be parent excused to go 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 to deer hunt.

BELL SCHEDULE

Block One	8:05 – 9:35 a.m.
Break	9:35 – 9:47 a.m.
Block Two	9:49 – 11:23 a.m.
Block Three	3A 11:25 – 11:55 a.m. (Lunch)
	11:58 – 1:28 p.m. (Class)
	3B 11:28 – 12:13 p.m. (Class)
	12:13 – 12:43 p.m. (Lunch)
	12:43 – 1:28 p.m. (Class)
Break	1:28 – 1:37 p.m.
Block 4A	1:37 – 2:21 p.m.
Block 4B	2:24 – 3:07 p.m.

BOOK BAGS

Book bags, backpacks, duffel bags, and briefcases are not allowed in classrooms. These items need to be kept in student lockers during the school day.

BUS PASSES

If students wish to ride the bus home with another student, or if a student has a specific bus request they must have this approved by the high school Principal. This must take place before the school day has begun. A signed note from a parent/guardian noting the conditions of riding the bus is acceptable. Once the pass has been authorized by the parent/guardian and administration the pass must be presented to the bus driver.

CELL PHONES

What follows are the specific provisions for student cell phone use at Amery High School:

Cell phone use by students is strictly prohibited, at all times, in all environments, where instruction may be held. This includes all classrooms, the media center, gymnasium, auditorium, computer labs, study halls, and all other instructional environments. Further, student cell phone use is forbidden in all locker rooms and during all school assemblies and pep fests. Students are allowed to carry their cell phones with them. However, upon entering classrooms and other environments where instruction is occurring, all cell phones must be turned off and out of sight.

Students will be permitted to use their cell phones before the school day begins, during the morning nutrition break, during the time that the student is scheduled to eat lunch, during the afternoon break, and after the school day ends. Students who are in violation of the cell phone policy will receive a consequence. Consequences apply to the use of a student's own cell phone or to the use of a cell phone which is not theirs. Both the user of the phone and the owner of the phone, if a student, will receive consequences under these guidelines.

First violation:

The student will be assigned a one hour detention. The student will forfeit their cell phone to administration for the remainder of the school day.

Second violation:

The student will be assigned a two hour detention. The student will forfeit their cell phone to administration for the remainder of that school day. The cell phone will not be given back to the student. The earliest the student's parent or guardian may pick up the student's cell phone will be on the day following the cell phone violation.

Third violation:

The third violation and subsequent violations will be treated as follows:

The student will receive a two hour detention and must forfeit their cell phone to school administration for five consecutive days. On the sixth day the cell phone may be picked up by a parent or guardian. The cell phone will not be given back to the student.

All cell phones which are forfeited to school administration will be turned off by the student and held in the principal's office. If at any time a student refuses to forfeit their cell phone they will be suspended out of school for two school days. The two day suspension will begin on the day the cell phone violation occurred. Students who are eighteen, and have filled out the eighteen year old contract with school administration, are allowed to act as their own parent or guardian.

CLASSROOM CODE OF CONDUCT

The School District of Amery is committed to maintaining an educational atmosphere of excellence. Teachers are expected to create a positive classroom environment that is conducive to learning and self-discipline. Students are expected to behave in a manner that is based on respect and consideration for the rights of others. Students are to allow teachers to instruct effectively, and to participate in learning activities. Students are further expected to know

and abide by the rules of behavior established by the classroom teacher, school administration, and Board of Education.

Parents/guardians should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address any academic or behavior concerns.

Student behavior that is dangerous, disruptive and unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class. In addition, the student may be subject to disciplinary action in accordance with established Board of Education Policies, school rules, municipal ordinances, and state/federal laws and regulations. Removal from class under this code does not prohibit the district from pursuing or implementing other disciplinary measures, including, but not limited to, detentions, suspension or expulsion, for the conduct for which the student was removed.

For the purpose of this code, a "class" is any class offered as part of the normal schedule of instruction or any extension of such class (i.e., field trip). This excludes co-curricular activities and other school activities that are not typically defined as classes.

A "teacher" is any certified instructor, intern, student teacher, counselor, nurse, administrator, or designee in the employ of the District. A "teacher of a class" means the person regularly assigned to teach, monitor, assist in or oversee the class.

The teacher who initiated the removal of a student from class will attempt to notify parents/guardians within 24-hours of the incident which caused the student to be removed from his/her class. The building administrator or designee shall notify the parents/guardians of the student in writing via the building Disciplinary Referral Form, when a teacher has removed a student from class. This notification shall include the reason(s) for the student's removal from class. This notice shall be given as soon as possible after the student's removal from class.

If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with the District CWD (Children with Disabilities) policy, and all state/federal laws and regulations.

If the student removed from a class is also subject to disciplinary action (e.g., detention, suspension, expulsion) for the particular classroom conduct, the student's parents/guardians shall also be notified of the disciplinary action in accordance with policy and legal requirements.

The District shall not discriminate in enforcing the Classroom Code of Conduct on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

CLOSED CAMPUS

Amery High School has a closed campus. All students are required to remain on the school grounds for the full school day, including the noon hour, and are not allowed in the parking lot between the hours of 8:05 a.m. and 3:07 p.m.

Once the school day has started at 8:05 a.m., all of the outside doors will be locked except the front doors of the school. Students are not allowed to go outside the school building once the school day has started without getting permission from the office. Leaving school during the day will result in a one hour detention. If a student leaves school during the day using their vehicle they will lose their parking privileges at school for ten school days. A second offense of this type will result in permanent loss of parking privileges.

COURSE CHANGES

Once the registration process has been completed, any student or parent requesting a course change must meet guidelines in order to change a schedule. One of the following conditions must be present for any schedule change to be considered:

- ✓ The student has already completed the course.

- ✓ The student has not completed the required prerequisites.
- ✓ The student is a senior that needs to alter his/her schedule to meet graduation requirements.
- ✓ The student placement level is questioned (teacher and administration approval is required.)
- ✓ The student must add a course to meet post high school employment or college entrance requirements.
- ✓ The student has a physical limitation that requires a schedule adjustment.

COURT

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

- A student must have higher than a 2.00 cumulative grade point average.
- A student must have 5 or fewer behavior referrals in their high school career.
- The student may not have been suspended or expelled within the last two school years, including the present school year.

DETENTION

Students will be assigned detentions for a variety of school policy violations. Detentions are either one or two hours in length. Failure to serve a one hour detention will result in a two hour detention. Failure to serve a two hour detention will result in an in-school or an out-of-school suspension. All detentions will be assigned on a specific date, and will not be rescheduled. Detentions are held on Tuesday 7:00-8:00 a.m., 3:15-4:15 p.m., and on Thursdays 3:15-4:15 p.m. and 3:15-5:15 p.m.

DROPPED COURSES

Students may drop a class prior to the beginning of the term without a penalty. Student may drop a course during the first five days of the semester with parent, guidance counselor, and principal's approval. Students dropping a course after the first five days of the term will be dropped with an "F" grade unless the principal approves the course drop without an "F" grade.

ENROLLMENT

School District of Amery School Board has mandated that all high school students must be enrolled as full-time students. Amery School District must be 100% accountable for your student's education to participate in WIAA athletics and other school sponsored co-curricular activities.

EVENT TRANSPORTATION

All student participants are required to travel to and from all school sponsored athletic competition and extra-curricular events with the team 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 advisor of the co-curricular activity. Parent(s)/guardian(s) 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, and are considered part of the educational experience at Amery High School. The opportunity for students to go on a field trip is not their right. This privilege must be earned. Students will not be allowed to take part in field trips if they are failing one or more classes in which they are enrolled.

Students must be passing all of their classes one week prior to the date of the field trip. Academic eligibility will be verified by the high school office at this time. After a verification of the academic eligibility of students has been completed a final list of eligible students will be sent to the advisor of the activity and to all high school staff. It will be noted on this 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 will be required to take finals at the end of every term. Finals for term one and three will be cumulative for that term only. Finals for term two and four will be cumulative for the entire semester. Finals will be on the last day of terms one and three, and the last two days of the terms two and four. Students who miss a final 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. Finals are factored into the final grade and then, thereby into the grade point average.

FINES AND FEES

Students are required to pay certain fees for elective classes. These fees must be paid before the class has been taken. Students who do not pay, or refuse to pay fees, will be removed from the class where the fee is being required.

Students are assessed fines for damaged or lost textbooks or library books, the failure to return supplies, uniforms, or other athletic equipment. Fines are also assessed when students owe AHS for other education-related items. Further, all fines and/or fees must be paid before a parking permit will be issued. Seniors with outstanding fines and/or fees will not be allowed to participate in the graduation ceremony.

Students who are on free and reduced lunch may have fees waived for their classes. Students must be on free and reduced lunch at the time this fee is charged to the student.

FIRE DRILLS

The State of Wisconsin requires schools to have a fire drill once a month. These drills are unannounced. When the first alarm sounds, all students are to leave the building immediately. The exit route for each room is posted near the door.

These drills prepare students for a serious situation which is why they should walk quickly and quietly to their designated areas. Stay with their class and teacher.

GRADE WEIGHTED CLASSES

Grade weighted courses include:

AP Art	Advanced Chemistry	Advanced Algebra II
Anatomy	AP Physics	AP Government
AP U.S. History	Adv Stats	Calculus I
Calculus II	Chemistry	College Prep English
French IV/V	Honors Literature	Molecular Biology
Physics	Pre Calculus I	Pre Calculus II
Spanish IV/V		

Below are the existing provisions for enrollment in, completion of, and credit for, the grade weighted classes listed above.

Only classes which are taught at Amery High School, during the regular school day, by Amery School District teachers will be counted as a grade weighted class. All virtual school, correspondence classes, youth options, and other classes which fail to meet the above criteria will not be counted as grade weighted classes.

Independent study classes will not be grade weighted. In order to take an independent study class this work must be completed with an Amery High School instructor. Further, there must be approval by this Amery instructor, approval by the guidance department, and approval by high school administration. Lastly, in order to do independent study classes students must complete the application process through the guidance department. All independent study classes must be completed using approved curriculum by the curriculum oversight committee of the School District of Amery

GRADING SYSTEM

The Amery High School grading system consists of letter grades including: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F to denote the academic achievement of Amery students.

The grading system will include classes which are given the title of “grade weighted”, regular classes, and classes which are not factored into the grade point average at all.

The following numeric values will be given to specific letter grades:

Grade	“Weighted” Semester	“Regular” Semester
A	5.000	4.000
A-	4.584	3.667
B+	4.166	3.333
B	3.750	3.000
B-	3.334	2.667
C+	2.916	2.333
C	2.500	2.000
C-	2.084	1.667
D+	1.666	1.333
D	1.500	1.000
D-	.834	.667
F	.000	.000

GRADING SYSTEM PROVISIONS

- The total points earned are divided by the total credits earned to determine the grade point average. To be eligible for the “A” Honor Roll students must have a 3.75 grade point average or above. To be eligible for the “B” Honor Roll students must have at least a 3.00 grade point average To graduate with honor cords students must have achieved a cumulative grade point average of 3.90 at the end of the third term of their senior year at Amery High School.
- All aide positions for students who work in any of the four buildings of the School District of Amery will not be factored into the grade point average. Further, drivers’ education and study hall will not be factored as part of the grade point average.
- For the graduating class of 2011, and all classes thereafter, band, choir, guitar, and choral club will be factored into the grade point average.
- Class rank will be solely determined by grade point average. Class rank for each graduating class from Amery High School will be final and complete at the end of the 4th term of the senior year. In determining the valedictorian and salutatorian grade point averages are final at the end of the 3rd term. For the purposes of the Academic Excellence Scholarship grade point averages are final the end of the 2nd term.
- Students will be allowed only one independent study during their junior or senior year. This does not mean they are allowed one each of these years, but, rather, one total. Students will not be allowed to take independent study classes with teachers for no credit and/or no grade. All independent study classes will be taken for credit, and will be graded on a 4.0 grade point scale. There will be no pass/fail independent study classes.
- Students are not allowed to take classes through Amery High School during the summer or during other breaks. These classes will not be factored into the grade point average, and no academic credit will be issued for them. Further, these classes will not be reflected on the Amery High School grade transcript. This provision does not apply to summer school classes offered at Amery High School, or pre-approved virtual school classes. Prior administrative approval is required for all such classes taken during the summer or other breaks.

- Virtual school classes and correspondence classes will not be offered as a course option if those classes requested are classes which are taught at Amery High School by Amery High School instructors. Prior administrative approval is required for all such classes.
- It is recommended that all students who are in band or choir take a class opposite of band or choir if they have an open spot in their schedule to do so.
- Students are only allowed to be an aide one term during their junior year and one term during their senior year. Students are given academic credit for being an aide. Though, being an aide does not factor into the student's grade point average. Being an aide for a 'skinny' class will be considered the one aide position during that school year.
- If a student takes a 'skinny' class during fourth block they are required to fill the other half of this fourth block with another 'skinny' class. Students are not allowed to take a study hall during either half a block where they take a 'skinny' class. Again, if the student is an aide opposite of band or choir this will be their one aide position for that year. If a student is an aide for one half of a 'skinny' class they will need an academic class during the other half of this block to fill the other 'skinny'. Band and/or choir students are required to take a class in both 'skinnies'.

GRADUATION

Seniors are expected to attend school through to the end of the school year. Any detentions or in-school suspensions because of unexcused absences or behavior problems in the fourth term must be served before graduation. Failure to do so will result in the student not participating in the graduation ceremony. All outstanding fines and/or fees owed to the School District of Amery must be paid prior to graduation. If a student participates in a senior skip day they will be referred to law enforcement for a truancy citation.. All students participating in a senior class prank will not be allowed to participate in the graduation ceremony. The valedictorian and salutatorian will be determined in their senior year after the third term of the academic year.

GRADUATION REQUIREMENTS

Total Credits Required for Graduation: 28 credits

One credit is given for classes that are two (2) terms and one-half (1/2) credit is given for classes that are one (1) term in length.

To be eligible for graduation, students must earn the required amount of credits, which include:

✓ English	4.0 credits
✓ Physical Education	1.5 credits
✓ Social Studies	4.0 credits
✓ Health	0.5 credits
✓ Mathematics	2.0 credits
✓ Technology	0.5 credits
✓ Science	2.0 credits

GUIDANCE AND COUNSELING

The guidance department consists of two counselors who are available to help students in the area of career counseling, personal counseling, student-teacher relationships, and educational counseling. The School District of Amery tries to help all students, and works with At-Risk students to provide for their success as well. Interest tests and surveys, achievement tests, and college entrance tests such as the ACT and the SAT are used towards this end.

HALLWAY PASSES

In the back of this assignment notebook there are passes provided for student use. Each student has assigned passes for each term of the school year. In order to go from place to place at AHS a student must sign in and sign out with staff.

HARRASSMENT

Every student at AHS has a right to not be harassed and to feel safe at school and at all school activities. Harassment is any unwanted or unwelcome behavior that violates an individual's personal rights. Any form of harassment is unacceptable and will not be tolerated. Students who are harassed should tell the harasser to STOP. If the unwelcome or unwanted behavior continues, the incident should be brought to the attention of a teacher, counselor, administrator, or law enforcement. Harassment occurs in many forms including sexual, verbal, racial, and physical intimidation.

Sexual harassment includes unwelcome behavior of a sexual nature including but not restricted to, inappropriate gestures or touching, sexual remarks, name calling, spreading rumors, or displaying offensive pictures.

Verbal harassment includes unwelcome teasing, humiliating, or causing embarrassment.

Racial harassment includes name-calling or any unwanted or negative comments about ethnic groups or one's ethnic background.

Physical harassment or intimidation includes verbally threatening or causing physical harm to another (defined legally as assault, battery, disorderly conduct).

HEADPHONES

Students may wear headphones before or after school, at lunch and passing time, and during class where this practice is allowed. If an Amery High School 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, etc.)

Students who fail to abide by this policy will lose their right to have any form of this technology in school. Willfully and persistently failing to abide by this policy will result in an out of school suspension.

HEADWEAR

Students are not allowed to wear headwear in school. Once a student arrives at school their headwear must be placed in their student locker. Headwear must remain in the student locker until 3:07 p.m. At this time a student may again wear their headwear. Students will be reminded of this policy. If a student willfully and persistently disregards this policy they will be assigned a one hour detention.

HEALTH SERVICES

The school nurse is in the high school on a limited basis. If a student becomes sick, they should report to the office. Students will be allowed to rest in the nurses' office for a maximum of 30 minutes. After that period of time, the student will be asked to go back to class, or call a parent/guardian to check out of school to go home excused. Students who abuse the privilege of being in the nurse's office will no longer be allowed in the nurse's office, but will simply be sent home sick after contacting a parent/guardian.

HONOR ROLL

The high school honor roll is published at the end of each quarter. All courses are counted for credit. See GRADING SYSTEM for classes not counted in GPA or Honor Roll. 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 weeks after the last day of the term to complete the work or the incomplete will be changed to an "F". Any exceptions to this policy must be approved by the building principal.

INITIATION/HAZING

Behavior/activities that draw undue attention, embarrass, or intimidate students are not tolerated. This includes any kind of initiation of students based on their status (e.g., freshmen students being mistreated by upperclassmen and other athletic team members mistreating new members). Incidents should be reported immediately to a teacher, coach, guidance counselor, or administrator.

LOCKERS

Each student will be assigned to an individual locker. Keep the lockers locked including physical education lockers. Since students have their own lockers, backpacks will not be allowed to be taken to any class, including physical education. They can be kept in their lockers during the day.

Do nothing to the inside or outside of the locker that will permanently deface it. Report any damage to the high school office.

School officials have the right to access student lockers at all times since the lockers are district property. Instead of storing valuables in their lockers, students may bring them to the office for safe-keeping.

LOITERING

Students found in areas of the building or on campus without authorization during a scheduled class or study hall will be considered to be loitering. Students will be asked to return to their assigned area and assigned a consequence. Failure to report to the assigned area may result in a suspension.

LUNCH/LUNCH ACCOUNT

Each high school student is assigned a lunch period. All students will eat either A lunch or B lunch. All students are to be in the commons or cafeteria for the duration of their lunch period. Students may not eat during both lunches. Students must have money in their lunch accounts to eat lunch and/or breakfast break.

Students will be informed if they are deficient on their lunch account. If students willfully and persistently eat when told not to do so they will be assigned a one hour detention.

If students are on free and reduced lunch they are entitled by law to eat. Yet, students are not entitled by law to be able to eat extras. Extras must be paid for. If your child is eligible for free and reduced lunch please contact the high school office to get an application.

Students who create disruptions of any kind during the lunch periods will not be allowed to be in the cafeteria or commons during either lunch. These students will eat lunch in the office. Students who engage in disorderly and disruptive behavior during their lunch will be suspended and referred to law enforcement for a disorderly conduct citation.

MEDIA CENTER

The Resource Center is maintained for your benefit and convenience in order to promote the widest and most effective use of facilities. The Resource Center is open for student use from 7:30.m. to 3:50 p.m. Monday through Thursday, and Friday from 7:30 a.m. to 3:30 p.m.

All books must be checked out at the Media Director's desk before they are taken from the library. Most books may be drawn from the Resource Center for two weeks with the privilege of one renewal if they are not in demand.

Reserve reference materials are to be used in the Resource Center during the day but may be checked out for overnight use at 3:07 p.m. and must be returned by 8:05 the following morning.

If students are guilty of misconduct in the Resource Center at any time, the privilege of using it during the school day will be revoked. At this point, the student may only use the Resource Center before and after school at the discretion of the media specialist.

MOTOR VEHICLES

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

- Students driving vehicles to school may park in one of the designated school parking lots with a parking permit. Students may not park in the designated staff areas.
- Vehicles parked in designated school lots without a school parking permit will be subject to ticket and/or towing.
- Students may not park in “Visitor Parking” stalls, even for short periods of time.
- 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 or on a moving or parked vehicle that is on or off school grounds during the school day without permission.

Vehicles must be registered in the office and a parking permit will be issued upon payment of the designated parking fee. This permit must be displayed in your car or your vehicle will be removed from the lot. If a student needs a replacement permit, there will be a fee charged for the replacement. This permit may be taken away for any conduct or behavior deemed illegal or unnecessary in conjunction with the student’s use of their vehicle.

Both the parent and the student must sign a parking permit form. There will also be a fee to park in the school parking lots to help pay for parking permit hangers, parking lot signs, painting of the parking lot and maintenance of the parking lots. The student must have the permit form filled out and they must pay the parking lot fee in order to receive the parking permit hanger. The parking lot rules that are on the permit form will be enforced, so please read them carefully before you sign the permit form.

Students who owe Amery School District fines and/or fees will not be issued a parking permit. Students who accrue fines and/or fees will have their parking permit revoked.

PERFECT ATTENDANCE

Students in attendance all day, each day school is in session during the school year, 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, a field trip, or *prior* parental approval to visit a college, university or tech school. Perfect means perfect, and, therefore, all other absences, excused or unexcused, will not be counted towards perfect attendance. Please note that parent excuse days, doctor, dentist, and orthodontist appointments made during the school day will count against perfect attendance.

PHYSICAL EDUCATION – MEDICAL EXCUSE

All freshmen and sophomore students shall take an active part in the physical education program. Students who temporarily cannot participate actively in the program must present 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 physical education class or may be temporarily scheduled into another area until such time the student is able to return and participate in physical education.

PLAGIARISM POLICY

Plagiarism: Taking ideas and/or writing knowingly from another and presenting them as one’s own.

Plagiarism is defined as the following:

- ✓ Knowingly allowing another student to ‘use’ your work as his or her own
- ✓ Using another student’s work as your own
- ✓ Using the words and/or ideas of another as your own

- ✓ Using the words and/or ideas of a published author's document as your own – all work must be appropriately and completely identified and cited as the author's, not yours
- ✓ Using the words and/or ideas of an internet document as your own – all work must be appropriately and completely identified and cited as the author's, not yours
- ✓ Paraphrasing another's words and/or ideas and assuming credit as your own work
- ✓

Consequences for plagiarism at Amery High School:

First Offense:

The first offense of plagiarism will result in zero credit on the plagiarized work. In addition, the staff person who identified the work as plagiarized will contact the parent(s)/guardian(s) to inform them of what has occurred. This, and every other offense of plagiarism, will be formally documented on a behavior referral and kept in that student's cumulative behavior file.

Second Offense

The second offense of plagiarism will result in zero credit on the plagiarized work. In addition, the staff person who identified the work as plagiarized will contact the parent(s)/guardian(s) to inform them of what has occurred. Further, a principal's hearing will be conducted involving the offending student, his or her parent(s)/guardian(s), the staff person(s) involved, and the principal. This, and every other offense of plagiarism, will be formally documented on a behavior referral and kept in that student's cumulative behavior file.

Third Offense

The third offense of plagiarism will result in the student being removed from the class with a failing grade. This measure is not intended to allow a student to cheat three times in each class before being removed from the class with a failing grade.

*** Once a student has two offenses for plagiarism they can be removed from a class with a third cheating offense even if it happens to be the first offense of cheating in this class. A student will not be allowed to have two cheating offenses in every class. A third offense can result in removal.

PROGRESS REPORTS

Progress reports are sent home during the fourth or fifth week of each term. Any students at risk of failing will receive a progress report. Progress reports will also be sent at other times during the quarter if the student's academic status falters.

PROJECT DEADLINES

If a teacher assigns a project with a deadline date more than a week in advance, students are expected to meet that deadline, even if absent on that given day. It will be the student's responsibility to make arrangements to have the project delivered to the teacher on or prior to the assigned due date. If excused due to sickness, arrangements must be made by the student with the teacher for the project to be completed.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are inappropriate for a school setting. Students are not to engage in such behavior. Students who do engage in such behavior will be asked to stop doing so. Students who willfully and persistently engage in such behavior will be assigned a detention. If this does not curtail the unacceptable behavior the student will be suspended and they and their parent(s)/guardian(s) will be required to meet with AHS administration

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 his/her 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 his/her 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 original, 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 compliance office.

RECYCLING

Amery High School promotes the practice of recycling. Students and staff are encouraged to participate in the practice of recycling. Towards this end students and staff have been provided with recycling bins for paper in all classrooms. Further, there are recycling bins for all aluminum, glass, and plastic recyclable items throughout the cafeteria. AHS students and staff are encouraged to be environmentally conscious.

RELIGIOUS ACCOMODATIONS

Religious accommodations for sincerely held student religious beliefs with regard to examinations and other academic and co-curricular requirements will be considered under the guidelines of Board policy.

REPORT CARDS

Report cards are issued each term. All parents will be notified midway through each term, either through Parent Teacher Conferences or by written notice, of their student's progress in all of their classes. Parents may also access the up to date progress of their child(ren) via the School District of Amery parent portal.

SCHOOL BUS REGULATION

Students must obey the bus drivers and the bus rules stated in the school district bus discipline policy. Any student guilty of misconduct on a bus will have their riding privileges suspended.

SCHOOL CLOSING

During inclement weather listen to radio station WXCE (AM1260), WCCO (AM830), WIXK (AM1590), and KSTP (95.3FM) for notice of school closing. Further, all families will be contacted by the Mr. Schiell, District Administrator, via the emergency contact system.

SCHOOL DANCES

There are three school sponsored dances throughout the school year: Homecoming, Snow Week, and Prom. In order to attend these dances you must be a student at Amery High School. Students who wish to bring a guest 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. The school has a responsibility to establish dress standards that promote a positive and proper learning environment. Rules pertaining to appropriate student dress/attire are necessary in order to maintain good decorum and a favorable academic atmosphere.

Students are not permitted to wear clothes that are distracting, cause classroom disruptions, or are inappropriate for the school setting. Not all clothes are appropriate for school. Short shorts, muscle shirts, spaghetti strap tops, and midriff shirts are not appropriate. For safety reasons, no chains, including wallet chains or non-medical collars are accepted. Excessively baggy pants in which contraband items could be held or which could cause a student to trip and fall will not be allowed. Clothing that displays profanity, is sexually suggestive, promotes gang activity, alcohol, tobacco, or promotes drug usage are not permitted. Good judgment should be used as to the proper fit of clothing, the proper use of makeup and the proper grooming of hair. Headwear may not be worn in school at any time.

Students wearing clothing which is deemed to be inappropriate will be asked to change it, cover it up, or will be sent home.

SCHOOL EVENTS

The School District of Amery encourages students to attend athletic and other school events. However, all students are expected to behave in an orderly fashion and to exhibit a positive attitude during the events. Behaviors that will not be tolerated include, but are not limited to, the use of profanity, inappropriate gestures, taunting, fighting, booing, or heckling of players, coaches and advisors, officials, and other fans. Students that behave inappropriately will be asked to leave the event and will lose the privilege of attending future events. School discipline may also be assigned for misbehavior at school events.

SEARCHES

Desks, lockers, books, and equipment loaned to students remain school property while in possession of the student. Such property is provided for the convenience of the students and shall be used only for authorized school purposes. Students will be expected to exercise discretion in bringing personal items to school, recognizing that 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 officials. Lockers are not safe deposit boxes. Administration cannot guarantee full security to items stored in lockers. Students that suspect their lock is malfunctioning or that another student knows their combination should report it to the office so a new lock/combo can be provided to the student.

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. Any unauthorized item found in a school 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.
- Searches of a student's person or personal property, such as handbags, or other items in the student's possession, may be conducted when, under the circumstances, school personnel have reasonable belief that a student has dangerous or illegal items in his or her possession.
- School officials may conduct random locker searches in order to ensure school safety.
- School officials, in cooperation with law enforcement personnel, may use dogs to conduct specific or random searches of the buildings and grounds for illegal drugs.

SENIOR TRIP

Each school year AHS sponsors a senior class trip to Interstate State Park. This trip occurs in the month of May. All seniors who have earned the right to go will be allowed to do so. The requirements which must be satisfied for seniors are: Seniors must be passing all of their classes as of the Friday prior to this trip. They must have a minimum 1.75 GPA during their senior year. Seniors must have five or fewer behavior referrals during the course of their

senior year. Lastly, seniors eligible to attend the senior trip must have attended school during their senior year 90% or more of all school days.

SKATEBOARDS/ROLLER BLADES

For safety purposes, the riding of skateboards and roller blades is prohibited on school property.

SMOKING

In accordance with the state statutes, use of any tobacco products by students is prohibited in school buildings or on school grounds. The law also means tobacco will be forbidden at athletic events held in any city park, as the event is “under the control” of the school board. Any student using tobacco products will receive school consequences and be referred to the police.

In accordance to State Statute 48.983, possession of tobacco products by a minor is prohibited. Students found in violation of state law will be subject to confiscation of materials and referral to the police.

SNOWMOBILE POLICY

Snowmobiles will be allowed on school grounds only if they are driven on the designated trails.

Snowmobiles will be parked by the Southeast corner of the High School building, and students will enter and exit to the east. Any snowmobile crossing in the west parking lot will be reported and driving privileges will be suspended.

Students driving to school must register their snowmobiles in the office before bringing it to school, and the form must be signed by the student and their parent/guardian. If under the age of 16, a copy of the student’s snowmobile safety certificate must be attached.

STUDENT DISCIPLINE

When corrective actions taken by the classroom teacher have failed, or a school policy has been violated, there will be a disciplinary consequence. The severity of such consequence will be determined by the principal, or their designee. The consequence will be determined by the severity of the incident and that student’s previous discipline file. A discipline file for all students will be initiated upon the first discipline incident.

Students are expected to use self-discipline by limiting their actions for the good of others. A student’s behavior should not interfere with the rights and civil liberties of others.

The school administration and teachers are responsible for maintaining the school environment by taking immediate action when misbehavior occurs. We believe that good discipline results from consistent application of the rules to each person. Disobedience and misconduct will be handled through detentions, suspensions, expulsions or other consequences that clearly indicate to students that their behavior is inappropriate and unacceptable. According to state law, the teacher or school administrator shall have the same rights as a parent to control or discipline a student during the time the student is in attendance, or in transit to or from school, or while at school-sponsored functions.

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 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.

SUSPENSION

In-school suspensions will be assigned for students who have violated a provision of school policy. This will be the case only if this violation does not rise to the level of out-of-school suspension. All work missed during an in-school suspension will be allowed to be made up during this suspension or in the day which follows this in-school suspension.

Students may also be suspended out-of-school. Students who have not served their detention consequences may be out-of-school suspended.

Whether the student is suspended out-of-school or in-school is always at the discretion of the administration, not the parents or the student.

Parents may come to school at the end of the school day to get any work that was assigned to the student during that school day. The student is allowed to receive full credit for this work. A student will receive one day for each day of suspension to make up work from their period of suspension.

TORNADO DRILLS

Amery High School will have two tornado drills during April of each school year. All students and staff are required to participate in these tornado drills.

VIRTUAL PROGRAM

The School District of Amery provides a virtual program option for students. Students are able to learn on-line yet are enrolled in the Amery Public Schools. Our district seeks to provide high quality, interactive courses which meet Wisconsin and national education standards. Students who are enrolled in our virtual program may take their classes on-line; yet receive many of the benefits that come with being a student in the School District of Amery. Virtual programing is a collaborative project with CESA 11, and 25 other school districts in our area.

Why would students enroll in the Amery Virtual Program?

- Students can take their classes "any time, any place, or any pace"
- Students can take accelerated courses
- Students receive assistance from the Amery School District with technical computer assistance and advisor/teacher support
- Students can be a part of the school district while taking classes at home
- Students can make up missed credits
- Students can resolve schedule conflicts
- Students can stay current during homebound status
- Students can take expanded school curriculum offering and more

What are some of the advantages of being in the Amery Virtual Program?

- Students are members of the school district, and are therefore eligible to participate in WIAA team sports, school music/drama programs, school clubs/organizations, and school related field trips
- Students receive an accredited and high quality on-line curriculum at home without having to pay any out-of-pocket expenses.
- Students receive a school computer and an Internet stipend to be used while enrolled in the Amery Virtual Program.

WORK PERMITS

Work permits may be obtained in the district office between the hours of 8:00 a.m. and 3:30 p.m. upon presentation of:

- a letter from the employer of intent to hire
- a signed note from a parent/guardian granting student permission to be employed
- a copy of birth/baptismal certificate if the student is not enrolled at Amery High School (student records will be used for enrolled students)
- \$5.00 (processing fee)

YOUTH OPTIONS PROGRAM

The Wisconsin youth options program allows public high school juniors and seniors who meet certain requirements to take post-secondary courses at a UW institution, a Wisconsin technical college, one of the state's participating private non-profit institutions of higher education, or tribally-controlled colleges. Approved courses count toward high school graduation and college credit.

Under youth options, a student does not pay for a college course if the school board determines the course qualifies for high school credit, and is not comparable to a course already offered in the school district. If approved by the school board, the student can receive both high school and college credit upon successful completion of the course. A student who successfully completes their high school graduation requirements earns a high school diploma regardless of whether the requirements were met while attending a high school or college.

The School District of Amery will honor requests of prospective Youth Options students if they have met the following criteria:

*** These provisions apply to only technical school applicants

*** University Wisconsin and private school applicants do not have to meet these criteria

- ❖ The student must be a student enrolled in the School District of Amery
- ❖ The student must have a minimum 2.0 cumulative grade point average
- ❖ The student must have a minimum of 90% attendance in their period of time enrolled at Amery High School
- ❖ The student may not have been suspended or expelled within the last two school years

These provisions may be waived for any candidate with the explicit permission of Amery High School administration, district administration, or the Board of Education.

Youth options may not be requested for classes which are offered as courses at Amery High School.

To apply for youth options in the first semester of the school year the application request must be in to the high school office by March 1st of the previous school year.

To apply for youth options in the second semester of the school year the application request must be in to the high school office by October 1st of the that school year.