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WELCOME!

On behalf of the faculty and staff at Fort Atkinson High School, we welcome each of you to a new and exciting school year! The many opportunities that exist at F.A.H.S. will allow you to gain valuable knowledge, skills and experiences upon which you may build a bright future. Please take your high school education seriously as it will have a lasting influence on the rest of your life. The school staff looks forward to working together with students, their families and members of the community to provide the highest quality educational opportunities to all of our students. This handbook is designed to help students and their families understand the overall educational program and policies, which govern the operation of Fort Atkinson High School. Its contents in combination with those of the Code of Conduct detail important expectations, policies, and services that will assist and guide students during your high school experience. Therefore, it is essential that you make yourself familiar with this handbook and the Code of Conduct. Please take the time to read each of these documents. If at any time you have questions regarding the information provided, please do not hesitate to call us or other staff members so we may assist you. A student's high school experience should truly represent some of the very best years of life and we intend to make the high school experience just that! We look forward to working with you to make your high school years meaningful and fulfilling for you and all of our students. Best wishes!

Leigh Ann Scheuerell

Principal

Jeff Dye

Associate Principal

Adam Rousseau

Associate Principal

Steve Mahoney

Athletic Director

FORT ATKINSON HIGH SCHOOL INFO

PHONE: (920) 563-7811

FAX: (920) 563-7810

Pupil Services FAX (920) 563-1592



HIGH SCHOOL PHILOSOPHY

The philosophy of Fort Atkinson High School is rooted in the premise that the school should provide an environment for intellectual development and mental maturation, social interactions, and physical development. These responsibilities are met by providing curricula designed to develop the cognitive domain, social interactions in and out of the classroom to promote the affective domain, and vocational and physical education courses utilizing the psycho-motor domain.

More specifically, the school accepts the following responsibilities:

- to provide an appropriate education for every student;
- to provide each student with an opportunity to explore individual talents, capabilities and interests;
- to establish a program of education that will enable every student to develop individual potential;
- to teach every student the essential and desirable elements of cultural heritage so that each is able to understand and relate to the world environment;
- to help the student effectively organize and understand knowledge for practical application;
- to guide the development of personality so that the individual will exemplify those behavioral traits that are essential for successful living in a social group;
- to share with other institutions the guidance of each student in the acquisition and formulation of a valid system of values;
- to inculcate in each student the understanding of social traditions, historical events and democratic beliefs of the American people;
- to provide learning experiences that will prepare the student to live in a changing society;
- to establish patterns of discriminative learning which will encourage students to continue learning beyond graduation

Recognizing that the school reflects the community, the school staff believe that working cooperatively and effectively with the community will encourage understanding and mutual respect. Toward that end the community is invited to take part in opportunities to make their desires and influences felt in the determination and planning of school policies and procedures and thereby bring the school into a closer working relationship with the community it serves

Vision

Achieving distinction in all we do

GUIDING PRINCIPLES

The School District of Fort Atkinson acknowledges parameters and guidelines we work within. We are held accountable both from external entities as well as the highest standards of educational operations. These represent the cornerstones of our organization and facilitate key functionality and purpose. These principles ensure stability. Vigilance to these expectations creates the foundation for our district's viability and success

Mission

Cultivate an inclusive high-performing culture of growth and community

ACADEMIC ACCOUNTABILITY	FEDERAL & STATE ACCOUNTABILITY
<p>The district is results-focused ensuring all students are career, college, and life-ready upon graduation based on the WI State Standards in all content areas.</p> <p>We are accountable to and for all learners in both achievement and growth.</p>	<p>Our operations and services align to and abide by Federal laws, guidelines, and requirements.</p> <p>Our programming is comprehensive in meeting DPI requirements and exceeds State of Wisconsin expectations for course offerings and instructional time.</p>
FISCAL RESPONSIBILITY	PHYSICAL AND TECHNICAL SAFETY
<p>Our comprehensive budget process engages all stakeholders based on best practice in school budgeting to support academic and finance collaboration and best align resources to desired student outcomes.</p> <p>The budget process is a plan, a tool for transparency, and a structure for ensuring fiscal accountability.</p>	<p>Through a proactive and comprehensive safety program, we cultivate and maintain a climate of physical safety and emotional well-being for students and staff.</p> <p>We will protect our student's privacy and online presence through technical safeguards, digital citizenship education, and contractual expectations with partner organizations.</p>
COMMUNITY AND STAKEHOLDER ENGAGEMENT	INVESTMENT IN PHYSICAL AND HUMAN CAPITAL
<p>We develop and maintain community partnerships to enrich and expand educational opportunities and build community interdependence.</p> <p>We collaborate with partners to make our community a great place to live, learn, work, and play and contribute to the use and development of community resources.</p>	<p>Recognizing that facilities are integral to our success, we show pride and stewardship for district buildings, equipment, and grounds.</p> <p>We utilize best practices in human resources informed by data to leverage our largest and best resource – our people.</p> <p>Highly qualified staff is a priority supported by professional learning and evolving recruitment and retention strategies.</p>

DISTRICT BELIEFS

Our beliefs define who we choose to be as a school district and larger community. They are perspectives we regard and core values and beliefs that define and distinguish us. These represent all facets of our organization and characterize our highest organizational priorities. They represent a level of quality and attainment to which we hold ourselves accountable. Beliefs evolve and grow as we face current realities, understand challenges and embrace opportunities. These statements capture where we are at this time and serve as a foundation for the results we desire to achieve in this strategic plan.

TEACHING & LEARNING	
<p>Comprehensive programming with competitive offerings distinguishes our district and ensures our graduates are career, college, and life-ready.</p> <p>Academic success for all learners defined by multiple measures for achievement and growth is key to our results-based culture. Our instruction is student-centered and utilizes research-based, best practices to maximize learning.</p> <p>We embrace equitable practices and recognize the role of education in advancing our societal responsibility for kindness, compassion, empathy, and opportunity.</p>	<p>We provide systems of support to meet the academic needs of all learners ensuring every learner has access to educational resources and rigor they need.</p> <p>We optimize robust technical systems, services, and infrastructure to leverage and spark curiosity, enhance learning and develop digital citizens.</p> <p>We celebrate and spotlight our learners and show pride in our academic and extra-curricular programming.</p> <p>Continuous improvement and organizational growth are achieved through data analysis, responsive planning, and collaborative goal setting.</p>

SOCIAL-EMOTIONAL LEARNING	COMMUNITY & LIFELONG LEARNING	LEVERAGING RESOURCES for STUDENT SUCCESS
<p>We honor the inherent value and worth of all people and celebrate diversity in identities and perspectives.</p> <p>Our schools are welcoming and safe environments recognizing the importance of positive school culture, emotional and physical safety, and well-being.</p> <p>Learner-centered, whole-child education ensures social-emotional learning is integrated within authentic learning experiences.</p> <p>Strong partnerships and engagement with our families are essential to ensuring social and emotional systems of support for our learners.</p>	<p>Our students engage with the community to experience the impact of citizenship.</p> <p>Our graduates understand the importance of being active, contributing community members, and responsible and civically-engaged citizens.</p> <p>Our programming is responsive to local and global needs by nurturing and valuing all career pathways.</p> <p>Critical thinking, problem-solving, interpersonal skills, and responsibility are key life skills we foster in our graduates.</p> <p>Strong business partnerships and relationships with all stakeholders are key to supporting our local economy and community viability.</p>	<p>Students are the highest priority in all fiscal decisions to leverage funds and maximize student success.</p> <p>Investing in our human capital is key to realizing our mission and vision.</p> <p>Transparency of funds management and shared understanding of funds allocation is achieved through opportunities for engagement throughout the budgeting process.</p> <p>The community's investment in our schools and facilities show pride in our partnerships and shared fiscal interdependence.</p> <p>Integrating environmentally-conscious practices demonstrates sound fiscal management and environmental sustainability within our local and global community.</p>

DIRECTORY

SCHOOLBOARD

President.....	Kory Knickrehm
Vice President.....	Amy Reynolds
Treasurer.....	Rhona Buchta
Clerk.....	Robynn Selle
Member.....	Chris Rogers

** Complete the following e-mail addresses with: @fortschools.org

CENTRAL ADMINISTRATION	PHONE NUMBER	E-MAIL
Dr. Robert Abbot, <i>Superintendent</i>	(920) 563-7807.....	abbotr
Jason Demerath, <i>Dir. of Business Services</i>	(920) 563-7800.....	demerathj
Christina Oswald, <i>School Nutrition Director/Kitchen</i>	(920) 563-7811 x1159.....	oswaldc
Amy Oakley, <i>Director of Instruction</i>	(920) 563-7802.....	oakleya
Josh Carter, <i>Director of Buildings and Grounds</i>	(920) 563-7808.....	carterj
DJ Scullin, <i>Director of Technology</i>	(920)563-7813.....	scullind
Allison Mertens, <i>School Nurse</i>	(920) 563-7805.....	mertensa
Lisa Hollenberger, <i>Director of Special Education</i>	(920) 563-7804.....	hollenbergerl
Mandy Harper, <i>Director of Human Resources</i>	(920) 563-7819.....	harpera
Marissa Weidenfeller, <i>Director of Communications</i>	(920) 563- 7851.....	weidenfellermk

BUILDING ADMINISTRATION	EXTENSION	E-MAIL
Leigh Ann Scheuerell, <i>Principal</i>	1103.....	scheuerelll
Jeff Dye, <i>Associate Principal (A-K)</i>	1105.....	dyej
Adam Rosseau, <i>Associate Principal (L-Z)</i>	1107.....	rousseaua
Steve Mahoney, <i>Athletic Director</i>	1104.....	mahoneys

OFFICE STAFF

Kim Brock, <i>Attendance Secretary</i>	1106.....	brockk
Laurie Gilson <i>Pupil Services Secretary</i>	1143.....	gilsonl
Jamie Knutson, <i>Administrative Assistant</i>	1101.....	knutsonj
Miranda Cottrell, <i>AD Secretary</i>	1100.....	cottrellm
Kaycee Grischow, <i>Secretary</i>	1111.....	grischowk

STAFF

Samantha Ahler, <i>School Counselor</i>	1149.....	ahlers
Rebecca Behling, <i>World Language-Spanish</i>	2004.....	behlingr
Officer Ben Boeve, <i>Police School Liaison</i>	1150.....	boevEb
Brian Bosch, <i>Business Education/Phy Ed</i>	2040.....	boschb

Rachel Breyer, <i>Special Education</i>	2065.....	breyerr
William Calloway, <i>Inst. Music, Orchestra</i>	1122.....	callowayw
Todd Carter, <i>Social Studies</i>	2024.....	cartert
Elizabeth Colver, <i>Health</i>	2035.....	colvere
Nathan Daniels, <i>Business Education</i>	2036.....	danielsn
Mike DeRubeis, <i>Physical Education</i>	1191.....	derubeism
Kevin Duncan, <i>Family & Consumer Ed</i>	1198.....	duncank
Erin Ehler, <i>Special Education</i>	2045.....	ehlere
Nathan Feeney, <i>English</i>	2016.....	feeneyn
Andrea Feutz, <i>Social Studies</i>	2023.....	feutza
Katie Field, <i>Math</i>	2051.....	fieldk
Steven Fietz, <i>Technology Ed, Auto</i>	1177.....	fietzs
Justin Frey, <i>Science</i>	1125.....	freyj
Nick Hamele, <i>Science</i>	1134.....	hamelen
Nicole Hampton, <i>Special Education</i>	2046.....	hamptonn
Dan Hansen, <i>English</i>	2054.....	hansend
Pat Hatlen, <i>Social Studies</i>	2028.....	hatlenp
Todd Heritage, <i>Tech Ed</i>	1176.....	heritaget
Mike Hintz, <i>Physical Education</i>	1591.....	hintzm
Rebecca Haefner, <i>IMC Specialist</i>	1153.....	haefnerr
Erica Kaphengst, <i>Math</i>	TBD.....	kaphengste
Kendra Kapitz, <i>School Psychologist</i>	1148.....	kapitzk
Casey Klein, <i>Math</i>	2054.....	kleinc
Frank Korb, <i>Art</i>	1168.....	korbf
Amy Kornowski, <i>Science</i>	1131.....	kornowskia
Aaron Kreamsreiter, <i>Science</i>	1132.....	kreamsreitera
Deborah Lemke, <i>World Language-French</i>	2003.....	lemked
Dana Linde, <i>English</i>	2008.....	linded
Shannon Lynon, <i>Agriculture</i>	1142.....	lyons
Atticus Maasz, <i>English</i>	2017.....	maasz
Susanne Maroske, <i>World Language-German</i>	2007.....	maroskes
Abigail McCallum, <i>Math</i>	2055.....	mccalluma
Leah McKelvey- <i>Family & Consumer Ed</i>	1197.....	mckelveyl
Allison Mertens, <i>School Nurse</i>	1100.....	mertensa
Madison Minks, <i>Math</i>	2055.....	minksm

Andrea Moser, <i>English</i>	2017.....	mosera
Nicholas Nelson, <i>Special Education</i>	2058.....	nelsonn
Julie Newbury, <i>English</i>	2018.....	newburyj
Matt Noll, <i>Crossroads</i>	6147.....	nollm
Allison Parsons, <i>Agriculture</i>	1139.....	parsonsa
Jessica Penfield-Cruz, <i>World Language</i>	2006.....	penfieldcruzj
Mark Peterson, <i>Special Education</i>	2030.....	pertersonm
Trina Portugal, <i>Social Studies</i>	2025.....	portugalt
Nathan Pyka, <i>Special Education</i>	2043.....	pykan
Kaitlin Ripley, <i>Science</i>	1137.....	ripleyk
Tyler Sarbacker, <i>Computer Science</i>	2052.....	sarbackert
Josh Schenck, <i>English</i>	2012.....	schenckj
Marica Schueller, <i>Speech/Language</i>	1185.....	schuellerm
Dennis Schwedrsky, <i>Social Studies</i>	2026.....	schwedrskyd
Kyla Sinde, <i>Special Education</i>	1188.....	sindek
Kiah Snow, <i>Vocal Music</i>	1119.....	snowk
Justin Steger, <i>Instrumental Music</i>	1120.....	stegerj
Mike Stricker, <i>Tech Ed</i>	1180.....	strickerm
Laurie Strom, <i>School Counselor</i>	1146.....	stroml
Tony Swantz, <i>Social Studies</i>	2020.....	swantza
Angie Szabo, <i>Art</i>	1169.....	szaboa
Samantha Tres, <i>Science</i>	1133.....	tress
Andrew Tubbs, <i>English</i>	2015.....	tubbsa
Katie Utphall, <i>School Counselor</i>	1145.....	utphalk
Brittany Vils, <i>Science</i>	1138.....	vilsb
Lori Warren, <i>World Language-Spanish</i>	2005.....	warrenl
Cody Watson, <i>Technology Education</i>	1171.....	watsonc
Christine Wesling, <i>Family & Consumer Ed</i>	1115.....	weslingc
Catherine Wilson, <i>English Language Learner</i>	2040.....	wilsconc
Jaysen Yoder, <i>Social Studies</i>	2027.....	yoderj
Brian Zachgo <i>Science</i>	1130.....	zachgob
Jenna Zangl, <i>Social Worker</i>	1102.....	zanglj
Mike Zolecki, <i>Business Education</i>	2037.....	zoleckim

FORT ATKINSON HIGH SCHOOL

2022 - 2023 SCHOOL CALENDAR

[NOTE - SUBJECT TO CHANGE - CHECK WWW.FORTSCHOOLS.ORG FOR MOST ACCURATE DATES]

Thursday, Sept. 1.....	First Day for Freshmen Only – Link Crew Orientation
Friday, Sept 2.....	First Day of Classes for All Students
Monday, Sept .5.....	Labor Day – NO SCHOOL
Monday Sep. 19.....	Early Release
Friday, Sept. 30.....	FB Homecoming 7:00 pm
Saturday, Oct. 1.....	Homecoming Dance 8:00 pm
Monday Oct. 17.....	Early Release
Wednesday Oct. 26.....	Last Day of Quarter 1
Thursday Oct. 27.....	NO SCHOOL-Records Day
Friday Oct 28.....	NO SCHOOL-Fall Break
Monday, Oct. 31.....	2 nd Quarter Begins
Monday Nov.14.....	Early Release
Thursday Nov. 17 th -Sunday Nov. 20th.....	Fall Musical
Wednesday, Thursday, and Friday, Nov. 23-25.....	Thanksgiving Recess – NO SCHOOL
Friday, Dec. 23 – Monday, Jan 2nd.....	Winter Recess – NO SCHOOL
Tuesday Jan. 3.....	Classes Resume
Thursday, Jan. 19.....	End of First Semester
Friday, Jan. 20.....	No School-Records Day
Monday, Jan. 23.....	3 rd Quarter Begins
Monday Jan. 30.....	Early Release
Thursday, Feb. 2.....	Course Selection 2-4:30pm
Monday Feb. 6.....	Course Selection Program, 4:30 – 7:30 pm
Friday, Feb. 10and Saturday, Feb. 11.....	Show Choir Invite
Monday Feb. 20.....	Early Release
Monday, Mar. 6.....	FFA Banquet
Tuesday, Mar. 7.....	11 th Grade ACT Test-Juniors Only Attend
Sunday, March 12.....	Academic Awards Banquet
Monday March 13.....	Early Release
Tuesday, Mar. 21.....	9 th and 10 th grade Pre-ACT Secure
Thursday, March 23.....	Last Day of Quarter 3
Friday, March 24.....	NO SCHOOL Students - Certified Staff iRecords Day
Monday, March 27 – Friday, March 31.....	Spring Recess
Monday, April 3rd.....	First Day of Quarter 4
Monday, April 4-May 4.....	9 th and 10 th Grade ACT Aspire Testing Window
Monday April 17.....	Early Release

Wednesday, April 19.....	Senior Portfolios Due
Saturday, April 29.....	Prom 8:00pm
Monday, May 1 - Friday, May 5.....	AP Exams
Monday, May 8– Friday, May 12.....	AP Exams
Monday May 15.....	Early Release
Wednesday, May 17.....	Senior Portfolio Interviews
Wednesday, May 17.....	Senior Scholarship Program 6:30pm
Friday, May 26.....	Rock Day
Wednesday, May 24.....	Senior Breakfast/Senior Class Trip
Monday, May 29.....	Memorial Day – NO SCHOOL
Wednesday, May 31.....	Spring Athletic Awards Ceremony, 6:30pm
Thursday, June 8.....	Noon Dismissal-Last Day of Classes/End Semester 2
Sunday, June 4.....	Graduation
Tuesday, June 20.....	Summer School Begins (tentative)
Thursday, July 20.....	Summer School Ends

NOTICE OF NON-DISCRIMINATION POLICY

The Board of the School District of Fort Atkinson is committed to providing an equal educational opportunity for all students in the district and does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (“Protected Classes”) in any of its student programs and activities. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. ([Policy 2260](#), [Policy 2266](#))

Inquiries related to Federal and State laws and regulations, including Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended) should be directed to the District’s Compliance Officers (COs), Mandy Harper, Director of Human Resources; Jason Demerath, Director of Business Services; or Lisa Hollenberger, Director of Special Education and Pupil Services at 920-563-7800 or 201 Park St., Fort Atkinson, WI 53538. For information regarding the complaint process please reference [Policy 2260](#), [Policy 2266](#).

LaNOTA DE la NORMA de NO DISCRIMINACION

La Junta del Distrito Escolar de Fort Atkinson se compromete a brindar igualdad de oportunidades educativas a todos los estudiantes del Distrito y no discrimina por motivos de raza, color, religión, nacionalidad, ascendencia, credo, embarazo, estado civil, paternidad estado, orientación sexual, sexo (incluido el estado transgénero, cambio de sexo o identidad de género) o discapacidad física, mental, emocional o de aprendizaje (“Clases protegidas”) en cualquiera de sus programas y actividades estudiantiles. La Junta se compromete a mantener un entorno educativo y laboral libre de discriminación por motivos de sexo, incluido el acoso sexual. (Política 2260, Política 2266)

Consultas relacionadas con leyes y reglamentos federales y estatales, incluido el Título II de la Ley de Estadounidenses con Discapacidades (según enmendada), el Título VI y VII de la Ley de Derechos Civiles de 1964, el Título IX de la Ley de Enmienda de Educación de 1972, la La Ley de Rehabilitación de 1973 (según enmendada) debe dirigirse a los Oficiales de Cumplimiento del Distrito (C0), Mandy Harper, Directora de Recursos Humanos; Jason Demerath, director de servicios comerciales; o Lisa Hollenberger, Directora de Educación Especial y Servicios Estudiantiles al 920-563-7800 o 201 Park St., Fort Atkinson, WI 53538. Para obtener información sobre el proceso de quejas, consulte la Política 2260, Política 2266.

ACADEMIC LETTER AWARDS

Based on each semester grading period, students will be eligible to earn an academic letter. All full-time students earning a semester Grade Point Average (GPA) of 3.0 to 3.49 while carrying at least 2 1/2 credits in that semester will earn an Academic Letter. Those students earning a semester GPA of 3.5 to 3.84 will earn the Fort Letter with a gold bar. Those students earning a semester GPA of 3.85 to 4.0 will earn the Fort Letter with a gold star. A letter may be earned only once in a student's high school career, but the gold star or bar can be earned repeatedly. In addition, all academic award winners will also receive a certificate noting their achievement. Awards will be presented at the Academic Ceremony and Reception. This is a special way for students and families to celebrate the commitment of a student who is dedicated to doing well academically in school. The Academic Awards Program is one more way that Fort Atkinson High School shows what is important in our school — students doing their best academically!

ACTIVITY PERIOD

On each day of the week, the time immediately after 5th block is set aside as an Activity Period. During this time faculty members are available in their rooms to tutor students, meet with parents, and advise organization meetings. **No athletic practices are to begin until after the Activities Period ends at 3:30 p.m.**

ADMINISTRATION OF MEDICATION TO STUDENTS

Medications should be administered at home whenever possible. If it is necessary for a student to take any medication (prescription/over-the counter), this shall be done in accordance with district guidelines. It is the responsibility of the parent(s)/guardian(s) to complete an "Administering Medications to Students" form. All medications MUST be brought to school and kept in their original bottles.

ADVANCE NOTICE OF ABSENCE

On some occasions a student will know in advance if they will be absent from school on some particular day or days. Prior to their absence, students must turn in to the attendance office a predetermined Absence form signed by parent/guardian, teachers, and administration. Students are responsible for all make-up work. Such work should be completed prior to the absence whenever possible.

ADVANCED PLACEMENT TESTS

Advanced Placement (AP) testing opportunities exist in many subject areas. Any student can take an AP examination regardless if the student has been enrolled in an AP course, however, those enrolled in an AP class are required to take the exam unless prior approval is given from the high school principal. AP examinations occur in May at various locations in the state. Students and/or parents/guardians must incur the costs for these examinations, any necessary transportation needs, and notifying the attendance office of any absences from the school day because of the exam.

AGE OF MAJORITY

Students 18 years of age or older may obtain Age of Majority status with written permission from their parents/guardians and an administrator. A form is available in the attendance office. The school may deny any request for majority status. School officials may also revoke Age of Majority status for any violations or misuse of the privilege. It is the school's policy to continue to contact a parent/guardian if school is missed. All attendance policies and laws are in effect even after the Age of Majority is on file at school. Students with an "Age of Majority" form on file are still only allowed five absences per semester and these absences are **shared** with their parent or guardian. Upperclassmen may accumulate "hours" for time that goes beyond the allowed absences for the semester and/or not making up the detention times set forth. Hours must be made up before the student may participate in extracurricular activities including, but not limited to, field trips, sporting events, concerts, dances and/or graduation ceremony.

ANNOUNCEMENTS

Announcements are made over the public address system. An announcement written by a student must be signed by the advisor before being read. Students should listen carefully to the daily announcements for all current information about school affairs. All daily announcements are posted on the school's website at www.fortschools.org/hs. Any student who wishes to post a notice of any kind outside a classroom must first have it approved by an administrator. Unauthorized postings will be removed.

ARTICULATION/DUAL CREDIT AGREEMENT

Fort Atkinson High School is continually investigating articulation agreements with Madison College (MATC) and with other post-secondary institutions. Students should check with teachers in the Technology Ed., Business Information and Technology, Science, or Family and Consumer Ed. departments for possibilities, which may exist during a given school year. The agreement may allow students to progress more rapidly through a diploma or degree program and receive instruction at the level most beneficial to them.

ASSEMBLIES

Assemblies are a part of the curriculum and as such are designed to be educational as well as

entertaining experiences. **Students are required to be in attendance at all assemblies of any kind.** They provide an opportunity in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful. If any student has questions regarding an assembly, please see one of the school administrators.

ASSESSMENT & GRADE REPORTING

Letter Grade Assigned		Associated Percentage Range
A	A	100% - 93%
	A-	92% - 90%
B	B+	89% - 87%
	B	86% - 83%
	B-	82% - 80%
C	C+	79% - 77%
	C	76% - 73%
	C-	72% - 70%
D	D+	69% - 67%
	D	66% - 63%
	D-	62% - 60%
F	F	59% and below
*NP	Non proficient	50%
*NE	No Evidence	0%

Fort Atkinson High School continues to work very hard to implement researched-based, contemporary assessment practices that best support our students' learning. Through assessment it is our goal to gain a clear understanding of what the student has learned as a means to offer additional instruction to support further learning. Student grades are a means to provide feedback about a student's progress. Progress grades are provided at the end of 1st and 3rd quarters. These grades are not part of the student's transcript. Formal transcript grades are issued at the end of each semester. Grades are assigned based upon evidence and depth of student learning toward identified standards.

*NP (Non proficient)- reflects quality attempt to the assignment or assessment that does not exceed 50% assessed value.

* NE (No Evidence) – A standards-based grading system requires evidence of learning for each standard. As such the indication **NE** (No Evidence) is being used in teacher grade books and it receives zero credit.

Our goal is to have students focus on learning. Grades represent student learning, not an accumulation of points. Extra credit will only be allowed when it relates directly to a learning objective and represents a higher level of learning. Late work will be accepted up until the time of the summative/unit/chapter test. Additional time may be provided at the discretion of the teacher, but not longer than the semester grading period. Grades given will not include attendance. Although a student's presence in class will obviously have ramifications upon their ability to learn targeted material, the lack of attendance will be monitored and appropriate consequences will be issued through a means other than grading.

ATTENDANCE

Attendance and academic performance are closely related. All students are expected to attend school regularly and to be on time for all classes in order to benefit more fully from the instructional program. The district attendance policies are designed to develop students' punctuality, self-discipline, and responsibility; and to meet the requirements of the state attendance laws. School is the primary occupation of students, and, as in any occupation, attendance is expected. Please review the attendance policy below.

ABSENCES

Up to 10 absences are allowable each school year. These include student absences due to illness without a written doctor's excuse, vacation days, appointments, etc. and all count toward the limited amount of absences when determining habitual truancy (10 Excused days per school year).

TRUANCY/HABITUAL TRUANCY

According to Wisconsin Act 239, habitual truancy is defined as: "a pupil who is absent from school, without an acceptable excuse, for part or all of 10 or more days on which school is held during a school year." The school attendance office shall notify the parent or guardian of a student who is a habitual truant in accordance with Wisconsin Act 239. The courts hold parents responsible for their children's attendance. If their child is found to be habitually truant, parents may receive a penalty including a \$500 fine, up to 30 days imprisonment, or both.

Any student who meets the legal definition of "habitual truant" and continues a pattern of non-attendance will be subject to the following procedures:

1. Formal notice is sent to parents/legal guardians informing them of their child's status as a habitual truant and requesting their presence at a school meeting.
2. A meeting is requested to inform parents/legal guardians of the habitual truancy laws and procedures.
3. A citation referral will be forwarded to the high school police liaison officer, at which point a ticket including fine and/or court appearance may be requested.
4. Referral to Jefferson County Human Services will be completed upon continued habitual truancy.

EXCUSED ABSENCES

If a student needs to be absent from school, a parent/guardian MUST call the high school attendance office prior to the start of the school day (563-7811 ext. 1106). Voice mail is available to receive calls at any time. The following reasons may be considered excused absences, however, according to State Law, the School Administration shall make the final determination regarding excused and unexcused absences:

1. Illness
2. Death in the Family
3. Family Emergency
4. Required Court Appearances
5. Extreme Weather Conditions
6. Recognized Religious Services
7. Any Advance Absence Approved by the Administration
8. In-School & Out-of-School Suspensions.

Students have two school days to provide an excuse for an absence. Students failing to provide an acceptable excuse after two days will be considered truant.

UNEXCUSED ABSENCES (TRUANCIES)

If a student's absence is unexcused, he/she may be assigned detention(s) and/or an in-school suspension, and may receive a zero for all work he/she has missed. **Having unexcused absences may also prevent a student from participating/attending school functions and/or events.** The following are examples of absences considered unexcused (truancies):

1. "Cutting" classes, study halls, or homerooms.
2. Trips or advance absences not approved in advance by the associate principal.
3. Gainful employment not affiliated with a school-sponsored program.
4. Over-sleeping.
5. "Cutting" classes to work on other class assignments (i.e., working on a car, studying for an exam in another class, etc.)
6. Shopping.
7. Leaving the building during the school day without signing out in the attendance office.
8. Car trouble.

STUDENT ATHLETES/UNEXCUSED ABSENCES

Student athletes receiving an unexcused absence for an entire school day or any part of a school day (e.g. one class period, etc.) will not be permitted to practice or compete on

that day. If this violation is not reported to the coach until after the fact, then the suspension is to be served on the date that this infraction is received by the coach.

COMPULSORY SCHOOL ATTENDANCE

WISCONSIN STATUTE 118.15, 118.153, 118.16, 118.62

Any person having under control a child who is between the ages of six (6) and eighteen (18) years shall cause the child to attend school regularly during the full period and hours that the public or private school in which the child should be enrolled is in session until the end of the school term quarter or semester of the school year in which the child becomes eighteen (18) years of age. Students at the age of 18 may have an "Age of Majority" form on file that must be signed by a parent or guardian and approved by administration. Students who have an "Age of Majority" on file are still only allowed 5 absences per semester and all rights for excusal are shared with their parents or guardians. Modifications of this policy as cited in Wisconsin 118.15 requires the prior approval of the Board of Education.

ATTENDANCE PLAN

Fort Atkinson High School reserves the right to implement an attendance plan for students who have an excessive number of excused absences, typically in excess of ten. The plan may be implemented under Wisconsin Statute 118.15(3)(a) and may include verification of all absences by medical professionals, court or legal officials, or others as approved by the school. Wisconsin Act 239 allows a parent or guardian to excuse a child from school prior to an absence. A child may NOT be excused, under this provision for more than 10 days in a school year.

AUDITING A CLASS

Auditing is employed for the purpose of obtaining the necessary background or skills necessary to progress in a sequence of study. Auditing involves repeating a semester of a course one has previously taken and received credit. Therefore, credit is not issued a second time for a repeat course. The grade is posted as a separate and new entry to the transcript and is calculated into the student's semester and cumulative grade point average. The original grade remains and is also calculated into the cumulative GPA. Audit requests need to be made prior to the start of a semester or within the first five days of a semester. Any other situations would need principal approval.

BEVERAGES, CANDY, AND SNACKS

1. All food and beverages are to be consumed in the commons only.
2. Beverages other than water are to be consumed only in the commons.
3. Opened containers will not be allowed in any other areas of the school building and will be confiscated when found.
4. Containers must be disposed of in proper receptacles

BUS REGULATIONS

Full cooperation regarding the following rules is needed at all times to maintain safe, dependable bus service that is a credit to both the school and community:

1. The student must be on time for their morning and afternoon bus pick-ups. The bus cannot wait. Designated routes are provided for each student to avoid overcrowding. Students are expected to ride assigned buses.
2. The student should be careful in approaching bus stops and should walk on the left side of the road toward oncoming traffic. If it is necessary for the student to cross the road after they leave the bus, the student should always wait for a signal from the driver and then cross in front of the bus.
3. Standing in the bus is not allowed. The student must remain seated while the bus is in motion. When the bus reaches its destination, the student should wait their turn while the bus empties from front to back, then rise and exit.
4. The emergency door should be opened only in case of emergency.
5. Smoking, alcoholic beverages, or drugs are not tolerated on any school bus at any time.
6. The student is expected to conduct themselves properly at all times and treat the driver and other passengers with courtesy and respect. Loud talking or unnecessary confusion diverts the driver's attention and endangers the safety of the bus and its occupants.
7. Students are liable for any damage done to the seats or other equipment by their misbehavior.
8. While the student is in the care of the bus driver, the bus driver is in complete authority; the student should obey promptly. The driver is instructed to assign seats in the bus if they deem it advisable, to refuse morning pick-up to a student who has violated a bus rule on the trip home from school the previous day, and to bring a student who violates a bus rule on the trip to school in the morning directly to the office. Parents of a student who has violated a bus rule are notified by the school, and the student is not permitted to ride a school bus until reinstated by the high school principal or the associate principal.
9. Continued violations of bus rules may result in permanent removal from the bus. Transportation to/from the school shall then be the responsibility of the parent and/or guardian.
10. Questions about bus routes, pick-up times, etc. should be directed to the bus company itself (Double Three Transportation, 920-563-3652).

CARE OF THE CAMPUS

Students will be responsible for paying for the materials and/or labor necessary to replace or repair damages or loss the student caused.

CASES NOT COVERED BY SPECIFIC RULES

It is understood that the rules contained in this handbook are not all-inclusive. The administration

and staff may take such action as is necessary and not forbidden by law to insure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which affects the safety and welfare of students either individually or collectively, regardless of the existence or non-existence of a rule covering the offense. School rules apply to all students enrolled regardless of their age.

CELL PHONE/ELECTRONIC COMMUNICATION DEVICE USE

Electronic communication device use including but not limited to cell phones, headphones (i.e. earbuds/airpods), laptops, tablets, and cameras. Devices may be used during lunch, passing times, before/after school, and in study hall. Electronic communication devices may not be used during assemblies and/or presentations. Devices may not be used during learning time unless an exception has been made by the classroom teacher. **Students are to adhere to the classroom guidelines established by each teacher for use of cell phones and other electronic devices.**

Student usage of personal electronic devices in the classroom must:

1. Enhance the educational process of the school district.
2. Respect the rights of others at school.
3. Operate within legal and acceptable school conduct at all times including not disrupting the health and safety of all students and staff.

CHANGE

Change for no more than a five-dollar bill may be obtained in the main office before and after school only.

CHANGE OF ADDRESS, ETC.

Inform the office if you change your address, telephone number, or any other basic or emergency number. If you move out of the school district at any time, including the summer, advise the school immediately.

CLASS LOAD

Each student is required to carry a minimum of 6 credits per year. It is recommended that Freshmen not exceed 7 credits during the first year. The maximum possible in a year is 8 credits, given the availability of courses within the master schedule.

CLASSROOM EXPECTATIONS

During the first week of a class, all teachers will provide their students access to classroom expectations, course standards, and grading policy.

CLASSROOM MATERIALS

All students are expected to report to classes ready to learn. This means students are responsible for having the basic necessities (pens, pencils, paper, etc.) for participation in the learning process.

It is not the teacher's responsibility to provide students with these materials.

CLOSING SCHOOLS DURING INCLEMENT WEATHER

Each winter the District Administrator is faced with decisions regarding the closing of school because of storms. We try to operate as usual except in extremely stormy weather. In cases where we operate for those who are able to attend, the parents will have to decide if students are to attend school or stay home and whether they should or should not ride the bus. We ask parents to make this determination because we do not want them to believe that school officials are forcing attendance under questionable conditions. If the school is to be closed, the school district will use an automated messaging system that will contact you through the emergency number you provide at registration. Additionally, radio and TV stations will be notified prior to 7:00 a.m. and will be asked to announce such information periodically throughout the morning. We request that parents and students refrain from calling the school on stormy mornings as our telephone lines must remain free for conferences and other emergency communications.

CODE OF CONDUCT DISCIPLINE CHART

Most disciplinary offenses fall into the categories in this chart. The "Minimum Action" listed is not necessarily for a "first offense". "Detentions" include lunch, after school and/or Saturday detentions. "Suspension" refers to both in-school, where it is served in the Alternative Learning Center ("ALC"), and/or out of school ("OSS") suspension. Appropriate action in all cases is at the discretion of the administrators, and in accordance with state and federal laws.

MISCONDUCT	DESCRIPTION	DISCIPLINE OPTIONS
Abuse of Driving or Parking Privileges	<ul style="list-style-type: none"> ▪ Improper/reckless driving/speeding ▪ Parking in other than student assigned spaces ▪ Leaving campus without permission ▪ Taking truant students off campus ▪ Illegal parking ▪ Parking without permit 	<ul style="list-style-type: none"> ▪ Warning ▪ Suspension or revocation of parking privileges ▪ Parental contact ▪ Police Referral
Bathroom Usage Bathrooms are for designated use in a timely manner only.	<ul style="list-style-type: none"> ● Loitering by self or with others ● Multiple persons in one stall 	<ul style="list-style-type: none"> ● Warning ● Parent contact ● Detention ● Search of self and personal property ● Suspension
Bus Conduct	<ul style="list-style-type: none"> ▪Disrespect toward Driver ▪Misconduct 	<ul style="list-style-type: none"> ▪Warning ▪Detention(s)

	<ul style="list-style-type: none"> ▪ Yelling, screaming, or cursing ▪ Standing while bus is in motion ▪ Putting body parts or objects out of the window 	<ul style="list-style-type: none"> ▪ Parental contact ▪ Suspension from bus ▪ School Suspension
Cell Phones and Other Electronic Communication Devices	<ul style="list-style-type: none"> ▪ Non-school use during instructional time ▪ Refusal to put away device at teacher or administrator request ▪ Sending, receiving, and possessing inappropriate images and material ▪ Use of a device to harass, bully, or intimidate students or staff 	<ul style="list-style-type: none"> ▪ Warning ▪ Confiscation ▪ Detention(s) ▪ Parental contact ▪ Suspension
Chronic Disruption or Violation of School Rules	<ul style="list-style-type: none"> ▪ Behavior that disrupts the educational process of others by involvement in misconduct that occurs on a regular basis over a period of time ▪ Repeated refusal to follow school rules 	<ul style="list-style-type: none"> ▪ Warning ▪ Detention(s) ▪ Parental contact ▪ Suspension ▪ Removal from class ▪ Withdrawal from class with failing grade ▪ Reduction of school day ▪ Police Referral
Clothing – Disruptive Displaying poor taste	<ul style="list-style-type: none"> ▪ Halter tops/low cut tops ▪ Sleeveless shirts deemed inappropriate ▪ High cut shorts ▪ Revealing midriffs ▪ Displaying obscenity ▪ Advertisement of weapon, tobacco, alcohol, or drugs ▪ Promoting self-interest (100% white/black, etc.) ▪ Pajama clothing, including: pajama tops, bottoms and Slippers ▪ No chains on pants or Wallets 	<ul style="list-style-type: none"> ▪ Warning ▪ Confiscation ▪ Detention(s) ▪ Parental contact ▪ Home to change ▪ Suspension
Conduct Unsafe to Others	<ul style="list-style-type: none"> ▪ Threat or attempt to cause injury to another student or staff member ▪ Threat or attempt to destroy school property by means of explosives 	<ul style="list-style-type: none"> ▪ Warnings ▪ Detention(s) ▪ Parental contact ▪ Police Referral ▪ Suspension ▪ Expulsion

Detentions - Failure to Serve	<ul style="list-style-type: none"> ▪ Teacher detentions ▪ Office detentions 	<ul style="list-style-type: none"> ▪ Warnings ▪ Detention(s) ▪ Parental contact ▪ Suspension
Displays of Affection	<ul style="list-style-type: none"> ▪ Provocative behavior ▪ Inappropriate/excessive physical contact 	<ul style="list-style-type: none"> ▪ Warning ▪ Detention(s) ▪ Parental contact ▪ Guidance referral ▪ Suspension ▪ Police Referral ▪ Expulsion
Disruption –Behavior	<ul style="list-style-type: none"> ▪ Throwing objects ▪ Loud/disruptive noises ▪ Objects disruptive to learning environment (i.e. squirt guns, stink bombs, etc.) ▪ Behavior that interferes with learning 	<ul style="list-style-type: none"> ▪ Removal ▪ Warning ▪ Detention(s) ▪ Parental contact ▪ Suspension ▪ Police Referral
Drugs/Alcohol	<ul style="list-style-type: none"> ▪ Under influence ▪ Possession ▪ Suspected to be under the influence ▪ Use/Selling/Distribution on Premises 	<ul style="list-style-type: none"> ▪ Confiscation ▪ Suspension ▪ Parental contact ▪ Police Referral ▪ Expulsion
Fighting or Assault	<ul style="list-style-type: none"> ▪ Physical confrontation between two or more students ▪ Striking another student or staff 	<ul style="list-style-type: none"> ▪ Parental contact ▪ Suspension ▪ Police Referral ▪ Expulsion
Food and Beverages	Failure to follow policies	<ul style="list-style-type: none"> ▪ Confiscation* ▪ Detention(s)
Gambling	<ul style="list-style-type: none"> ▪ Any action involving betting on cards, dice, sporting events, etc. ▪ Game playing not authorized by school administration is prohibited 	<ul style="list-style-type: none"> ▪ Detention(s) ▪ Parental contact ▪ Suspension ▪ Police Referral ▪ Expulsion
Gang Activity	<ul style="list-style-type: none"> ▪ Behavior, dress, jewelry, and other forms of expression depicting gang affiliation or support 	<ul style="list-style-type: none"> ▪ Warning ▪ Parental contact ▪ Confiscation* ▪ Police Referral ▪ Suspension

	<ul style="list-style-type: none"> ▪ Disruption/Intimidation caused by gang affiliation or support ▪ Gang posturing 	<ul style="list-style-type: none"> ▪ Expulsion
Harassment – Hazing	Name calling, profanity, pestering, tormenting, or threatening actions that are meant to demean another person	<ul style="list-style-type: none"> ▪ Warning ▪ Detention(s) ▪ Parental contact ▪ Suspension/Expulsion ▪ Police Referral
Harassment – Other	<ul style="list-style-type: none"> ▪ Ethnic, sexual, racial, or religious ▪ Hate crimes (Federal law provides severe consequences) ▪ Bullying 	<ul style="list-style-type: none"> ▪ Warning ▪ Detention(s) ▪ Parental contact ▪ Suspension ▪ Police Referral ▪ Expulsion
Head Wear	<ul style="list-style-type: none"> ▪ Wearing hats or hoods in the building is prohibited ▪ Must be kept in locker during school hours 	<ul style="list-style-type: none"> ▪ Warning ▪ Confiscation* ▪ Detention(s) ▪ Parental contact ▪ Suspension
Ignition Devices	Matches, lighters chemicals or other materials when used for ignition purposes are prohibited on school property by all students	<ul style="list-style-type: none"> ▪ Confiscation* ▪ Parental contact ▪ Suspension ▪ Police Referral ▪ Expulsion
Insubordination, Disrespectful and/or Uncooperative Behavior	<ul style="list-style-type: none"> ▪ Refusing to follow staff directions ▪ Walking away from a staff member at an inappropriate time ▪ Speaking in inappropriate manner or tone 	<ul style="list-style-type: none"> ▪ Parental contact ▪ Detention(s) ▪ Drop class with a failing grade ▪ Suspension ▪ Reduced Schedule ▪ Police Referral ▪ Expulsion
Inappropriate Use of Technology Electronic Devices	<ul style="list-style-type: none"> ▪ Accessing pornography, materials harmful to minors, or obscene material ▪ Using the computer for action that may be deemed offensive, harassing, or illegal including hate mail, discriminatory remarks, cyber bullying, and other 	<ul style="list-style-type: none"> ▪ Warning ▪ Confiscation ▪ Parental contact ▪ Loss of computer privilege ▪ Detention(s) ▪ Suspension ▪ Police Referral ▪ Expulsion

	<ul style="list-style-type: none"> antisocial behaviors ▪ Use of proxy sites to bypass District web filters ▪ Other inappropriate use of Technology 	
Laser Pointer	Possession, use, sale and/or distribution of laser pointer or similar device while on school grounds or at school sponsored event	<ul style="list-style-type: none"> ▪ Confiscation* ▪ Warning ▪ Detention(s) ▪ Parental Contact ▪ Suspension ▪ Police Referral
Loitering	Students who are on school property outside of school hours without staff supervision and/or involvement in a sanctioned activity	<ul style="list-style-type: none"> ▪ Warning ▪ Detention(s) ▪ Parental Contact ▪ Removal from activities ▪ Suspension ▪ Police Referral
Parking	<ul style="list-style-type: none"> ▪ Illegal parking ▪ Parking lot violations ▪ Improper/reckless driving 	<ul style="list-style-type: none"> ▪ Warning ▪ Parental contact ▪ Police Referral
Plagiarism/Cheating	<ul style="list-style-type: none"> ▪ Turning in work that is not yours ▪ Copying (homework or other) crib notes, cheat sheets ▪ Buying, selling, or handing out of work, tests, or answer sheets 	<ul style="list-style-type: none"> ▪ Detention(s) ▪ Parental contact ▪ Redo assignment for reduced credit ▪ Loss of credit ▪ Referral to Guidance Counselor and/or A.P. ▪ Suspension
Skateboards, Inline Skates, and Scooters	Use/Possession of skateboards, inline skates, and scooters is prohibited on school property	<ul style="list-style-type: none"> ▪ Confiscation* ▪ Detention(s) ▪ Parental contact ▪ Police Referral
Possession of Tobacco Products and/or Ignition Devices	<ul style="list-style-type: none"> ▪ Possession prohibited on school property by all students 	<ul style="list-style-type: none"> ▪ Warning ▪ Confiscation ▪ Disposal ▪ Parent Contact ▪ Suspension ▪ Police Referral
Smoking of Tobacco Products, Tobacco Use, Vaping or Use of Electronic Smoking Devices	Smoking, including electronic vaping devices, or the use of any type of tobacco products in school buildings, on school grounds, or in or in student vehicles on school property. Board Policy #443.3	<ul style="list-style-type: none"> ▪ Warning ▪ Confiscation ▪ Disposal ▪ Parent Contact ▪ Suspension ▪ Police Referral
Theft	Taking of school/personal property without permission	<ul style="list-style-type: none"> ▪ Warning ▪ Parental contact

		<ul style="list-style-type: none"> ▪ Detention(s) ▪ Exclusion ▪ Suspension ▪ Restitution
Truancy/Unexcused Absences	<ul style="list-style-type: none"> ▪ Absent without contact by a parent/guardian (or student 18 or older) to excuse. This includes all classes and Resource. ▪ Leaving campus without permission 	See "Attendance" section
Vandalism	Causing or intending to cause damage to the building or personal property (including computer tampering and graffiti)	<ul style="list-style-type: none"> ▪ Restitution by student and/or parent as determined by the administration ▪ Parental contact ▪ Suspension ▪ Police Referral ▪ Expulsion
Verbal Abuse and Profanity	<ul style="list-style-type: none"> ▪ Inappropriate language, written or spoken ▪ Conduct or gestures which are obscene, lewd, profane, vulgar, or sexually suggestive 	<ul style="list-style-type: none"> ▪ Warning ▪ Detention(s) ▪ Parental contact ▪ Suspension ▪ Expulsion
Weapons, Guns, Knives, and Dangerous Objects	<ul style="list-style-type: none"> ▪ Possession, use, sale, and/or distribution of weapons, or pepper spray ▪ Possession of facsimiles (i.e. toy weapons, etc.) <p>Use of any object to cause bodily or property harm including ignition devices, controlled substances, drug paraphernalia, writing tools, etc.)Laser pointers</p>	<ul style="list-style-type: none"> ▪ Suspension ▪ Police Referral ▪ Parental contact ▪ Confiscation ▪ Expulsion

COMMENCEMENT

The School District of Fort Atkinson recognizes and celebrates the accomplishments of its graduates each year during a formal commencement ceremony. Only those students who successfully complete all district graduation requirements may participate in the ceremony. Participation in the ceremony is a privilege and not a right. Participants are expected to dress and behave in a manner that is fitting for this honorable event. Students may be denied participation should they fail to comply with school district policies and / or procedures.

HONOR CORDS

Fort Atkinson High School recognizes academic scholars during the high school's commencement ceremony utilizing the student's 7th semester cumulative grade point average as follows:

Gold Cords (High Honors): 3.85 to 4.0

Silver Cord (Honors): 3.5 through 3.84

CORRESPONDENCE / ONLINE COURSEWORK

Students who wish to take courses not available in our curriculum or who need to make up credits for graduation may wish to consider a correspondence/ online course. The UW-Extension provides a variety of high school courses for credit. The High School Principal reviews correspondence course requests for high school credit. This approval for credit must be sought prior to the start of the course. All exams will be conducted under the supervision of the counselor or their designee. The final grades from these courses must be available prior to May 31st for those who wish to participate in commencement ceremonies. Students and/or their parent(s)/guardian(s) shall be responsible for all costs.

COURSE SELECTION & ADJUSTMENTS

During the months of January and February, students in grades 8-11 are required to select appropriate high school courses for the forthcoming school term. Planned activities informs students of all course offerings available at Fort Atkinson High School, educates students as to their graduation status, encourages attention to course sequencing, provides opportunities/information relevant to appropriate post-high school planning, and asks students to verify that we have accurately entered their selections into our computer network. Parent involvement in the selection of their children's courses is extremely important. Beginning in February, many decisions directly influenced by student course selection are made (i.e., staffing, next year's schedule, and class size). At times it is necessary to approach students whose course selections need adjustment as a result. Fort Atkinson High School will make every effort to offer students the opportunity to discuss the implications of any change with their counselor and parents.

DANCES

We want students to enjoy school dances. We also want parents of our students to know that dances are a wholesome source of recreation. All school dances are sponsored by a club or activity, approved by the building principal, and chaperoned by school personnel. Police officers may be asked to be in attendance, and all school policies apply to dances. Students may not bring dates that are not currently a Fort Atkinson High School Student without completion of a guest application form and administrative approval. **Guests must be at least in the 9th grade, but not older than the age of 20. Guests must provide a current photo I.D. upon admission.**

DANGEROUS INTRUDER PROCEDURES

Drills will be conducted annually to acquaint the student with procedures to follow in this type of situation. During these drills, the student should proceed to the area designated by your teacher

and be ready to follow the directions of that teacher. General intruder drill regulations are as follows:

1. Teacher or adult in the room will ensure all doors to the room are closed and locked.
2. Remain silent and alert for additional or changed instructions.
3. Ensure that all students and staff are quiet. There should be no talking.
4. Stay in the room at all times. Do not leave the classroom unless instructed to do so.
5. If directed to evacuate, follow the same route as you would for a fire drill. Stay with your group at all times.

DETENTION

Students may be assigned detention by any member of the faculty. This is for those students with undesirable patterns of attendance, tardiness, or conduct as well as other disciplinary problems. Students assigned to detention are to report to the room designated by the teacher at the time given and for the duration assigned. Failure to report will result in appropriate further disciplinary action. Each student is to cooperate with the teacher. Any student who does not abide by the regulations of the detention period may be referred for administrative disciplinary action.

Students who have unexcused absences, and/or detentions not served may be denied participation in, or attendance to school functions (i.e., class trips, dances, sporting events and/or participation in the graduation ceremony).

DISCLOSURE OF STUDENT INFORMATION

Students have a variety of school staff available to them on a daily basis to communicate ideas, concerns, or personal problems. School staff includes classroom teachers; pupil services personnel, administrators, secretaries, and custodial staff. On occasion, a student may reveal highly personal information with school staff. This is particularly likely in counseling situations involving guidance counselors, social workers, or school psychologists where a therapeutic relationship exists. In counseling situations, pupil services staff is bound by confidentiality standards as cited in state statutes and professional ethical codes.

In the event that a student discloses information to **any** school employee which forewarns of or discloses potential or actual danger to the health and/or safety of that student, other students, district employees, or others, or which indicates disruption of the daily maintenance or operation of the school, this information shall be disclosed to the building principal or the student's designee as soon as possible.

The requirement that all school staff are required to disclose their knowledge of the potential or actual health and/or safety danger or knowledge of disruption of the daily maintenance or operation of the school shall be made known to all students and to parents by the inclusion of this requirement in student, parent, and staff handbooks. Reference: Wisconsin Statutes 905.04(3), 905.11, and 911.01(2) and (3).

DISTRIBUTION OF SCHEDULES

Student schedules are distributed to students free of charge prior to the start of school and again at

the beginning of each quarter. They also receive schedules following a change that is approved through their counselor.

DRESS CODE

Dress and Grooming, 5511 – School District of Fort Atkinson Board of Education Policy

THE SCHOOL MAINTAINS THE RIGHT TO REGULATE DRESS OR GROOMING WHEN THE STUDENT'S APPEARANCE PRESENTS A DANGER TO HEALTH OR SAFETY, CREATES A DISRUPTION TO THE SCHOOL AND ITS INSTRUCTIONAL PROGRAM, PROMOTES VIOLATION OF THE LAW, OR CAUSES AN EXCESSIVE MAINTENANCE PROBLEM (WISCONSIN STATUTES 120.12(1) AND 120.13(1)). FAILURE TO COMPLY WITH REASONABLE DIRECTIVES WILL BE CONSIDERED ACTS OF INSUBORDINATION AND APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN.

GUIDELINES FOR PERSONAL APPEARANCE:

Student attire shall be permitted that is not disruptive to the learning environment and is not offensive to the population being served by the School District of Fort Atkinson. Clothing that exposes cleavage, private parts, the midriff or undergarments or that is otherwise sexually suggestive is prohibited. The district prohibits students from wearing any clothing which is normally identified with an antisocial behavior, gang affiliated and clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sex, profanity, violence and/or illegal drugs. ***The following garments are not acceptable at school (this list is not inclusive, simply examples): slippers, skate shoes/ shoes with wheels; caps, hats, bandanas, hoods, and other outer wear such as jackets, coats and vests, specifically designed to be worn out-of-doors; chains attached to wallets or other garments; clothing bearing lewd, obscene, or sexual messages; clothing containing drug, alcohol, or tobacco advertisements/pictures/depictions; string tank-tops, shirts which show the stomach, garments which are too revealing; symbols, gestures, or paraphernalia that may be associated with gang affiliation/antisocial organizations.*** Issues regarding the appropriateness of student attire will be resolved by the building administration, in accordance with this policy and building level handbooks.

In addition, students are prohibited from having in their possession items or articles, which are distracting, indecent, unhealthy, hazardous, or symbolic of alcohol and/or other drugs. Students in possession of items that are found to be dangerous, illegal or in violation of this policy may be taken away by an administrator. A parent conference may be required before an item is returned. This policy is not limited to those included above and issues regarding the appropriateness of student attire will be resolved by the building principal. Students who violate this dress code will be provided alternative clothing options and/or asked to change their clothing prior to returning to class and will receive appropriate discipline.

DRIVING/PARKING

1. All vehicles parked on school grounds must be properly licensed.
2. **Students will be charged a fee to park on school grounds. All student vehicles must**

display a parking permit, issued by the High School Office at a charge of \$40. Parking privileges may be revoked if a student leaves the school grounds during the day, and the absence(s) are unexcused. The parking permit/privilege may also be revoked for leaving at lunch, reckless driving, improper parking, or any other circumstances deemed appropriate.

3. Students may not park in reserved, or handicap spaces.
4. Vehicles should be kept locked at all times.
5. The school is not responsible for the driver, the vehicle, or any passengers, nor for the damage/theft of student vehicles or their contents.
6. All vehicles must be parked correctly in the marked spaces. Any improperly parked vehicles may be ticketed and/or towed.
7. The parking lot is off limits during the school day.
8. All school rules apply in the parking lots and roadways.
9. The speed limit is 10 mph in the parking lots. The police department may, at their discretion, cite individuals for speeding.
10. Report all accidents directly to the police, the school office, and the respective insurance companies.

Violations of these regulations may result in disciplinary action by the school, including loss of driving/parking privileges, ; and/or citations from the Fort Atkinson Police Department.

DROPPING A COURSE

Students are allowed to make schedule changes during the first five days of the semester. If a student elects to withdraw from a course after the first five school days, but before the end of first nine weeks of a semester, a grade of an "F" will be recorded for that quarter and a "W" or withdrawal will be recorded for the next quarter and semester. A withdrawal during the second nine weeks of any particular semester will result in the recording of a failing grade. All failing grades, recorded as "F", are computed into the grade point average for the grading period in which it occurs. Nine-week courses will be handled based upon the reason for the drop. A class drop could be denied if the total credit load for the year falls below 6.0 credits.

EMERGENCY NURSING SERVICES

The School District of Fort Atkinson shall provide emergency nursing services to handle the care of students suffering from illness or accidental injuries at school or during school-sponsored activities. Emergency nursing services shall be provided under the direction of a nurse registered in Wisconsin. However, the school nurse is not required to be present at all school-sponsored activities.

Emergency nursing services shall be available during the regular school day including curricular and co-curricular activities of students. Personnel in charge of the activity shall provide emergency care to the extent of their expertise or obtain emergency care. Emergency care procedures will be followed as outlined according to either the American

Red Cross or American Heart Association standards. Any school employee who in good faith renders emergency care shall be immune from civil liability as defined in 895.48, Wisconsin Statutes.

Written procedures for emergency nursing services shall be reviewed annually by the nurse and local physician. Arrangements shall be made for a local physician to serve as a medical advisor for the District. These procedures shall describe services provided for handling accidental injury, illness and medication at all school-sponsored activities.

EXPULSION

Expulsion is a legal process (WI.ST. 120.13) through which the Board of Education may deny a student all educational services provided by the district for a predetermined period of time.

FEES

1. A registration fee of \$50.00 per student is assessed for the school year. Fifty percent of the fee will be refunded if a student withdraws during the first semester. No refunds are given for second semester withdrawals.
2. An athletic participation fee is charged to each student-athlete at the rate of \$50.00 – 1st Sport, \$40.00 – 2nd Sport and \$30.00 – 3rd Sport.
3. Requests for transcripts should be directed to the Guidance Office. The first transcript is free. All additional transcripts carry a fee of \$1.00 each.
4. Various individual classes may require the purchase of special materials. These purchases will be handled through the classroom teacher or individually as directed by the teacher.

*** The fees noted at the date of publication of this handbook may be subject to change pending action by the Board of Education***

FINES

Students will be assessed fines for damaged or lost books and other materials. Teachers shall determine the amount for damaged items. Students will be assessed the replacement cost of lost books and materials. All students are responsible for the text or other items they are issued and a record shall be kept of the number of the item. When these materials are turned in, the student must account for their own materials. Turning in a different numbered textbook, for instance, will not absolve that student from responsibility for the one the student was issued. Unpaid fines and other fees shall be carried on a student's record from year to year. In order for a Senior to obtain clearance and qualify for participation in the commencement ceremony, all fines and fees must have been paid.

FINAL EXAMS

Final examinations are administered to Fort Atkinson students at the end of the first and second semesters. Final exams are scheduled on the annual school calendar issued in the fall of each school year. All students should note these dates and arrange vacation and work schedules so

that they do not interfere with exams. The exam schedule is outlined to minimize the overloading of students with exams on any one-day. The exam periods are one hour fifteen minutes each and the exams are designed to be completed within that period. Any requests to take exams other than during the regularly scheduled times must be cleared through the associate principal. Seniors may be exempt from one or more exams at the end of the second semester if they meet the criteria established for such an exemption. Students shall be advised well in advance by their class instructor when the exams are scheduled, what kind of exam it will be, and what type of preparation is expected. The commons and IMC will be opened for students who are not scheduled for exams and who wish to remain at school. Students are not to be in halls or other areas during the exams, thus causing a disturbance or distraction, which would affect other students who are taking exams. Final exams may not be counted more than 20% of the student's final semester grade.

FIRE DRILLS

Fire drills will be held at regular intervals throughout the school year in compliance with law. Teachers will inform students of the procedures to be followed during a fire drill or an actual fire. Directions are to be posted in each room. Please follow them carefully. Every person in the building is to leave promptly and quietly at the sound of the fire alarm. General fire drill regulations are as follows:

1. When the fire alarm sounds, students are to immediately walk to the designated exit for the room.
2. The first student through the door will hold or fasten it open. The last person to leave will close the door.
3. Students are to move away from the entrance after leaving the building to make room for those following.
4. Return to the building when the all-clear sounds.
5. Regard a fire drill with an attitude of utmost seriousness. Be quiet and orderly at all times.
6. In the event of an evacuation, follow teacher instructions for a meeting point. Stay with your group at all times.

It is a violation of criminal law in Wisconsin to create or cause the false reporting of a fire or similar threat to person or property. The penalties are severe and rigidly enforced by law enforcement agencies. School authorities will cooperate fully with law enforcement agencies in this regard. In addition to legal consequences, school consequences up to, and including, expulsion may result.

FUNDRAISERS

Only school-sponsored organizations may conduct fund-raisers in the school or in the name of the school. All fundraisers must be approved by the associate principal. No individual student may sell items in school for his or her own private gain.

GENERAL REQUIREMENTS FOR POST HIGH SCHOOL INSTITUTIONS

Technical schools, colleges, and Universities vary greatly in their requirements for admission. Most make their decisions on the basis of college entrance examinations, courses taken in high school, cumulative GPA, recommendations, co-curricular activities, and interests. Students considering post-high school education are advised to attend informational meetings conducted by the counseling staff and utilize resources available to determine specific admissions requirements. Students are introduced to the Wisconsin Career Information System (WCIS), and a wide variety of print and online resource materials available in the IMC and Pupil Services office. Most colleges and some technical college programs require either the College Board Examination (SAT) or the American College Examination (ACT) as an entrance requirement. All of the University of Wisconsin Colleges require the ACT. All Students are required to take the ACT free of charge in March of their Junior year. In addition, these examinations are offered five times throughout the year at independent locations. These may also be taken during the Senior year. Preparatory materials and the applications for these exams may be obtained from the counselors and in the IMC.

GRADE POINT AVERAGING

The following method of calculating grade point averages (GPA) is in effect. Honors classes receive NO additional grade points but are designated as honors level courses on the student's transcript. Admissions counselors indicate that this is especially noted at institutions whose admissions are considered competitive. The following 4.00 scale is used to designate point differentials between plus and minus grades.

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	F	-0-

GRADE CORRECTIONS

Any questions regarding the accuracy of a semester grade must be submitted within two weeks after final grades are completed by teachers.

GRADE STANDING

Upon the end of each of the grade levels a student should have earned passing grades of a D- or higher in the corresponding minimum amount of total credits to remain on track for graduation:

Grade 9	6.0 Credits
Grade 10	11.5 Credits
Grade 11	17 Credits

GRIEVANCE PROCEDURES/PROCESS (5517-STUDENT ANTI-HARASSMENT)

Any complaint regarding the interpretation or application of the district's student's nondiscrimination policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent, or resident of the district complaining of discrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in school programs or activities shall report the complaint in writing to the district administrator.
2. The district administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The district administrator will review with the building principal, or other appropriate persons, the facts comprising the alleged nondiscrimination. Within 15 days after receiving the complaint, the district administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievant.
3. A grievant who is dissatisfied with the decision of the district administrator may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the district administrator.
4. A grievance who is dissatisfied with the Board's decision may — within 30 days — appeal the decision in writing to the State Superintendent of Public Instruction.
5. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.
6. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

HARASSMENT/BULLYING

The District shall provide a learning environment where all students may participate in the curricular and extracurricular activities free from any form of harassment or intimidation by employees or other students, including sexual harassment. The District is committed to creating an environment that treats all students with dignity and respect and promotes tolerance and cooperation throughout the District.

DEFINITION: Harassment refers to physical or verbal conduct which interferes with a student's school performance, or which creates an intimidating, hostile or offensive school environment. Harassment or intimidation can include, but is not limited to the

following: physical or mental abuse, racial insults, ethnic slurs, religious slurs, and sexual harassment.

Sexual harassment means unwelcome sexual advances, unwelcome physical or verbal conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive sexually graphic materials. It is the policy of the District that sexual relationships between staff and students are not permissible in any form or under any circumstances, in or out of the work place, in that it interferes with the educational process and involves elements of coercion by reason of the relative status of a staff member to a student. Cyberbullying (also spelled Cyber-bullying) or on-line bullying through social media is the term used to refer to bullying and harassment by use of electronic devices including but not limited to email, instant messaging, text messages, blogs, mobile phones, pagers, websites, etc. According to the City Council of Fort Atkinson, ORDINANCE NO. 713 stating that a message by telephone or other electronic device with the reasonable expectation that the persons will receive the message with the intent to frighten, intimidate, threaten, abuse, harass or annoy another person(s), falls under the ordinance of disorderly conduct and will be handled by the school and police liaison as such.

The District shall not tolerate any form of harassment and shall attempt to prevent such harassment. Any student or employee who engages in harassment shall be disciplined in accordance with established policies and procedures. Any student who believes he/she has been or is being harassed or has knowledge that a policy violation has occurred may file a written complaint in accordance with the procedures set forth in AR411.1. There shall be no retaliation against any student who, in good faith, files a complaint under this policy. Any person who engages in retaliatory conduct against a complainant in violation of this policy will be subject to disciplinary action.

This policy applies to all off-site school activities including, but not limited to, school-sponsored trips and athletic events, and at all times on school premises.

WHAT TO DO IF YOU ARE HARRASSED: Remain cool. Be direct and candid with the person. Let your response be known promptly. Tell the person his/her activities are unwelcome and should stop. If the behavior continues, follow the established procedure:

- Report it to a building administrator or a member of the Pupil Service Team.
- Be prepared to give all the facts surrounding the incident(s). Give the who, what, when, where, and how.
- Document the incident.
- Identify potential witnesses.

The Board designates the following individual(s) to serve as the District's Coordinating Officers:

Mandy Harper	Jason Demerath	Lisa Hollenberger
Director of Human Resources	Director of Business Services	Director of Special Ed and Pupil Services
920-563-7819	920-563-7800	920-563-7804
201 Park Street	201 Park Street	201 Park Street
Fort Atkinson, WI 53538	Fort Atkinson, WI 53538	Fort Atkinson, WI 53538

HEALTH SERVICES

Students who become ill or injured should report to the attendance office. The personnel in the office can administer ONLY minor first aid. The Health Services Team is composed of the School Nurse, School Health Specialist, Building Secretary, Building Principal(s), and the Medical emergency response team. Injured or ill students should report to the attendance office for assistance. Assistance will be provided by one or more members of the health services team depending on the student's need. Students may remain in the health room for a maximum of 30 minutes after which he/she will return to class or home upon parent/guardian contact.

HOMEROOM (ENRICHMENT)

All students are assigned homerooms when they enter the high school as freshmen, and they will remain with the same homeroom teacher throughout their four years in high school. The Enrichment homeroom period meets on Mondays. Students will connect with their enrichment homeroom teachers about academics and sign up for 4th period enrichment through FLEXISCHED for the remainder of the week.

HONOR ROLL

Fort Atkinson High School recognizes honor students each semester. To qualify for the honor roll a student must carry at least 2.5 credits per semester and obtain the following semester grade point averages: Gold Honors 3.85 - 4.0; Silver Honors 3.5 - 3.84; Honors 3.0 - 3.49.

ILLNESS DURING THE DAY

Students who become ill during the school day must notify the Attendance Office Secretary. Arrangements will be made with a parent/guardian for the student to be sent home.

INDEPENDENT STUDIES

Students have the opportunity to apply for independent studies, which would provide them with educational experiences that reach beyond the regular high school curriculum. To be eligible for participation in this program a student must meet the guidelines described in the ***Program of Studies Handbook***. Independent studies courses can be applied for through the 5th day of each semester. Students may request an application/contract for independent studies from their counselor and work out the details with their supervising instructor.

INDIVIDUAL, TEAM, OR GROUP REPRESENTATION

No group or individual may compete on behalf of the school or represent themselves as being an official Fort Atkinson-sponsored group, team, organization or individual without expressed prior approval of the administration.

INSTRUCTIONAL MEDIA CENTER (LIBRARY)

The Fort Atkinson High School Instructional Media Center (IMC) exists to support and carry out the school's curriculum. For you, the student, it provides a multitude of opportunities for your personal intellectual growth.

THE IMC PROVIDES THE FOLLOWING SERVICES:

1. Access to a print and non-print collection of approximately 16,000 titles.
2. Space to meet in small or large groups.
3. Reading Guidance.
4. Instruction in information location skills.
5. Access to computers for word processing, video production, web applications, and other instructional software.

HOURS AND POLICIES

The IMC is open daily, during the school year, 7:30 a.m. to 3:30 p.m.

All materials housed in the High School IMC are circulated for a period of ten (10) school days.

Fines are not charged for overdue materials.

Students are responsible for the original purchase price of materials checked out in their name, if lost or damaged.

STUDENT CONDUCT

Student conduct in the IMC is governed by the FAHS Code of Conduct. Because of its nature, greater student freedom to communicate and move is necessary in the IMC. Along with greater freedom comes increased individual accountability. Therefore, the following guidelines for student behavior will be observed by students using the IMC's resources:

1. Students coming to the IMC from classes or study hall must have a pass and school work to do.
2. Students may leave the IMC only at the end of the hour or as a result of permission given by the IMC staff.
3. Students must maintain a reasonable level of decorum while in the IMC (i.e., no loud conversation, writing or sitting on tables, throwing objects, rearranging bookshelves, etc.).
4. Students must follow reasonable requests made by the IMC staff.

After a verbal warning, continued violation of the rules listed above will result in suspension of IMC privileges.

IMC privileges constitute the ability to sign into the IMC from study hall. Students whose IMC privileges have been suspended are allowed access to the IMC before and after school, when accompanied by a faculty member.

INTERNET

Rules for Access to the Use of Electronic Communication and the Internet

We are pleased to offer students of the School District of Fort Atkinson access to the district

computer network for electronic mail and the Internet. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Board of Education Policy 7540.03 Student Technology Acceptable Use and Safety states:

Access to electronic communication and the Internet enables the exploration of countless libraries, databases, and other resources while exchanging messages with Internet users throughout the world. The intent of the School District of Fort Atkinson is to make Internet access available to further educational goals and objectives. However, users and their parent/guardian should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some individuals. It is the responsibility of the parent or guardian of a student to notify the school principal if they do not want their student to have access to school networks and the Internet. Within the school setting, users of the District computers and networks are responsible for good behavior. General school rules for behavior, communications, and use of equipment apply. Electronic resources owned by or on school premises will be treated as real property of the School District of Fort Atkinson. Any abuse or destruction of electronic resources whether they are hardware, software, stored electronic data or displays of electronic data will be subject to the same consequences as abuse and destruction of other District property. Accessing the Internet and the use of electronic communications using District technology is a privilege, not a right; this includes but is not exclusive to the use of Internet browsing, email, chat rooms, social networking and instant messaging. Abuse or inappropriate use of this privilege will result in suspending access. The nature of the violation could dictate other possible action (i.e. legal, criminal or professional consequences). Users of the District instructional technology should not expect that electronic communication, Internet and other electronic storage files stored on District equipment will be private. Files brought on school premises are also subject to review. Network administrators/supervisors may review files and communications to maintain system integrity and to insure that users are using the system responsibly. Personal devices connected to the network and their uses are subject to the same restrictions as District owned devices. Any damage to hardware, software, or data caused by a personally owned device connected to the network will be the responsibility of the person connecting the device to the network. The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The District will implement Internet filtering and other means to restrict access by minors to inappropriate materials and materials harmful to minors. It is understood that such filters are not perfect and student access to inappropriate material is unintentional.

The following are not permitted:

- Using another's password or "login" name
- Allowing others to use your password or "login" name
- Damaging computers, software, computer systems or computer networks
- Trespassing in another's folders, works, or files
- Intentionally wasting paper or other valuable resources
- Violating copyright laws

- Partaking in any illegal activity
- Sending or displaying offensive messages or pictures
- Using obscene or offensive language
- Harassing, insulting or attacking others
- Employing school computers for commercial purposes
- Disabling or attempting to disable computer security systems
- Downloading and / or installing software on any district computers without the permission of the Director of Computer Technology

Violations may result in a loss of access, suspension from school, expulsion from school, as well as other disciplinary or legal action.

It is the responsibility of the parent or guardian of a student to notify the school principal if they do not want their student to have access to school networks and the Internet.

LOCKER SEARCHES

School lockers are the property of the School District of Fort Atkinson. At no time does the School District of Fort Atkinson relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities, for any reason, at any time, without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, an associate principal, a police-school liaison officer or a school employee designated by the district administrator or building principal.

Any unauthorized or inappropriate item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian(s) of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The parent/guardian of a minor student or adult student shall be notified of items removed from the locker and turned over to law enforcement officials. Legal Ref.: Section 118.325, Wisconsin Statutes.

LOST & FOUND

Articles found in or around the building or buses should be taken to the Main Office. The student should check to see if lost items have been returned at the Main Office before reporting them missing. Unclaimed articles at the end of each semester are given to charitable organizations.

LUNCH PROGRAM

A variety of menu combinations are offered to students during each lunch period, and are posted by the kitchen. All lunches are paid for through a student's individual account to which money can be deposited any time by writing a check to the School District of Fort Atkinson and identifying the student's name and grade. Charges to this account will be made at the lunch line by a computerized scanning of the student's bar coded ID card. Students will be permitted to charge no

more than \$15.00. However, forms for free and reduced lunch are available in the main office.

FOOD SERVICE FEES

The following are the food services fees for the 2022-2023 school year:

High School breakfast price \$1.80

High School lunch price - \$3.00

*Premium meals \$3.75 (served occasionally and will be posted as a higher priced meal)

Milk price .45

Adult/visitor prices - breakfast \$2.60 lunch \$4.65

If you feel you/your family may qualify for a free or reduced breakfast/lunch program, we highly encourage you to fill out and submit a form to our district office. Forms can be found at: <https://www.fortschools.org/Page/8198>

LUNCHROOM PROCEDURES

1. Lunch is to be eaten in the commons or designated areas
2. Students are to return trays, all dishes, and utensils to the return service station.
3. Refuse is to be placed in a waste container or the proper recycling container.

Students who fail to observe lunchroom procedures or pick up after themselves will receive disciplinary consequences.

MAKE-UP WORK

When a student has been absent from class for any reason (illness, field trip, faculty excuse, etc.), it is the student's responsibility to see each teacher about make-up work. This should be done prior to absences whenever possible. Grades of incomplete may be issued only with administrative approval. Any incomplete grade must be made up within two weeks after the end of that grading period or it will be recorded as an "F". Exceptions are granted only if there are extenuating circumstances.

MESSAGES FOR STUDENTS

Contact the main high school office to deliver emergency or critical messages to students. Students are not called out of classes to receive messages unless an emergency warrants this. Students can be called to the main office between classes for messages of importance. Students have access to a phone in the attendance office, should they need to contact a parent/guardian for urgent matters. Use of office phones is permitted only with prior permission from office personnel.

PERMANENT RECORD

Only the semester grade is considered as the permanent record when calculating GPA. The semester grades alone are placed on the student's transcript and held by the high school. The

semester grade point average is not an average of the quarter grade point averages.

POLICE - SCHOOL LIAISON OFFICER

It is the philosophy and belief of the administration at Fort Atkinson High School that the primary responsibility for dealing with student discipline violations rests with us. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state laws or municipal ordinances occur, or when students or parents/guardians refuse to work within the established policies of the district and school, or where security of person or property appears to be in jeopardy, we will involve the police and initiate arrest and prosecution proceedings.

It is also our belief that the primary role for the police liaison officer is an educational one — one in which he can provide programs and information for our students to help them know and understand their rights and responsibilities.

The police liaison office is located in the Pupil Services Office. Students and parents/guardians are encouraged to contact him with their concerns.

POSTINGS

Posters, leaflets, etc., may only be displayed in authorized areas and must be approved by an associate principal before being put on display.

PROCEDURE FOR STUDENT HALL, PHY. ED., ATHLETIC, AND MUSIC LOCK PURCHASE

1. All main locker, Phy. Ed., and Music locks must be purchased from the school. The cost is \$5.00 each. These locks will be a student's to keep — the school will keep record of serial numbers and combinations for student/administrator referral.
2. All locks must be key controlled locks purchased through the school. Because the school needs access to lockers for student safety or emergency purposes, **NO OTHER LOCKS WILL BE PERMITTED**. All others will be removed from lockers.
3. "Lost" locks will be the responsibility of the student — however, lost locks should be reported as an aid in identifying lost or stolen locks.
4. When a student's need for a lock is over, the student may keep, sell, or give the lock to another student. The school will not buy back the lock. Reuse by other family members is encouraged. To prevent misunderstanding and to aid in record-keeping, report this change of ownership to the main office.
5. Student sharing of lockers is *not* permitted. Students are to keep their combination confidential at all times.

PUBLIC DISPLAYS OF AFFECTION

Excessive and/or prolonged public displays of affection are not appropriate in the school setting and are not permitted. Any public display of affection may result in disciplinary action.

PUPIL SERVICES

The primary goals of the Pupil Services program are to assist students' development in three important domains: academic, personal/social, and career decision-making. Counselors and a school psychologist assist students to increase their understanding of their abilities, interests, and values. Counseling provides students with the opportunity to obtain help in thinking through the problems he or she faces and in accepting the responsibility for their decisions. Pupil Services staff strives to serve as advocates for students while encouraging students to communicate directly with parents, teachers, and administrators.

The primary function of the counselors and the school psychologist is to support academic success and the formulation of a post high school career plan. Counselors will meet with students and parents individually. Pertinent information on course selection, school admissions, testing, scholarships and the like are delivered through printed material and classroom presentations. If the need for more extensive counseling services arises, we will assist families with referrals to the professional of their choosing. The Pupil Services staff is trained to handle crisis situations and offer support groups that cover a variety of topics.

When a student enters high school, they are assigned a counselor according to the alphabet. A student will work with the counselor through high school graduation. It is important to point out that, although students are assigned to a counselor, a student may seek assistance from the counselor of his or her choice. Once a choice is made we ask that the student be consistent. Counseling appointments may also be made with the school psychologist.

Students are encouraged to come to the Pupil Services Office for information and assistance. Conferences can be arranged by completing an "Appointment Request Form" which can be obtained from the Pupil Services secretary. If an immediate appointment is needed, the student is asked to inform us of the urgency. The form is returned to the student with an appointment time identified. Every effort will be made to get back to the student promptly.

The counselors will conduct group and individual programs of educational planning, vocational and career information, aptitude and achievement testing, test interpretation, and other varied activities designed to assist students. The individual conference, however, remains an important option available to all students. The parents/guardians are welcome to attend with their son or daughter.

The Pupil Services office maintains all of the forms and reference guides typically needed by a high school student. However, we rely on the internet for most of our information. The Pupil Services office also distributes and/or processes a number of important forms and applications: transcript requests, various financial aid forms, ACT/SAT registration, college and vocational college information, and scholarship applications. Additionally, counselors function as liaisons with outside groups or organizations. Contact with post-high school representatives, military recruiters, or enrollment in specialized conferences and pre-college experiences can all be arranged through counselors. Pupil Services publish a monthly calendar for Juniors and Seniors to inform them of the many activities, special opportunities, and deadlines affecting them.

Parents/guardians are encouraged to contact their son's or daughter's counselor whenever needed. If you have specific questions about the following services please contact the counselor

identified below:

Mrs. Strom — Supports testing services and Youth Options, screens referrals to the alternative programs including CrossRoads and the High School Equivalency Diploma.

Mrs. Uthphall— Coordinates the scholarship and Student Assistance programs and Financial Aid

Mrs. Ahler — Coordinates career education activities and the overall program

Ms. Kaptiz, School Psychologist — Provides evaluation services and support for special education students,

COUNSELOR-COUNSELEE ASSIGNMENT = 2022-2023

	Grade 9	Grade 10	Grade 11	Grade 12
Mrs. Uthphall	A – Ga	A – Had	A - Hea	A - Hea
Ms. Ahler	Gb-O	Hae-Pen-	Heb-Pe	Heb-Pe
Mrs. Strom	P-Z	Peo-Z	Pf-Z	Pf - Z

REMOVAL FROM CLASS

Students who are requested to leave a classroom must report immediately to the Alternative Learning Center (ALC). Any teacher who sends a student to the ALC will follow up later during the day with a phone call home to the parents. Students are NOT to report themselves to the ALC. Students are NOT allowed to use electronic devices of any kind in the ALC.

REPORT CARDS

A grade report will be mailed to students following the close of each nine-week grading period except for those picked up by parents/guardians during parent/teacher conferences. Teachers and advisors are always happy to talk with parents/guardians about the work of the student. The grading system is:

Grade	General Grading Criteria
A	Student has an advanced understanding and/or exceeds course expectations
B	Student has proficient understanding and/or meets course expectations
C	Student has a basic understanding and/or partially meets course expectations
D	Student has a minimal understanding and/or does not meet course expectations
F	Student has failed to demonstrate minimal course expectations
I	Incomplete

A plus (+) or minus (-) may be used with letter grades.

REQUIREMENTS FOR HIGH SCHOOL GRADUATION

Graduates of the Fort Atkinson High School must earn a minimum of twenty-four (24.0)

credits in grades 9-12. In addition, students will complete a portfolio and senior exit interview.

- 1. English — 4 credits.** English 9, 10, 11, and 12. (Honors or Non-Honors option of each)
- 2. Social Studies — 3 credits.** Eastern Cultural Studies, U.S. History, AP U.S. History, Government. Economics and AP Microeconomics. (Honors or Non-Honors option of each)
- 3. Science — 3 credits** comprising of one Physical Science, one Biological Science and one Science elective.
- 4. Math — 3 credits.** Successful completion of Algebra is required for graduation. The other required credits may be earned in any of the Math courses including AP Computer Science and Computer Science I or II.
- 5. Physical Education — 1 1/2 credits.** Physical Ed. 9, 10 & 11 are required
- 6. Health — 1/2 credit** - Juniors are required to be enrolled in a Health Class.
- 7. Electives – 8.5 credits** includes required .5 credit Career Pathways course
- 8. Successful completion of the Wisconsin Civics test**

Students are encouraged to select additional credits beyond the graduation requirement. The school will assist students whenever possible to monitor their progress towards graduation and to inform the parent/guardian when difficulties exist. However, it is primarily the student's responsibility to know his/her credit status each year and to contact a counselor for assistance and options to resolve deficiencies or reaffirm his/her credit standing. Each student will receive a transcript each year to assist them in monitoring their progress.

Counselors will review Juniors' credit status at the end of the Junior year and inform all parents/guardians if their son or daughter is either "at risk" or unlikely to graduate the following year. Counselors will again review and communicate with parents or adult students at the end of the first semester and again at the end of the third quarter of their Senior year. Several status checks also occur for marginal seniors throughout the month of May and June.

Counselors or the Principal will inform parents and adult students of credit deficiencies and ineligibility to graduate. Seniors receiving Academic Awards are required to participate in the Senior Academic Awards Program while only students who have met all graduation requirements will participate in commencement ceremonies. Parents are advised that the purchase of Senior photos, announcements, and cap and gown do not guarantee graduation privileges.

Educational programs for high school graduation may be provided to accommodate pupils with exceptional interests, needs or requirements.

Students who successfully complete the G.E.D. (General Educational Diploma) or the H.S.E.D. (High School Equivalency Diploma) do so independent of Fort Atkinson High School. Only students who complete Fort Atkinson's High School graduation requirements receive a diploma issued from Fort Atkinson High School and participate in commencement ceremonies held by the school. Students who are enrolled in the General Education Diploma Option 2 (GEDO) and the Crossroads Alternative program, and complete all other Fort Atkinson High requirements receive a School District of Fort Atkinson diploma and are encouraged to participate in the commencement ceremony.

EARLY GRADUATION OPTION: It is anticipated that students will graduate four years after beginning their high school education. Early graduation requests will be reviewed by the building principal. Final determination on these requests rest with the Superintendent and the Board of Education. Applications must be submitted in writing to the principal no later than the last day of classes in the Spring semester of the Junior year. In extraordinary circumstances, the principal may consider requests after this date. Graduation requirements shall include any test that is required by State Statutes.

Students who wish to graduate early must complete the following steps. Such requests are to be submitted before the end of the Junior Year. In rare instances involving extenuating circumstances, the principal may consider forwarding requests after this deadline.

1. The student will meet with his/her assigned counselor to review credits earned and to identify classes/credits that will be needed to meet graduation requirements.
2. The student will present a letter of request to the counselor stating reasons for requesting early graduation. Specifically, the letter should include:
 - a. The special circumstances that support the request
 - b. Immediate plans following early graduation
 - c. Future plans and goals
3. The letter must be co-signed by a parent/guardian and the student indicating support for the request.
4. Upon submission of the early graduation request, the counselor will conduct a final review of credits, necessary procedures, and then forward the request with the most current transcript to the high school principal with their recommendation.
5. The high school principal will review the submitted materials prior to forwarding the request to the Superintendent and Board of Education. The principal may request a conference with the student and/or parent(s)/guardian to determine the appropriateness of such requests.

ROTARY RECOGNITIONS

Rotary Top Senior Scholars: The Fort Atkinson Rotary Club recognizes seniors each school year who demonstrate exemplary scholarship. Seniors are selected on the basis of GPA and other criteria and are recognized at a Spring Banquet. Students are identified by utilizing the 6th semester grade point. Additional students are recognized in the event of a tie.

SCHOLARSHIP OPPORTUNITIES

The Pupil Services office is responsible for facilitating the local Scholarship and Awards Program which usually occurs during late May. Many schools, employers, private parties, civic organizations, and/or professional organizations request the school to acknowledge and announce recipients of their scholarships and awards. Seniors will receive a comprehensive presentation through English 12 classes during the early part of December regarding scholarship opportunities. Regular announcements of other opportunities and deadlines occur through the daily announcements, memos to homeroom, the Student Services website, and the pupil services

newsletter.

Many additional notices of scholarship opportunities that are not a part of the local scholarship program are mailed to the High School. These scholarships are on file in the Pupil Services office. All students are encouraged to take the initiative to do research on their own.

Academic Excellence Scholarship Tie – Breaking Procedure

The Governor's Academic Excellence Scholarship is awarded to the top two students (based on the 7th semester cumulative G.P.A.) in each graduating class. In the event there is a tie in GPA, the students nominated by the District for the Governor's Academic Excellence Scholarship shall be selected on the basis of (1) students who plan to attend a college or university in the State of Wisconsin; if still tied, (2) highest score on the college entrance ACT Test as administered on or before December 31st of the senior year; and if still tied, (3) the number of credits earned through the 7th semester by each student. During Senior Recognition and Awards Night, the top two seniors (determined using the procedure stated above) will be recognized. Alternates will not be recognized.

SENIOR SECOND SEMESTER EXAM EXEMPTION

The following criteria must be met in order for a Senior to be exempted from one or more second semester final exams:

No unexcused absences during Q3 or Q4.

No more than one tardy per quarter.

Satisfactory effort and overall level of cooperation.

Student's current letter grade is either a B, B+, A- or A.

Exemptions may be earned individually in each class and a separate form for each must be used. An exemption may be denied or revoked by an instructor for any reason. Parental authorization is required for all Seniors not under accountability status.

SEVERE WEATHER PROCEDURES

Severe weather alert drills are conducted periodically to acquaint the student with indoor survival procedures in case of an emergency situation. During these drills, exit your room and stay with your class. Proceed to the area designated by your teacher and be ready to follow the directions of that teacher. The students should:

1. Walk quickly, but don't run.
2. Remain silent and alert for additional or changed instructions.
3. Proceed to the far end of an assembly area so that entrances will not be blocked.
4. Make every effort to report to those in charge the illness of another student.
5. Return immediately to classrooms when so instructed.
6. Be alert to specially assigned staff and student medical first aid assistant teams who will be available to assist injured students should the need arise.

STUDENT/CAREER PORTFOLIO

The student career portfolio is introduced to each student in the eighth grade. The student's career portfolio follows the student to high school. The High School Student Portfolio is a purposeful collection of student work that exhibits to the student and others the student's efforts, progress, and achievement over time. The portfolio demonstrates the following items:

- Integration of learning from different curricular areas
- Higher level and critical thinking including analysis and evaluation
- Use of multiple methods of expression and demonstration of learning
- The ability to set realistic goals for the future
- Planning for the student's next steps beyond high school
- Evidence of student reflection and individual growth

The student/career portfolio will be stored in the Pupil Services Department and students will access their portfolio when they want to add items and or use them for educational or job interviews. All students will be encouraged to build their portfolio throughout their high school career. Seniors in particular will be using their portfolio in their Senior meetings with their guidance counselor, in context to scholarship application, and with their mentors in preparation for required portfolio exit interviews. The portfolio exit interview process is the culmination of a student's public school educational experience. It creates an audience for the student to present this collection of work and to engage in a meaningful dialogue about this experience with educators and members of the community. Although the actual portfolio and its contents are the tangible pieces of evidence of student learning and growth, the process of creating, organizing, refining and sharing this portfolio is the intangible, yet most important evidence of student learning and growth.

STUDENT FIELD TRIPS

Whenever a trip is planned for members of a given class or activity, it is necessary for each student involved to obtain a parent/guardian permission slip from the teacher in charge. This slip must include an emergency number and must be signed by the parents/guardians of the student and returned to the school. Students who have reached the age of majority and have filed for accountability may sign their own field trip permission slips. The student then assumes responsibility for going. If the student cannot participate because of illness or other change in his/her plans, he/she must notify the teacher in charge. A non-refundable fee may be charged to cover trip expenses. All students must travel with the group — if you go on the bus, you must return on the bus. All school rules apply while on the trip. Students are responsible for all work missed because of a field trip or any other school-related circumstance. Arrangements should be made before the day of the field trip.

STUDENT RECORDS

A cumulative folder for each student is kept in the Pupil Services office. The folder contains personal information, testing results, attendance records, mid-term reports, and other information

that is felt to be important for school purposes. A complete record of the student's progress throughout his/her school life is retained at the school while he/she is a full time student and, after the student graduates; part of the record is microfilmed for reference. The Family Educational Right and Privacy Act of 1974 as amended requires that a student or his/her parent/guardian be advised of their rights concerning the education records and of certain categories of public information which the school has designated "directory information". A student or his/her parent has the right to inspect and review all records, which meet the Act's definition of "Educational Records". Requests for review of records should be made to the guidance counselors.

Wisconsin law (state Statute 118.125) provides that this school, and all other public schools in the state, keep records confidential with a limited number of exceptions. These exceptions include:

1. A student may see his or her progress records (as defined in the law).
2. An adult student or the parent/guardian of a minor pupil may see student records (as defined in the law).
3. Judges may secure student records (as defined in the law) when the student is a subject of a proceeding in their court and they request the records by order.
4. Designated school personnel may examine student records (as they are defined under the law).
5. Any other persons attempting to gain access to student records (as they are defined under the law) must have the consent of the student, or, if appropriate, his/her parent/guardian.
6. School personnel may release information regarding an 18-year-old student who is still a dependent of their parent as defined by the provisions of the Internal Revenue Code unless the adult pupil has informed the school in writing that the information may not be disclosed.

The transfer of records to other schools is also covered under the law, and this procedure can be discussed with school officials when appropriate.

Anyone, either student or parent/guardian, who desires to examine such records as can be lawfully disclosed is requested to contact the principal for an appointment.

For situations in which a student's biological parents are not residing together, special communications are needed in order for the non-custodial parent to receive mailings from the high school. Currently, the school computer system can only automatically produce one address label per student enrolled. However, we are very willing to accommodate a mailing to a second address. Please indicate these types of needs when updating personal demographics during the August Registration Days, or by calling the Pupil Services office.

School mailings fall into the following categories and it would be helpful if your specific desires were communicated:

- Lunch Program
- Library Materials
- Discipline Related Data
- Report Cards and Progress Reports

- Letters to Guardians regarding graduation, parent-teacher conferences, etc.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, or other valuables to school.

Students, not the school, are responsible for their personal property, including items left in lockers. If it is necessary to bring a large amount of money, leave it at the school office for safekeeping. ***MAKE SURE YOUR HALL AND P.E. LOCKERS ARE LOCKED!!!!***

STUDY HALL PROCEDURES

1. Each student is to come to the study hall adequately prepared with materials to study during the entire period. **Leaving the study hall to go to lockers or the restroom should be unnecessary.** No student is to leave the study hall without a pass from the study hall teacher.
2. Attendance in study hall is MANDATORY. Each unexcused absence will be viewed as any other class cut.
3. Study hall students with passes **must report to their study hall** before going to the library or using other rooms and/or areas of the building. Passes to other rooms and/or teachers during study hall time **MUST** be obtained prior to the school day starting.
4. Students who have permanent passes from study hall to an alternate location may have their passes revoked if periodic grade checks indicate a grade of D+ or lower in one or more classes until the grade is a C- or better. If your permanent pass is revoked, you are required to be in your regularly scheduled study hall.

SUBSTITUTE TEACHERS

Our school is fortunate in having people to help us whenever regular teachers are absent. Be polite, helpful, and considerate to substitute teachers whose impression of our school will be carried into the community. Proper behavior, respect for, and compliance with, directives of substitutes is required and expected.

SURVEILLANCE CAMERAS

Fort Atkinson High School is equipped with surveillance cameras located in various areas of the building and campus. This camera system generates video, which is utilized to deter and detect acts of vandalism or deviant behavior.

BEHAVIOR AND CONDUCT IN AREAS WHERE THERE IS AN EXPECTATION OF PRIVACY

The District recognizes and protects the privacy rights of individuals using locker rooms, changing rooms, bathrooms, and other areas where privacy is reasonably expected. To facilitate privacy:

- At no time shall anyone use any device, including but not limited to: cameras, video cameras, or cellular telephones, to record, capture, or transfer an image of an individual there in.

- At no time shall individuals be interviewed inside a locker room, changing room, bathroom, or other area where privacy is reasonably expected.

Anyone who violates this policy shall be subject to school disciplinary action and/or penalties under state law.

SUSPENSION

A student may be suspended for any serious breach of proper conduct. The period of suspension may extend for five days. During the period of suspension, the student is not permitted on school premises or at school-sponsored activities. All work may be made up for full credit within a reasonable period of time. A parent/guardian or adult student conference with the principal or associate principal is a prerequisite to the readmission of the student to the school. Repeated suspensions may lead to expulsion.

TEACHER REQUESTS/CHANGES

Given the complexities and constraints of high school scheduling, teacher requests are frowned upon and will not be considered in most instances. The high school principal will consider a request for a teacher given an extreme circumstance. Once a student starts the school year with a teacher it is expected that the student will remain in that classroom for the full term of the course. When situations arise that concern the student, parent or teacher those concerns must be addressed in a face to face meeting between the student, teacher and parent. If the situation does not improve a second meeting will be held with the Principal, or designee, to gather further information. The Principal, or designee, will consider a change of teacher when it is warranted and based upon information gathered.

TECHNOLOGY

Students in grades 9-11 will be given a school-issued Chromebook which will be required to be used for daily learning. Our district uses specific apps and secure portals which we can push out to all devices that are school issued. These are not able to be added on personal devices, nor is our district equipped or responsible for helping with personal device issues at school.

Additionally, during testing season, students must use a district-issued Chromebook in order to access the secure testing portals and to allow our SDFA Tech Team to problem-solve quickly should issues arise.

TELEPHONES/STUDENT MESSAGES

Students will be allowed to use the office phones only in an EMERGENCY, or with staff permission. Messages or deliveries of a non-emergency nature will not be delivered to students while they are in class. End of the hour announcements will be used to communicate such information to students.

TRANSCRIPT REQUESTS

Students desiring to have their transcript released to institutions of higher education, scholarship

committees, or to employers, must sign and have on file in the high school services office a Student Release of Records form authorizing the high school to release said records upon request. If a student is under the age of 18 a parent/guardian must also sign this form. A student transcript contains demographic data, dates of school attendance, a listing of all courses and resulting grades received. The transcript does not include standardized or college admissions test results.

VISITORS

1. Parents/guardians are always welcome at Fort Atkinson High. We ask that an appointment be made to see a teacher or to visit a classroom.
2. All visitors must use the camera/call system at the front doors. Visitors should push the button, wait to be addressed and then state the name and reason for being at the high school.
3. All visitors must then report to the main office first to sign in to receive authorization and a visitor's identification badge.
4. Visitors will not be issued a badge unless they are known to one of the administrators or unless they have legitimate business at FHS.
5. Visitors must check out and return the visitor's badge in the main office before leaving.
- 6. Students are not to bring other students as visitors.**
7. Visitor passes will not be issued during midterm or final examinations and any other times during which an administrator deems it inappropriate to issue a pass. An administrator may refuse to issue a visitor's pass any time he or she feels it is in the best interest of the school to do so, or revoke one, which has been issued.
8. Any person found on the school grounds without permission is trespassing and is subject to arrest by police authorities.

WEAPONS ON SCHOOL PREMISES

5772: Weapons

The possession and/or use of a firearm, whether loaded or unloaded, any destructive device, or other dangerous weapon (as defined under section 948.61 of the state statutes and 18 U.S.C Sec. 921(a) of federal law) is prohibited at all times in school buildings and other buildings owned, occupied or controlled by the school district, on school premises, in school-provided transportation, and at activities under school supervision, except where federal or state law prohibits a school district from restricting an individual's right to possess a firearm or other weapon in such locations. When implementing this policy, school administrators and other employees should be aware that state-issued licenses permitting certain private individuals to lawfully carry a handgun or certain other weapons in various public places generally do not permit the possession, carrying or use of such weapons in schools or on school premises. This policy is not intended to prohibit the possession or use of potentially dangerous objects not designed primarily as weapons, provided that such objects have been issued or expressly authorized by the District, and provided that such objects are possessed and used exclusively for their limited and authorized purpose. Law enforcement officials shall be contacted to help deal with a weapons situation which presents an

immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff shall attempt to diffuse and control the situation in the safest manner possible until law enforcement officials can be summoned. Appropriate information and training shall be provided to staff in dealing with weapons situations in accordance with the school safety plan. A student who possesses a firearm, any destructive device, or other dangerous weapon which presents an imminent threat to safety in violation of this policy shall be suspended from school and referred to the District Administrator for an administrative hearing to determine disciplinary action up to and including expulsion from school for no less than one year. The School Board may modify this expulsion requirement on a case-by-case basis. Students otherwise possessing a weapon in violation of any District policy or rule shall be subject to appropriate school disciplinary action, up to and including suspension and expulsion from school. A law enforcement or juvenile justice referral shall also be made for all students violating this policy. Employees violating this policy may be subject to disciplinary action up to and including termination of employment, and shall be referred to law enforcement officials for prosecution under applicable federal or state laws and/or local ordinances. Any other person violating this policy shall be referred to law enforcement officials for prosecution under applicable federal or state laws and/or local ordinances. This policy shall be published annually in student and staff handbooks and through other means appropriate to notify the public as required by law or determined by the administration. On a case-by-case, the Board may give advance approval allowing an exception to this policy for a specific event or activity, provided that the request for such an exception is also consistent with the discretionary exceptions authorized under federal or state law.

Legal Ref.: Sections 118.07, 118.31 Section 120.13(1), 175.60, 941.23, 943.13, 948.60, 948.605, 948.61, Wisconsin Statutes

WEB PUBLISHING AND EDUCATIONAL CABLE CHANNEL

FAHS recognizes that the school internet site is a valuable communication tool. The website is accessible by the public for the purpose of sharing and obtaining information. Staff or student work may be published on the web site or school access channel only as it relates to a class project, course or other school-related activity. Student pictures may be published, however the student's last name may not be identified, nor the student's phone number, address, email address or any other contact information or names of other family members.

Web page documents may not include any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in activities. It is the responsibility of the parent or guardian of a student to notify the school principal if they do not want their student's picture to appear on the web site.

WITHDRAWAL AND TRANSFER

Any student anticipating withdrawing from school or transferring to another school must contact the Pupil Services office to obtain clearance and to take the necessary steps to send records, etc. This should be done as far in advance of the withdrawal or transfer as possible.

WORK PERMITS

Wisconsin employers hiring or permitting minors ages 12-17 years to work in a gainful occupation must possess a valid work permit for each minor before work may be performed. The work permit establishes a minor's proof of age and insures that the employer, parent/guardian, and minor are aware of the state child labor laws and regulations.

Work permits may be requested from one of Fort Atkinson High School's licensed state child labor permit officers in the main office between 8:00 a.m. and 3:30 p.m. **Please allow 24 hours for processing of a work permit request.** The following information must be provided to the permit officer before a work permit can be issued:

1. Proof of age (birth or baptismal certificate).
2. Employer's written intent to hire, including job duties to be performed, and the hours and time of day.
3. Parental/Guardian written consent (the employer's written statement may be countersigned).
4. Social Security Card (the number alone is not sufficient) or tax document.
5. \$10.00 permit fee, paid by the employer (if the minor pays for the permit, the employer must reimburse the minor not later than the first paycheck).

Students must personally sign the state form when picking up the completed work permit.

Wisconsin State Law allows a school to refuse to issue or to revoke a work permit because of unsatisfactory school attendance and/or other school situations/problems.

YOUTH OPTIONS PROGRAM - FCCLA/FAMILY CAREER AND COMMUNITY LEADERS OF AMERICA

FCCLA is a high school organization to help youth assume their roles in society through home economics education in areas of personal growth, family life, vocational preparation, and community involvement.

Members need not be enrolled in Family and Consumer Education classes but should be willing to carry out individual and club projects.

Members will take part in various fund raising activities, community service projects, field trips, and social events throughout the year.