

WELCOME

The entire staff wishes to welcome you to Cambridge High School. We hope that this school year proves to be very challenging, productive and enjoyable. The teachers, counselors, secretaries and administration are here to assist you with your education. Seek their advice.

The following information is a summary of the procedures and expectations for Cambridge High School students and parents. Familiarizing yourself with these materials will help to clarify questions you may have concerning the many facets of our high school.

If you should ever have any questions, please feel free to call the high school office at 423-3261, and we will be glad to direct your call to the appropriate resource.

Cambridge High School has a NONDISCRIMINATION POLICY which states:

"It is the policy of the School District of Cambridge that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wisconsin Statutes.

This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI or the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The district encourages informal resolutions of complaints under this policy. A formal complaint resolution process is available, however, to address allegations of violations of the policy in the School District of Cambridge."

Any questions concerning this policy should be directed to:

Bernie Nikolay, District Administrator
School District of Cambridge

We hope our students will always have the spirit to do the things which will bring respect and honor to the school, our students and staff. We want our students to be contributing members of their school. Students will enjoy their education much more if they get involved.

Mr. Bernie Nikolay
District Administrator

Mr. Robert Rosen
Principal

Parent Pledge

The parent pledge program is designed to offer a way to parents to network together in monitoring the social behavior of their young students. By agreeing to be listed in the Parent-to-Parent Directory, you will be making a statement to your child(ren) and to other parents that you have made a commitment to support alcohol and drug-free activities for students while at your home. All students and parents will be included in the Parent-to-Parent Directory unless you return a written request asking to not be included.

Cambridge High School Mission Statement

Cambridge High School strives to achieve excellence in the arts, academics, and athletics. We aim to develop a community of life-long learners, where the interrelationship between vocational and academic achievement is stressed. We support students in pursuing their academic and vocational interests to the fullest, to become actively involved in school activities, and to become responsible young adults.

Cambridge High School Staff

| Name, Title/Dept. | Email | Phone extentions: 423-3261 |
|--------------------------------------|--|----------------------------|
| Bamlett, Janelle, Secretary | jbamlett@cambridge.k12.wi.us | ext. 3123 |
| Bettenhausen, Derek, Art | dbettenh@cambridge.k12.wi.us | ext. 3101 |
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| Fremstad, Erica, Mathematics | efremstad@cambridge.k12.wi.us | ext. 3147 |
| Frey, Steven, Network Admin. | sfrey@cambridge.k12.wi.us | ext. 4505 |
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| Green, Emily, Agriculture, | egreen@cambridge.k12.wi.us , | ext. 3151 |
| Hardy, Rick, Mathematics | rhardy@cambridge.k12.wi.us , | ext. 3145 |
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| Leverson, Pam, Science | pleverson@cambridge.k12.wi.us | ext. 3136 |
| Lewis, Doris, Spanish | dlewis@cambridge.k12.wi.us | ext. 2123 |
| Mortensen, Cheryl, Family/Cons. Ed | cmortensen@cambridge.k12.wi.us | ext. 3146 |
| Nejedlo, Joe, Social Studies | jnejedlo@cambridge.k12.wi.us | ext. 3119 |
| Nelles, Rob, Special Education | rnelles@cambridge.k12.wi.us | ext. 3153 |
| Nelson,Thea, Special Education | tnelson@cambridge.k12.wi.us | ext. 3124 |
| Parker, Denise, Guidance Counselor | dparker@cambridge.k12.wi.us | ext. 3117 |
| Rosen, Robert, Principal | rlrosen@cambridge.k12.wi.us | ext. 3131 |
| Voeks, Jan, Dir. Of Special Ed | jvoeks@cambridge.k12.wi.us | ext. 4106 |
| Wilson, Cathy, Speech/Language | cwilson@cambridge.k12.wi.us | ext. 1110 |
| Wilson, Larry, Social Studies | lwilson@cambridge.k12.wi.us | ext. 3137 |
| Woletz, Julie , Business Education | jwoletz@cambridg.k12.wi.us | ext. 3139 |
| Yenser, Cora, IMC Director | cyenser@cambridg.k12.wi.us | ext. 1121 |

All Cambridge school district employees email addresses and phone extensions may be found on the district website.

Capitol Conference Sportsmanship Code

As a host school in the Capitol Conference, we welcome our guests with friendly rivalry and respect. May both schools be humble in victory and gracious in defeat. Let our schools and conference be known for the highest levels of competition and good sportsmanship. Remember that good sportsmanship is practiced by the fan in the stands as well as the athletes on the playing surface.

THE DISPLAY OF SIGNS, STOMPING ON THE BLEACHERS, CAT CALLS, AND OTHER SUCH ACTS ARE NOT CONSIDERED ACCEPTABLE BEHAVIOR FROM SPECTATORS. PLEASE REMEMBER TO CHEER FOR YOUR FAVORITE TEAM IN GOOD TASTE, ENJOY THE GAME AND MAY THE BEST TEAM WIN.

PARENTS WHO BRING SMALL CHILDREN TO THE GAME ARE ASKED TO SUPERVISE THEIR CHILD(REN) BY KEEPING THEM IN THE STANDS DURING THE GAME.

SPECTATORS WHO LEAVE DURING THE GAME WILL NOT BE ALLOWED TO RETURN.

ALSO REMEMBER THAT ACCORDING TO STATE AND LOCAL ORDINANCES SMOKING IS PROHIBITED ON SCHOOL PROPERTY. THANK YOU FOR NOT SMOKING.

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|----------------|------------------|
| School Colors: | Royal/White |
| Mascot: | Blue Jay |
| School Song: | Minnesota Rouser |

"Cambridge High School, hats off to thee,
to our colors true we shall ever be,
firm and strong, united are we...
Rah, rah, rah for Cambridge High,
RAH, RAH, RAH, RAH,
RAH for old Cambridge High!"

Capitol Conference Schools

Belleville High School
635 Church St.
P. O. Box 230
Belleville, WI 53508
608-424-1902
Nickname: "Wildcats"
Colors: Navy & Gold

Cambridge High School
403 Blue Jay Way
Cambridge, WI 53523
608-423-3261
Nickname: "Blue Jays"
Colors: Royal Blue & White

Columbus High School
1164 Farnham Street
Columbus, WI 53925
920-623-5956
Nickname: "Cardinals"
Colors: Red & White

Lake Mills High School
615 Catlin Drive
Lake Mills, WI 53551
920-648-2355
Nickname: "L-Cats"
Colors: Royal Blue & White

Lakeside Lutheran High School
231 Woodland Beach Drive
Lake Mills, WI 53551
920-648-2321
Nickname: "Warriors"
Colors: Columbia Blue,
Navy & White

Lodi High School
1100 Sauk Street
Lodi, WI 53555
608-592-3853
Nickname: "Blue Devils"
Colors: Royal & White

Marshall High School
401 W. School St., Box 76
Marshall, WI 53559
608-655-3466
Nickname: "Cardinals"
Colors: Red & White

New Glarus High School
1701 2nd St/PO Box 7
New Glarus, WI 53574
608-527-2410
Nickname: "Glarners"
Colors: Scarlet Red & Royal Blue

Poynette High School
108 N. Cleveland St.
Poynette, WI 53955
608-635-4347
Nickname: "Indians"
Colors: Orange & Black

Waterloo High School
865 N. Monroe St.
Waterloo, WI 53594
920-478-2171
Nickname: "Pirates"
Colors: Maroon & Gold

Watertown Luther Prep School
1300 Western Avenue
Watertown, WI 53094
920-261-4352
Nickname: "Phoenix"
Colors: Navy Blue and Vegas

Wis. Heights High School
10173 US Hwy 14
Mazomanie, WI 53560
608-767-2586
Nickname: "Vanguards"
Colors: Green & White

C.H.S. Sports and Coaches

| | | |
|---------|--------------------------|----------------------------------|
| | Athletic Director | Mike Klingbeil |
| | <u>SPORT</u> | <u>HEAD COACH</u> |
| FALL: | Football | Mike Klingbeil |
| | Volleyball | Jody Milsap |
| | Cross Country | Matt Polzin |
| | Boys Soccer | Christian Ezell |
| | Girls Swimming | Jennifer Fleener |
| | Girls Golf | Joe Nejedlo |
| WINTER: | Boys Basketball | John Leadholm |
| | Girls Basketball | Mike Jeffery |
| | Wrestling | Derek Bettenhausen and Peter Moe |
| SPRING: | Boys Track | Peter Moe |
| | Girls Track | Peter Moe |
| | Girls Soccer | Christian Ezell |
| | Softball | David Birkrem and Jenna Moe |
| | Baseball | |
| | Boys Golf | Dan Gaertner |

C.H.S. Activities and Advisors

| ACTIVITY | ADVISOR |
|---------------------------------------|------------------------------|
| DECA | Ms. Fritz |
| FFA | Ms. Green |
| HERO (Health-Related Occupations) | Ms. Mortensen |
| CA-HI (school yearbook) | Ms. Fritz |
| HSAP (High School Activities Program) | Mr. Reynolds/Ms. Schlichting |
| Spirit Squad | Ms. Cook |
| Student Council | Mrs. Borchardt |
| Show Choir | Ms. Czechowicz |
| National Honor Society (NHS) | Mr. Wilson |
| Forensics | Ms. Kindschi |
| AFS (American Field Service) | Mr. Wilson |
| Academic Decathlon/Academic Bowl | T.B.D. |
| Science Olympiad | Ms. Leverson |
| Spanish Club | Mrs. Fleener |

STUDENT CONDUCT

Laws or rules are not made for the primary purpose of restricting a person's freedom, but rather for protecting the rights of every individual. Students have the responsibility to seek the maximum benefits from the educational process, to respect the rights of all persons who become a part of the educational environment, and to exercise the highest degree of self discipline in observing and adhering to adopted rules and regulations. Remember that school is a place for serious academic pursuit, a place where people learn to disagree in a civilized manner with logic, and a place where relatively formal and well mannered behavior is required.

In general, students should attend all classes on time, be prepared for class, follow directives from staff members, and follow general school and classroom rules. In addition, students should not engage in any conduct that will harm themselves, other students or staff, or the property of other students, staff or the school. Students involved in this form of conduct will face strict disciplinary action.

Backpacks: Backpacks serve no real purpose in the classroom. There has been increasing concern in schools that backpacks can be used to conceal items that can cause harm to self and others. For this reason backpacks are not to be worn, seen or used during the school day.

Student Searches: Given reasonable suspicion that a student might be in possession of items that are not allowed in school or that may endanger the health/safety of others, a student search is warranted. Such searches may include the student, lockers, book bags, cars or other property as warranted. District policy on searches will be followed. Items found to be in violation of local and other ordinances will be referred to the appropriate agency, and appropriate disciplinary action will be taken.

STUDENT DIRECTORY INFORMATION

An annual notice will be posted in the local newspaper prior to the start of the school year, informing parents and students of the district's directory information dissemination policy, including the release of directory information to armed services recruiters, and release of names/pictures to the paper, yearbook and district web pages. Parents and students 18 years of age or older have two weeks from the date of this notice to advise the school principal in writing of the desire to have the district withhold directory information. For newly enrolled students, this section shall serve as notice of the district's policy. Parents and eligible students should notify the administrator on the date of registration if they desire directory information withheld.

The School District of Cambridge designates the following personally identifiable information contained in a student's education records as "directory information", and may disclose that information without prior written consent.

- ◆ The student's name

- ◆ The student's address
- ◆ The student's telephone listing
- ◆ The student's date of birth
- ◆ The student's participation in officially recognized activities and sports
- ◆ The student's weight/height if a member of an athletic team
- ◆ The student's date of attendance
- ◆ The student's photograph
- ◆ The student's degrees and awards

STUDENT HOURS

The school hours for students at Cambridge High School are from 7:50 a.m. to 3:00 p.m. Students may enter the building at 7:30 a.m., and are expected to leave promptly at 3:00 p.m., unless involved in an extracurricular activity. Extracurricular activities start immediately after school. Students involved in extracurricular activities are expected to report to their activity immediately, and be under the direct supervision of their coach/advisor. No student should be in the building past 3:30 p.m. unless they are under the supervision of a staff member.

Aside from the lunch hour, the Cambridge High School campus is a closed campus. Students wishing to leave, for any reason, must first obtain permission from their parents and the school office. They must sign out at the office prior to departure and sign in upon returning.

DAILY SCHEDULE

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|-------------------|---------------|---------------------|
| PERIOD 1 | 7:50 - 8:40 | |
| PERIOD 2 | 8:44 - 9:30 | |
| PERIOD 3 | 9:34 - 10:20 | |
| PERIOD 4 | 10:24 - 11:10 | |
| PERIOD 5A (Class) | 11:14 - 12:00 | LUNCH 12:00 - 12:30 |
| PERIOD 5B (Class) | 11:44 - 12:30 | LUNCH 11:10 - 11:40 |
| PERIOD 6 | 12:34 - 1:20 | |
| PERIOD 7 | 1:24 - 2:10 | |
| PERIOD 8 | 2:14 - 3:00 | |

STUDENT DRESS

Students are expected to dress in a manner that is neat, clean, and seasonably appropriate. Footwear must be worn at all times. In general, students should dress in a manner that is appropriate for a professional-office-type atmosphere. Tops that expose the midriff when the arms are raised and skirts that have a hem line above the finger tips when the arms is at the side are not appropriate. Baggy pants that hang below the waist and expose under garments, or drag on the floor and present a tripping hazard

are also not acceptable. Clothing, jewelry, body markings that display messages or symbols relating to drugs, sex, alcohol, tobacco, profanity or are demeaning to any one person or group of persons, are not allowed. Jackets, hats, sunglasses, bandanas or any form of headgear are not conducive to a good learning environment and are not to be worn in school. Students who violate this standard will be asked to remove the item or change into something else that is considered appropriate.

ATTENDANCE

Students are to be in school for every period of every day that school is in session. It is the responsibility of the parent/guardian to support the need for students to be in school on a regular basis, and to monitor the attendance pattern of the student. (*Ref. Attendance Policy #431 located at the end of this handbook and on the district website.*)

Student Absence: It is the responsibility of the parent to contact the school office by 9:00 a.m. and advise the school of the reason for the child's absence. The school has a 24 hour attendance line for this purpose (423-3261 and listen to prompts).

Students involved in extra-curricular activities are reminded that they will not be allowed to participate if absent from school for any reason during any part of the day of the activity/performance/contest (exception: verifiable medical or prior administrative approval). Excessive tardiness or illness on the day after a contest or performance will be cause for disciplinary action up to and including not being allowed to participate in the next contest or event. See Activity Code, page 3, part IV (located on the district website).

Tardiness: Teachers will keep a record of tardiness and issue a detention on the second and subsequent tardy. Persistent tardiness will be reported to the office as a disciplinary matter.

Truancy/Habitual Truancy/Compulsory Attendance: Truancy, is defined by state statute (118.16(1)(c) and board policy #431. Formal truancy proceedings will begin for a student who meets the definition of habitual truant per these policies.

Making Up Work Missed: Students who are absent for any reason are responsible for mastering the instructional objectives of each class. If the absence was excused, the student will be allowed one school day of make-up time for every school day the student was absent. Assignments not completed within this timeframe will be considered as late, and appropriately downgraded. Students with unexcused absences will NOT receive any credit for missed work.

A Sick day, or send them to school?: You do not want to keep a child home if he/she really is not sick; but you also do not want to send a sick child to school. The following guidelines can be followed until your doctor can be contacted for his/her opinion.

- ◆ **FEVER:** A child may have a fever in the evening, and then be without a fever the next morning. If sent to school, the fever may return later in the school day. Please keep the

child home until fever-free for at least 24 hours without the help of fever-reducing medication.

- ◆ **PERSISTANT COUGH, COUGHING SPELLS, VOMITING, EXHAUSTION, DIARRHEA:** These are all reasons to keep a child home. If these signs and symptoms (S & S) continue, medical evaluation is appropriate.
- ◆ **SORE THROAT:** Irritation of the throat can be caused by persistent coughing, post-nasal drainage (drainage down the back of the throat from sinus and nasal passages due to a cold, allergies, or sinus infections), or throat infections such as streptococcus bacteria (Strep Throat). Some children are more susceptible to Strep infections and develop a beefy-red throat, fever, swollen glands in the neck, nausea, and headaches. Others may have a Strep infection and show mild or no S & S. Strep infections can lead to other infections such as Rheumatic Fever that can seriously damage major organs. Medical evaluation is important to rule out Strep infections.
- ◆ **ANTIBIOTIC MEDICATION THERAPY:** Medication Antibiotic Therapy is sometimes prescribed by the child's physician to treat bacterial infections. In many cases, the child must be on the antibiotic therapy for at least 24 hours or longer if S & S persist before returning to school.
- ◆ **INFORM YOUR SCHOOL:** Please inform your school office of your child's illness. If you are comfortable in doing so, please try to share specific information pertaining to the illness, i.e., fever, vomiting headache, diarrhea or a specific condition/illness if diagnosed. This information can help identify potential communicable diseases in the school setting.
- ◆ **EMERGENCY CONTACT INFORMATION IN THE HEALTH ROOM:** Please keep emergency contact information up-to-date in your school health room. You may have a new work phone number, home address and/or phone number, or cell phone number. Please be diligent about having at least two emergency contact persons listed on the school Emergency Contact Form to call if a parent cannot be located in an emergency.
- ◆ When a student is not able to participate in physical education class or for medical reasons, please provide the school with a medical excuse from the physician stating what the physical restriction will be and for what duration of time.

Ref: Waukesha County Department of Health and Human Services, Public Health Division: "Guidelines and Recommendations for some of the Common Communication Diseases".

LUNCH

Lunch program: The school lunch program runs on a credit/debit basis. Each student will have an

individual lunch account and a student ID card that will act as a debit card against this account. When they purchase lunch items, they will swipe their card and the proper amount will be deducted from their account. It is necessary for every student to have their student ID with them every day. Parents can log into the school's web site (www.cambridge.k12.wi.us) and monitor what their child is eating, the cost of the lunches purchased and the balance remaining. Students will not be able to purchase a hot lunch if they do not have sufficient funds in their account, however, they may make cash purchases through the ala carte line.

Money turned into the office before 9:30 a.m. will be credited to your account that day. Checks should be may payable to Cambridge Schools.

Lunch and vehicles: The use of cars at noon is strictly prohibited. All cars are to remain parked in the student parking lot throughout the day, except for school approved reasons. Students are allowed to leave campus at noon provided that they do so on foot, and follow all school rules and local ordinances and to respect the rights of property owners in the community. Students are expected to report to their first class after lunch without tardiness. Failure to follow these expectations will be cause for disciplinary action, which can include assignment to an alternate lunch room.

PUBLIC ADDRESS ANNOUNCEMENTS

Public address announcements are made at the beginning and end of each school day. All announcements must be school-appropriate and approved by a teacher/coach/advisor or principal.

SCHOOL FEES

Information on high school registration fees is included in the fall mailing. Registration fees are due on the first day of classes. Students are charged for materials in Woods class, Family and Consumer Education and in Art classes. The fees for these classes will be announced in the classrooms. Students who participate in athletics are charged a participation fee for each sport they participate in. The fee is paid at the office and must be paid before participation begins.

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Textbooks and other instructional materials will be issued to students for their course work. Students are expected to take good care of these school-owned items and to return them in the same condition in which they received them. Students will be expected to pay for the pro-rated value of damaged or lost items.

LOCKERS AND LOCKS

Each student is assigned a corridor and physical education locker which is in good working condition at the beginning of each school year. Students should not share their locker combination with anyone else. Students are expected to keep their lockers in good condition. Students are cautioned to take no action that would cause permanent changes to the appearance and condition of their locker. Each student will be called upon to restore the locker to its original condition or pay for damages at the end of the year. The lockers are the property of the Cambridge schools and the school retains the right to search lockers at any time, without notice, without a search warrant and without student consent. Searches may include the use of canines.

Students are advised not to pre-set their lockers, nor place additional locks other than the school-issued locks on their lockers. Students will be charged for lost locks from the physical education classes. Lockers that do not operate properly are to be reported to the office for appropriate repair. The school district cannot be responsible for lost or stolen articles due to improperly secured lockers or failure to report problems with locker operation.

NO PETS

For safety and sanitation reasons, pets are not allowed in school, or on school property. Exception: in some classes the use of small animals relates directly to the curriculum. In such cases the students will be notified and instructed on proper animal care and safety.

VEHICLE PARKING AND DRIVING

All students who drive to school are required to park their vehicle on school property and must have a valid parking permit. Students must remember that driving is a privilege and carries with it inherent responsibilities. The guidelines for student parking are listed as a reminder of the student responsibilities that go along with the privilege of driving to school. Violation of these guidelines may lead to revocation of student parking privileges. Parking permits are \$50.00. (pro-rated at \$12.50 per quarter). Replacement cost of a lost permit will be \$10.00 (no quarterly adjustment).

1. All students who drive to school are required to park their vehicle in the student (east) lot and are required to have their vehicle properly registered in the high school office, and must have a valid parking permit.
2. Registration forms for students who drive to school on a regular basis are available in the high school office and should be turned in within one week of the first day of school. A regular parking permit will be issued to these students and it must be on display in their vehicle at all times when parked on school property.
3. Student parking will be made available in the east parking lot only. Students are expected to park within the lines designated for student parking.

4. Students who drive to school on an infrequent basis must register their vehicle in the office and get a temporary parking permit on the day(s) when they drive to school.
5. Improperly parked vehicles, or vehicles that do not have valid parking permit may be subject to being ticketed and/or towed at owner's expense, **and may be disciplined as a student who exhibits willful disobedience toward school rules.**

Penalties for NOT having a valid parking permit;

- ◆ First offense – written warning
- ◆ Second offense – ticket
- ◆ Repeated violations – disciplinary action which may include loss of parking privilege
- ◆ Habitual offenders may be subject to having their car towed at their expense.

Other General Parking Regulations:

1. Students who drive to school are expected to arrive on time, park their car, and immediately enter the school building. Students are not to loiter in or go to their car during the school day or between classes. **Students are not to use their vehicle, ride in any vehicle or transport other students during the noon hour. There is to be no loitering in the parking lot.**
2. Students are not to use their car to skip classes, or to enable others to skip classes.
3. The school drive is for busses only, and is not to be used as a thoroughfare.
4. A 10 mph speed limit is to be observed on school property. Observance of pedestrians and safety regulations is also expected.
5. Students using their vehicle for auto class will retrieve their car from the east lot at the beginning of class, and return it at the end of class.
6. Failure to observe the general parking regulations will result in disciplinary actions, which may include loss of parking privileges. Habitual offenders or students who park their car on school property after having their parking privileges revoked may have their vehicle towed at owner's expense, and may be disciplined as a student who exhibits willful disobedience toward school rules.

Cambridge Schools reserve the right to conduct a search of any student vehicle parking on school property, where there is suspicion that a local ordinance has been violated. All laws and local ordinances that apply will be enforced. Any student caught altering, falsifying or transferring a permit to another student will be subject to disciplinary action, which may include suspension from school.

CAUSES FOR DISCIPLINARY ACTION

Causes for disciplinary action shall include, but not be limited to the following:

- ◆ **Absences and tardiness:** A student shall not be tardy or absent from school without reasonable cause. This shall include in-school truancy. A student may be suspended for being in school, but not attending classes, or for excessive unexcused absences or tardiness.
- ◆ **Acts/Threats endangering the safety of others:** No student shall engage in conduct that threatens the safety of self, or other people while in school, on school grounds, or at any school function. **Students who threaten to endanger self will be dealt with through the crisis intervention plan. Students who engage in activity that threatens the safety of others will be suspended, and referred to the police. At the discretion of the school administrator, severe or repeat offenses may be cause to refer the student for expulsion.**
- ◆ **Alcohol, tobacco and other drugs/paraphernalia:** Use/possession, sale, or transfer of tobacco or alcohol products, drugs, look-a-likes or paraphernalia, is strictly prohibited by law and can be harmful to both the student and others. . Therefore, students shall not possess, use, sell, be under the influence of, or transmit in any form tobacco products, alcoholic beverages, drug paraphernalia, chemical substances that are stimulants, depressants, hallucinogens, narcotics, volatile substances, or cannabis derivatives or look-a-likes of any kind. This expectation includes on school grounds or in the school building including daily and extracurricular bus transportation, or off school grounds at any school-sponsored activity. The fact that parents approve of smoking or use of alcohol by minors shall in no way affect this policy. *Ref. B.O.E. policy 443.*
- ◆ **Chemical Defense Products:** No student may possess any OC (pepper spray) products, mace, tear gas or any other chemical defense products while on any campus of Cambridge Public Schools. Penalties for possession or use will result in corrective action to include confiscating the product. At the discretion of the building administrator, severe or repeat offenses will be cause for suspension, referral to the police and referral for expulsion.
- ◆ **Contributing:** No student shall enable or contribute toward the violation of school rules. Such conduct is cause for suspension from school.
- ◆ **Disruption of school:** A student will not disrupt or attempt to disrupt a school function. Students found in violation of this policy will be suspended and referred to the police. At the discretion of the school administrator, extreme or repeat offenses may be cause to refer the student for expulsion.

- ◆ **Fire Alarms:** The fire alarms are to be used for emergency evacuation of the building only. Students who signal a false fire alarm are subject to suspension and a referral to law enforcement. At the discretion of the building administrator, extreme or repeat offenses may be cause to refer the student for expulsion.
- ◆ **Fireworks:** Fireworks and other incendiary devices are prohibited on school grounds, or at any school activity on or off school grounds, including bus transportation. Violation of this policy will be cause for disciplinary action, including suspension and a police referral. At the discretion of the building administrator, severe incidents or repeat offenses will be cause to refer the student for expulsion.
- ◆ **Gambling/Card Playing:** Students are prohibited from any form of gambling activity or card playing while in school or during school-sponsored activities. Exception: A school supervised curriculum related activity.
- ◆ **Bullying/Hazing/Harassment/Threats:** Student hazing, unauthorized initiations, threatening language, threats to do harm, or harassment of any form, are not allowed in school, or at any school activity either on or off school grounds, including bus transportation. Students who engage in such conduct will face suspension and a referral to the police. At the discretion of the building principal repeat or severe incidents may be cause to refer the student for expulsion. (*Ref. Harassment/Bullying Policy #411.1 located at the end of this handbook.*)
- ◆ **Insubordination/Obstructing:** A student will not repeatedly obstruct or fail to comply with directions of teachers or other authorized school personnel during any period of time when he/she is properly under the authority of the school. Students who do not respond to guidance or minor discipline must accept the consequences of such action. Willful disobedience or refusal to follow school rules, open defiance of a teacher's authority, the use of inappropriate/profane/obscene language or inappropriate gestures toward staff is cause for disciplinary action, including suspension. At the discretion of the building principal repeat or severe incidents may be cause to refer the student for expulsion.
- ◆ **Laser Pointers:** Laser pointers are prohibited in school for safety reasons. Refusal to cooperate with this rule will results in disciplinary action.
- ◆ **Plagiarism/Cheating:** Plagiarism is literary theft. It is using someone else's words or ideas as if they were the writer's own. Because it is considered such a serious offense, some colleges and universities have policies severely punishing students who plagiarize. Some policies call for automatic class failure or expulsion. Indeed, some people have lost jobs because they plagiarized. English classes will discuss plagiarism in detail and teach students how to avoid this offense. If a teacher questions a student's paper and there is suspicion of plagiarism, a teacher may request the assignment be redone. If a student objects to redoing the assignment, he/she may choose to have the assignment studied by a board of his/her former teachers. This board will decide if the student was capable of writing this assignment judged on previous work, content, structure, diction, usage, etc. The

decision of the board will be final.

A student may receive a course failure if plagiarism or cheating is proven, and be subject to disciplinary action. Any student caught contributing to the plagiarism or cheating of another student shall also be subject to disciplinary action.

- ◆ **Portable/Electronic Communication and/or Recording Devices:** The School District of Cambridge recognizes the benefits of portable electronic devices and two-way communications devices as valuable tools to today's citizens. The district also recognizes the importance of individual right to privacy and the need to maintain an orderly environment for learning in the school setting. Student possession of and use of personal portable electronic and two-way communications devices are limited by restrictions established in BOE Policy #443.4. (**Ref. Wisconsin State Statute 118.258, and B.O.E. policy 443.4. The B.O.E. POLICY 443.4 can be located at the end of this handbook and on the district website.**)
- ◆ **Public displays of affection:** Excessive displays of affection are considered inappropriate in the school setting. This includes in the halls before and after school, during lunch hour and during class. Students found in violation of this expectation will be asked to stop. Repeat offenders will be subject to disciplinary action up to and including suspension and their parent(s)/guardian(s) contacted. In extreme cases, disciplinary action will be the first course of action taken.
- ◆ **Snowballs:** Students are not to throw snowballs, ice or similar objects while on school property or at extra-curricular events.
- ◆ **Theft or Damage/Destruction of Property:** No student will damage/steal school property or private property, either on the school grounds, or during a school sponsored activity off school grounds. Students involved in such activity will face suspension and a referral to law enforcement. At the discretion of the school administrator extreme or repeat offenses may be cause to refer the student for expulsion.
- ◆ **Weapons:** Guns, Knives, Look-A-Likes. Any student found in possession of a gun, knife, "Look-a-like" weapon, or any item which could reasonably be considered a weapon, will be suspended and subject to expulsion. Possession shall include: on the person, in a locker, vehicle, or book bag, purse, or other bag.

DISCIPLINARY ACTIONS

A written record of incidents involving major infractions or repeated minor infractions will be kept. Disciplinary actions taken can be either as a result of repeated offenses, or as a singular incident, at the discretion of the discipline officer.

Disciplinary actions taken can include, but are not limited to the following: (*Ref. B.O.E. policy 447*)

- ◆ **Report of Incident:** A report of incident shall be used whenever student conduct is inappropriate, but may not necessarily constitute the assignment of detention. The decision of whether to issue a detention or report of incident belongs solely to the teacher. Repeated reports of incident will be cause for further disciplinary action.

- ◆ **Detention:**
 1. Any school employee may detain a student after school for disciplinary reasons or to provide additional educational assistance. Detentions are to be served in the teacher's classroom.

 2. Students must be given 24 hours notice of detention, in order to make arrangements for transportation.

 3. Students involved in extra curricular activities must be aware that the extra curricular code includes language that covers classroom conduct and consequences for receiving detentions or suspension.

 4. Students must report to detention prior to 3:05, unless a different arrangement has been made with the teacher or principal. Failure to report to detention will result in doubling the detention time.

 5. Students must bring school work or reading material with them to detention sessions and must remain in productive work.

 6. Detention time is to be quiet, non-conversive time. Additional detention time will be added if the student fails to observe this requirement.

 7. All detention time needs to be satisfactorily completed before semester exams can be taken. This does not mean that the student will be denied the opportunity to take the exams, but that the taking of the exams will be postponed until the detention time has been completed.

 8. Failure or refusal to serve detentions will result in suspension.

- ◆ **Removal from Class:**

Temporary Removal: In cases where temporary removal is required, the teacher and/or other appropriate school personnel will counsel with the student to clarify the reason for the removal, and to establish parameters for reinstatement before returning him/her to class.

Permanent Removal: In cases of repeated failure to follow general school and classroom rules, or incidents that compromise the safety and order of the classroom, it may be

necessary to permanently remove the student from the class. Other disciplinary actions may also be taken. In cases where permanent removal from class is being considered, the following procedure will be followed:

- Immediate temporary removal to the office.
 - The teacher or staff member will document attempts to contact parents in an effort to remedy the situation. If the removal is focused on a singular act, the seriousness of the act will be documented.
 - The teacher will contact the principal with the supporting evidence to support removal from class.
 - The principal or designee shall schedule a parent conference in which the concerns will be reviewed. At the conclusion of that conference a decision will be made which may include: continuing the student in the class on a probationary status; transferring the student to another teacher; placement into an alternative setting as defined by law; or dropping the student with an "F", and placing the student in study hall.
- ◆ **In-school Suspension:** An in-school environment where the student is isolated from his/her peers for a period of time. In-school suspensions are commonly assigned when students commit minor violations that cannot be dealt with by serving a detention. An example would be assigning an in-school for skipping a detention. Failure or refusal to serve an in-school will result in an out-of-school suspension.
- ◆ **Home Detention:** The student will be assigned to serve a detention for up to five (5) days at home. Students on home detention will not be allowed on school property during the course of the detention, or they may face arrest for trespassing.
- ◆ **Out-of-School Suspension:** A temporary exclusion from school for a period not to exceed five (5) school days. Exclusion in cases being investigated pending expulsion for a period not to exceed fifteen (15) school days. A student that is suspended may not be on school grounds at any time during the entire period of the suspension. Being seen on school grounds will constitute a police citation for trespassing.
- ◆ **Pre-expulsion Conference:** A conference conducted by the superintendent or his designee which may include student, parent, guardian or legal custodian, the principal or his designee, the guidance counselor and appropriate other staff members. A student who has been suspended three (3) times in one year shall have a pre-expulsion conference.
- ◆ **Expulsion Conference:** The next step after a pre-expulsion conference may be a recommendation to the Board of Education for an expulsion. State statutes regarding expulsion proceedings will be adhered to. Parents and adult students (over 18) have the

right to appeal a suspension or expulsion.

- ◆ **Police Notification:** The police will be contacted in cases where student conduct is found to be in violation of the law.
- ◆ **Compensatory time:** In some cases it may be deemed appropriate for a student to serve their penalty by doing community service.
- ◆ **Severe Clause:** At the discretion of the administrator the disciplinary action taken may not necessarily follow the sequence of next level severity. It deemed appropriate, a more severe form of action may be taken.
- ◆ **Smoking--First offense:** Students caught in possession of smoking materials will have them confiscated. Parent(s) will be notified and a police citation will be issued. Students caught smoking will face suspension for three (3) days, parent contact and a referral to law enforcement. Students involved in the sale, distribution or transfer of smoking products will face suspension for three (3) school days, parent contact and referral to law enforcement.
- ◆ **Smoking--Second and subsequent offense:** The student will face suspension for up to five (5) school days. Parent contact and referral to law enforcement. Repeated incidents will be cause for the student to be suspended for up to fifteen (15) school days and referral for expulsion, if deemed appropriate by the building administrator or designee.
- ◆ **Alcohol--First offense:** Students found to be using, possessing or under the influence of alcohol will face suspension for three (3) school days, parent contact and a referral to law enforcement. The student will be referred for an AODA assessment. Students involved in the sale, distribution or transfer of alcohol will face suspension for up to fifteen (15) school days, parent contact, a referral to law enforcement and referral for expulsion.
- ◆ **Alcohol--Second and subsequent offense:** Students found to be using, possessing or under the influence of alcohol for the second time will face suspension for up to five (5) school days, parent contact and a referral to law enforcement. In addition, the student will be required to have an AODA assessment and follow through with the recommendations of the assessment. Repeated incidents of possession/use/under the influence of alcohol will be cause at the discretion of the Principal or designee, to suspend the student for up to fifteen (15) school days and refer the student for expulsion in addition to notifying law enforcement and parents. Students with a second offense of sale, distribution or transfer of alcohol will face suspension for up to fifteen (15) school days, parent contact, referral to law enforcement and referral for expulsion.
- ◆ **Use/Possession/Sale/Transfer of Drugs/Paraphernalia**
 1. **Use--First offense:** Students found to be under the influence of drugs in school will face suspension for up to five (5) school days, parent contact and referral to law

enforcement. In addition, the student will be required to schedule and undergo an AODA evaluation. The student must be able to show proof of having scheduled an appointment for an assessment as a condition for returning to school. Refusal to follow through with the assessment will be cause to extend the suspension for fifteen (15) school days and refer the student for expulsion.

2. Use--Second and subsequent offense: The student will face suspension for up to fifteen (15) school days, parent contact and a referral to law enforcement. The student will be required to undergo an AODA assessment and show proof of having followed through with the recommendations of the assessment. In addition, the student will be referred for expulsion.

3. Possession/sale/transfer--Students found in the possession, sale or transfer of drugs, look-a-likes or drug paraphernalia on school grounds or at any school function/activity, will face suspension for up to fifteen (15) school days, parent contact, a referral to law enforcement and referral for expulsion.

- ◆ **Appeals Process:** Students have the right to appeal actions taken if they can present information that indicates the action taken was too harsh. All appeals shall begin with the building principal. If not satisfied with the decision of the building principal an appeal may be made to the district administrator. The district administrator shall arrange a conference with the involved parties to hear the case. The decision of the district administrator may be appealed to the board of education in writing within five (5) working days. The decision of the school board shall be considered final. Written minutes of each step in this process shall be maintained and copies mailed to all parties.

TEACHER RIGHTS AND PARENT/STUDENT RESPONSIBILITIES

Teacher Rights: In order to maintain order and to develop an atmosphere that is conducive to learning, teachers must have the right to:

- ◆ Require a reasonable standard of orderly behavior in the classroom.
- ◆ Have the respect of students, fellow staff members and the school administration.
- ◆ Exclude a student from a class period when he/she violates student discipline rules.
- ◆ Support and assistance in the maintenance of control and discipline in the classroom.
- ◆ Use reasonable force, if necessary, to protect him/herself, another teacher, or student.

- ◆ Initiate a conference with all parties involved when a student behavioral problem has not been satisfactorily resolved.

Parent Responsibilities: The ultimate responsibility for children's behavior rests with the student and the parents/guardians. The following are among their specific responsibilities in relationship to the schools:

- ◆ Support the schools in requiring the students to observe all school rules and regulations and accepting responsibility for any willful misbehavior on their part. Send students to school with proper attention having been given to health, personal cleanliness and appropriate dress.
- ◆ Maintain an active interest in the student's daily work. Make it possible for them to complete assigned homework, particularly by providing a quiet place and suitable conditions for study.
- ◆ Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
- ◆ Cooperate with the school in attending conferences set up for exchanging information on the student's progress in school and for planning for its continued maintenance and improvement. (BOE Policy 5131.1)
- ◆ To maintain a current knowledge of the student's academic progress and attendance (by phoning the school if necessary).

Student Responsibilities:

- ◆ Attend all classes and be in class on time.
- ◆ Be prepared for class.
- ◆ Follow classroom and general school rules.
- ◆ Follow directives of staff members.
- ◆ Treat all students and staff with respect.
- ◆ Refrain from any activity that involves threatening language or the possibility of doing harm to one's self, school property, or other student's/staff, or their property.
- ◆ Study and learn the material presented in class and maintain passing grades.
- ◆ Be aware of the graduation requirements, and earn enough credits per year to maintain eligibility for graduation.
- ◆ Complete all assignments on time and according to classroom expectations.

- ◆ Make up all missing assignments in timely fashion.
- ◆ Communicate and write in commonly accepted form(s).

GRADING/HONOR ROLL/REPORT CARDS/ ACADEMIC AWARDS PROGRAM

Grading: Each classroom teacher will distribute a class syllabus at the beginning of the course. The syllabus will spell out guidelines for course content, classroom conduct, expectations, homework and other assignments, and grading. Grades will be based upon the percentage of points earned throughout the semester. The 10 point scale shall be used in all CHS classes, with the top three points determining the plus grade, and the bottom three points determining the minus grade in each range. There will be no rounding or extra credit. Students may ask to come in for extra help and to re-take an assessment to improve their grade. The course syllabus will spell out how the re-take will apply toward the grade. The scale will be assessed as follows:

| | | | | | | | |
|-----------------|-----------|----------------|-----------|----------------|-----------|---------------------|-----------|
| 98 – 100 | A+ | 87 – 89 | B+ | 77 – 79 | C+ | 67 – 69 | D+ |
| 93 – 97 | A | 83 – 86 | B | 73 – 76 | C | 63 – 66 | D |
| 90 – 92 | A- | 80 – 82 | B- | 70 – 72 | D- | 60 – 62 | D- |
| | | | | | | 59 and below | F |

Homework and other assignments that are turned in late will be appropriately down-graded. Homework and assignments not turned in before the end of the grading period will receive a zero and be appropriately calculated into the student's final grade. In-class work/assignments/tests, where the student is expected to turn in the completed work at the end of the class period, will be graded according to what was turned in at the end of that class period.

Honor roll: At the end of each semester a "High Honors" and an "Honor" roll will be published. The honor roll is based on a "4" point grading scale. Students with a 3.5 GPA (grade point average) or better qualify for "High Honors" and students with a grade point average between 3.0 and 3.49 qualify for "Honors". All academic subjects, including physical education, count toward the honor roll. To determine the grade point average, the following number of points are awarded to each student, for each grade the student earns each semester:

- Each A plus earns the student 4.33 points
- Each A earns the student 4.00 points
- Each A minus earns the student 3.67 points
- Each B plus earns the student 3.33 points
- Each B earns the student 3.00 points
- Each B minus earns the student 2.67 points
- Each C plus earns the student 2.33 points
- Each C earns the student 2.00 points
- Each C minus earns the student 1.67 points
- Each D plus earns the student 1.33 points
- Each D earns the student 1.00 points

Each D minus earns the student 0.67 points
Each F earns the student 0.00 points

The points awarded for each grade are totaled and divided by the total credits the student carried that semester. The result determines the grade point average for that semester. To determine the cumulative grade point average for the student's entire academic career, all point totals, for all semester, need to be added and divided by the total number of credits the student has attempted.

For the purpose of rank-in-class, the grade point average is computed to the third decimal place (thousandths). Pass/Fail courses will not be computed as part of the GPA calculation.

Class rank: Class rank is calculated at the end of each semester, through the cumulative semester grade point average (G.P.A.) calculation. The student with the highest G.P.A. is ranked number one. The remaining rankings follow in descending order from first to last

Report Cards/Parent-Teacher Conferences: Grade reports are processed by computer and are issued eight (8) times during the school year. The mid-term report is meant to be an indicator of progress, while the quarterly and semester reports represent actual progress. Parents may check their student's grades online through the family access program. If you are in need of an access code, please contact Mr. Frey (sfrey@cambridge.k12.wi.us). If you do not have internet access and wish to receive a hard copy of your student's progress report please contact the main office. Parent-teacher conferences are held in the fall and the spring.

Academic Letters/Medals/Plaques: Only semester grades are used to determine the Academic Letters/Medals/Plaques. All records are kept in the main office. Students transferring to Cambridge from another school will be awarded points based on their cumulative GPA. Criteria used for this program is as follows:

- ◆ Three points per semester earned if the student GPA is 4.0 or better; Two points per semester are earned if the student's GPA is 3.6 or better; One point per semester is earned if the student's GPA is 3.2 or better. No points will be issued for a semester in which the student has violated the Academic Code of Conduct.
- ◆ Once the student has accumulated 7 points, he/she will be awarded an Academic Letter.
- ◆ Once the student has accumulated 11 points, he/she will be awarded an Academic Medal.
- ◆ Once the student has accumulated 15 points, a plaque will be awarded.
- ◆ Academic letters and medals will be issued at the completion of the semester in which they are earned and plaques are presented at the spring awards program.

FINAL EXAMS

Exam days are mandatory attendance days. Students are therefore required to attend and take all of their scheduled final exams. Final exams will be scheduled for all regularly scheduled classes. Any student who misses a final exam will be required to make up that exam period and will be issued an incomplete until the exam is made up. Incompletes not made up within two weeks will earn a letter grade of "F". Students in extra-curricular activities are reminded that an incomplete grade counts as a failure until satisfactorily completed, and will therefore negatively effect eligibility.

Senior Waivers of final exams: Seniors who conduct themselves as positive leaders and have a semester grade average of A- or better in a course may apply for a waiver of the final exam for that course. Waiver forms will be made available the week before final exams. The student is responsible for picking up the form and getting the teacher to verify the semester grade. The student must then turn the form into the office by the established deadline. The office will issue final approval provided that the student has no disciplinary actions, has no outstanding obligations, no unexcused absences, no more than two tardies and no more than a 10% absence rate for the semester. If the student successfully waives a final exam and chooses to take that exam, the exam grade will not impact the final grade in that course. A student may be considered not eligible to waive based on disciplinary reasons, up to and including the day of the final.

GRADUATION

Graduation requirements: Twenty five credits are required for graduation, to include: English 4.0 credits, Science 2.0 credits, Math 2.0 credits, Social Studies 3.0 credits (to include US History 1.0, World History 1.0 Government .5 credit and .5 credit of Social Studies elective). Physical Education 1.5 credits, Health .5 credit, Careers class .5 credit, Personal Finance .5 credit and 11.0 credits in the elective areas.

All candidates for graduation must successfully compile a senior portfolio and senior exit interview, and must successfully complete a CPR course. Students wishing to graduate early must apply to their guidance counselor in writing, according to the timelines set forth in the early graduation policy.

A credit of work is defined as the successful completion of a course which meets five periods per week for the entire school year. A listing of the graduation requirements and course content of each class is contained in the Cambridge High School Course Description Booklet.

Commencement policy for students: Commencement is a school district sponsored activity and the school district, therefore, reserves the right to set the agenda for the ceremony. Student input will be used to help determine the announcements, choose the class motto and class flower. All other parts of the program will be decided by the school administration and will be in keeping with the formality of the occasion. Participation in commencement exercises is strictly optional. Students will be required to have completed all graduation requirements, and follow the prescribed dress and conduct guidelines in

order to participate in commencement exercises. Exception: A student who at the last minute finds that he/she is short no more than one credit and has a plan to complete the deficient credits in summer school may participate in graduation with the knowledge that he/she will be announced as receiving a certificate of attendance. The actual diploma will be issued once the deficiency has been completed. Students who are deficient more than one credit will not be allowed to participate until the deficiency has been completed.

Behavior prior to graduation should be reflective of a responsible young adult. Behavior that will jeopardize participation in graduation shall include, but not be limited to the following:

- ◆ Vandalism to the school and/or property
- ◆ Vandalism to the property of staff
- ◆ Disruption of the school day
- ◆ Senior pranks
- ◆ Students placed on disciplinary homebound detention
- ◆ Students who are expelled
- ◆ Other serious disciplinary incidents

Commencement is a very formal occasion and should be treated as such. It is a ceremony in which the families, friends, staff, and public gather to recognize the accomplishments of the graduates. The dress and conduct of all in attendance should reflect the formality of the occasion. The graduates should dress as follows:

Boys should wear a white dress shirt, dark/black tie, dark/black dress pants and dark/black dress shoes. Girls should wear a dress or other nice outfit and dress shoes (preferably flats). Tennis shoes are not to be worn.

The dress and conduct of parents, family, friends, and staff should reflect the formality of the occasion.

Rank-in-class for graduation: Student rank-in-class, for commencement purposes, will be determined after seven (7) semesters. Transfer students must have been enrolled in Cambridge High School for a minimum of 1 1/2 semesters, of which, the final semester must have been on a full-time basis, to be considered for first or second rank status. Final rank-in-class (8 semesters) will be calculated upon the completion of all requirements and will include all students that receive a high school diploma, regardless of the amount of time the student was enrolled.

ACADEMIC CODE OF CONDUCT

It is not reasonable to allow students that display undesirable conduct to earn points towards the earning of an Academic Letter/Medal/Plaque. Students proven to have been involved in the use of alcohol, tobacco and/or non-prescribed drugs, students that have been engaged in acts of immorality, suspended from school, or involved in other unacceptable kinds of conduct will be considered to be in violation of

the Academic Code of Conduct and, as such, will not earn points towards an Academic Letter/Medal/Plaque for that semester, regardless of the grade point average earned by the student that semester. Should the infraction(s) occur between semesters, the non-accumulation of points towards the Academic Letter/Medal/Plaque will occur in the following semester. The prohibition against these undesirable acts includes both in-school and out-of-school circumstances, and extending 365 days of the year.

ACADEMIC EXCELLENCE SCHOLARSHIP

At the conclusion of the first semester of the senior year, but prior to February 15, the number one ranked senior student based upon cumulative GPA, will be declared and made aware of his/her eligibility for the Wisconsin Academic Excellence Scholarship. Per state statute, the criteria for selecting this student is driven by cumulative GPA after the end of the first semester of the senior year. Local district policy to determine the recipient is listed in Paragraph 3, 4, 5, 6 and bullets 1-6 of policy 560.1.

STUDENT RECORDS

Cumulative Student Records: Student records include all records relating to an individual student other than notes or records maintained for the personal use of teachers or other certified personnel, which are not available to persons involved in psychological treatment of a student. Student records are divided into two main categories.

A. Progress Records (Permanent Record Cards, or Transcripts)

These records include a statement of courses taken by the student, the student's grades, the student's extracurricular activities and the student's attendance records, etc. A permanent progress cumulative record card is maintained for every student. They are considered confidential and shall be treated as such according to federal and state law and the established school board policy. These are permanent records and are kept on file after high school graduation.

B. Behavior Records (Cumulative Record Folders)

These records include all student records other than progress records e.g. standardized tests, psychological tests, physical health records, teacher evaluation other than grades, statements relating to individual student behavior, etc. The cumulative record folders of students are kept in the office. School policy dictates that a cumulative record shall be maintained for each pupil from the student's entrance into school through the twelfth grade. Such records, pertaining to the individual pupil may be used only for the benefit, promotion and welfare of the pupil. All material in the cumulative record is treated as confidential per board policy. All behavioral records will be destroyed within one year after the date the student graduates from high school. Students may request in writing prior to graduation that records be maintained. When a student transfers to another school, parents should request in writing that records be transferred. However, records will be sent to said school with or without parental permission upon official

request of the receiving school. Complete legal information regarding student records is available in the School District office.

Review of Student Records: A student (if over 18) or parent/legal guardian may review the records of their student provided that a minimum of 24 hours notice is given. Such review will be witnessed by school personnel.

STUDY HALL GUIDELINES

Study hall periods are meant to be productive periods of time. Both the students and the study hall supervisor need to work together to provide the kind of atmosphere most conducive to completing school work. The following rules attempt to cause a degree of uniformity to exist in all study hall situations:

- ◆ Students are expected to remain in their assigned seats and work quietly and independently. Should the need arise to speak to another student about an assignment, permission must first be requested from the study hall supervisor.

- ◆ The study hall needs to be quiet and free from distracting sounds and gestures. No game playing will be allowed in study hall.

- ◆ The school needs the cooperation of the students in minimizing wear and tear on study hall furniture. It is important that students check their assigned desk for vandalism as soon as they arrive in the study hall. They should report the vandalism to the study hall supervisor within two minutes of the start of the study hall so the supervisor can trace the cause of the vandalism.

- ◆ Students assigned to study hall, but desiring to go to the library should report directly to the library, sign in and remain in the library throughout the period.

- ◆ Students wishing to go to a location other than the study hall or library must get a pass from the appropriate staff member ahead of time. The pass is to be shown to the study hall supervisor at the start of the period. The student is to sign out to the indicated location on the study hall sign-out sheet and is to report directly to their destination. Students are to remain with that teacher for the entire period.

- ◆ Study hall supervisors can issue passes only for students to go to the restrooms and to their locker. Study hall supervisors will not write out passes for students to go to other classrooms. It is the responsibility of the student to make pre-arrangements with their teachers to go to other locations other than study hall.

HONORS STUDY HALL GUIDELINES

Students in grades 10, 11, and 12 who earn a 3.2 or higher G.P.A. for the preceding high school semester are assigned to Honors Study Hall. Honors Study Hall is a **destination study hall**, with the

same basic rules as regular study hall EXCEPT that the students have more room and can visit about assignments, as long as they keep it quiet. The first row of tables along the kitchen are not to be used. Students who wish to go to the IMC for Honors Study Hall will use the same procedure as regular study hall (report directly and sign in at the beginning of the period). A copy of those who have signed is forwarded to the honors study hall monitor, so everyone is accounted for. Students who have a pass from a teacher, may sign out to that teacher, but then must remain with that teacher for the entire period. No wandering trips to lockers, etc. are allowed. Permission for any exception must be obtained from the office. Students found in violation will be reassigned to a structured study hall for the remainder of the term.

GUIDANCE AND COUNSELING SERVICES

The counseling staff are available for individual consultation with all pupils on any number of concerns. Parental conferences can be arranged by appointment. In addition, class presentations by the counseling staff concerning career development, post-secondary planning and other guidance-related activities are scheduled throughout the school year. The counseling staff are located in the student services complex. Whenever possible, students should attempt to schedule counseling appointments during study halls. Parents can make an appointment to discuss concerns with their young student by calling the guidance office at 423-3261.

COURSE REGISTRATION PROCESS

Course registration for the next school year begins in early February, just after the first semester ends. Students are given a copy of their most current credit audit and should have the necessary information to make an informed decision about course selections for the next school year. Students should register for classes with the intention of successfully completing the course.

DROPPING AND ADDING COURSES

Students wishing to drop or add a course need to make an appointment with their guidance counselor. They should also review their enrollment status with their classroom teacher in advance. Classes dropped after the first ten days (two weeks) of the semester will be dropped with a letter grade of F, and the student will be placed in study hall.

Request for changes must be received no later than the end of the second week of each semester. Schedule changes should be considered only if there is a strong reason to make the change. If deemed necessary, a schedule change must be registered on a schedule change form and signed by the guidance counselor, parent, and principal.

ENROLLMENT AT INSTITUTIONS OF HIGHER LEARNING

Students may apply for permission to take courses at approved institutions of higher learning. Generally, the requested classes are beyond the most advanced courses offered at this school. Credit for those courses can be applied towards Cambridge graduation requirements. The state of Wisconsin offers Post Secondary Course Options (PSEO). This program allows students in the 11th grade and 12th grade to enroll in courses offered by higher level learning institutions. The student's tuition and fees will be paid by the Cambridge school system if the requested course(s) meet certain criteria. Students must apply to the Board of Education by October 1, and March 1, for the respective spring and fall courses. More specific information can be obtained from the guidance office.

In addition, credits may be granted for study in schools in other countries. See the guidance counselor regarding the inclusion of these credits in your credit totals.

TRANSPORTATION OF STUDENTS

Bus information: It is the policy of the school district to provide transportation to and from the district schools for all pupils that reside in the school district and live one and one-half (1 1/2) miles or more from the nearest school they are entitled to attend, or those that live in an area that presents unusual hazards for students walking to and from school. Bus service is a privilege which is effective only as long as students follow general rules of good conduct which include the following:

- ◆ Students need to be on time to the bus stop.
- ◆ Students are to ride only their assigned bus.
- ◆ When students are required to cross the road prior to boarding and after exiting the bus, they must wait for a hand signal from the bus driver before they advance across the roadway.
- ◆ Students are reminded that the bus driver is in total charge of all conditions on the bus. Students are, therefore, reminded that all directions issued by the driver, are to be followed promptly and without insubordination.
- ◆ The driver has the authority to assign seats.
- ◆ Students must not place any body part out of a moving bus.
- ◆ Students must not throw objects out of bus openings.
- ◆ Undesirable conduct, including loud behavior, profane language, spitting, threatening words or actions, aggressive physical behavior damaging bus structure in any way, smoking, etc., will not be tolerated when on the bus.
- ◆ Students are reminded that all instructions listed above are to be followed both when students are transported to and from school, on field trips and when they are being transported for extra-curricular events.
- ◆ Only in emergencies may the rear emergency door be opened.
- ◆ Students are obliged to respect the rights and property of others on the bus.
- ◆ No food, candy, gum or drinks may be consumed while on the bus.

- ◆ Illegal substances and/or dangerous items may not be carried on the bus.
- ◆ Inflammable material may not be on the bus.
- ◆ Any behavior which is potentially hazardous to the occupants of the bus will not be tolerated.

Failure to follow these rules will cause the bus company to report the student to the high school office. Appropriate disciplinary action may include detentions, school suspension, and/or suspension of bus rider-ship privileges.

Parents/family members who transport: Parents/family members who transport students to/from school are asked to **use the east parking lot**. Please pull up to the curb area along the field house portion of the building. Extra space for picking up students at the end of the day can be made by lining up along the stadium fence. Please avoid using the front lot as this area must be kept open for busses.

Transportation to school-sponsored events: Students participating in school events such as music festivals, forensics, dramatic contests, athletic events, pep bus, field trips, etc., are required to ride the bus or school van **to and from the event**. The only exception to this rule is when parents notify the teacher chaperone in advance, requesting that they will personally take their own son/daughter home from the event. Such notice should be accompanied by a written note.

All school rules will be strictly adhered to while in attendance at school sponsored events, home or away.

STUDENT ACTIVITIES AND FUNDRAISERS

Homecoming: Homecoming activities are held during the fall sport season. The program is held under the direction of the Student Council, including election of Homecoming Court, activities for the week, the parade and dance.

The Homecoming court will be selected by vote of the student body in an election held by the Student Council. Any student who is active in a fall activity will be eligible to declare their wish to be placed on the ballot. (Exception: Any student who served on the Junior Prom Court will be ineligible to be a member of the Homecoming Court.) Each student will vote only for members of their own class. Freshman, Sophomore and Junior students will vote for one boy and one girl to represent their class on the court. The boy and girl from each grade with the highest number of votes will be selected as class escort. In case of a tie, both students will be given the opportunity to serve as members of the court if they so desire. However, if he/she accepts the opportunity to serve, then he/she is expected to fulfill the obligation of being a member of the court. Senior students will vote for five girls and five boys. The senior boy and girl with the highest number of votes will be the King and Queen. The senior boy and girl with the next four highest votes will be senior class representatives. The court will be introduced at a school-wide pep rally.

Students in grades 9, 10, 11 who have already been elected as an escort for Homecoming will be

ineligible to repeat. These students will retain their right to be elected to Prom court as a junior and to Homecoming court as a senior.

Junior Prom: The Junior Prom is held during the spring. The Junior Class elects the King, Queen and Court. The selection is considered an honor. Both personality and leadership qualities are taken into consideration as criteria.

All Juniors who have a minimum grade point average of a "C" for their first five (5) semesters, inclusive of their freshman, sophomore and 1st semester junior year, and are eligible according to the activity code, are eligible to be on Prom court. The members of the junior class vote on all eligible students. The top ten males and top ten females are voted on a second time. The five males and the five females receiving the most votes make up the court. The male and female with the most votes become the King and Queen. Any student may have his/her name removed from the original list if they desire. However, if a student accepts the nomination and is elected, he/she is expected to fulfill the obligation of being on the court. All court members must have a signed activity code on file.

Class officers: Each elects the following officers: President, Vice President, Treasurer and Secretary.

Student Council: Each class officer represents his/her class on the student council executive committee for the entire school year that they are in office. In addition, the officers are expected to work closely with their class advisors to carry out the various school activities. Those activities being: Homecoming, winter party, holiday door and hall decorations, and any other school-wide activity that may require their assistance during their term of office.

Class officers and Homecoming representatives will be required to sign and follow the activity code. Failure to do so will result in removal from office for the length of time specified by the code. In case of permanent removal, a replacement will be appointed by the class advisor.

School Board Representative: The student council will either choose one individual who will be willing to serve as the school board representative or hold a general election to determine who that individual may be. The term of office will run through the school year.

Fundraisers/Sales: All fundraisers must be pre-approved by either the school board or the building administrator. All door to door sales must be pre-approved by the school board. All other sales must be pre-approved by the building administrator according to the district fundraising policy.

The in-school sale of items for non-school related activities or organizations will not be allowed.

School Fundraisers: FFA Fruit Sale – November

Average class expenses/year:

| | | |
|--------------|------------------|-------------------|
| ◆ FRESHMAN: | HOMECOMING FLOAT | \$50 - \$100 |
| ◆ SOPHOMORE: | HOMECOMING FLOAT | \$50 - \$100 |
| ◆ JUNIOR: | HOMECOMING FLOAT | \$50 - \$100 |
| | PROM | \$1,000 - \$2,000 |
| ◆ SENIOR: | HOMECOMING FLOAT | \$50 - \$100 |

| | |
|---------------------------------|-------------|
| SENIOR COLOR PHOTO IN YRBK | \$700 |
| 5-YEAR REUNION MAILING | \$200 |
| GRADUATION FLOWERS | \$200 - 300 |
| ADDITIONAL GRADUATION EXPENSES- | |

Seniors must select their class motto, class flower and class song for graduation. These will be noted in the graduation program. All other parts of the graduation ceremony will be planned by the school, as graduation is a formal school activity.

CO-CURRICULAR ACTIVITIES

Students are strongly encouraged to participate in athletics and co-curricular activities. Research indicates that students involved in school activities are more likely to achieve better grades and feel positive about themselves and their school. Students involved in co-curricular activities are required to follow the eligibility requirements as established by the Activity Code. (Copy of Activity Code can be found on the district website.)

COMPUTER/INTERNET USE POLICY

A copy of the board approved policy for computer and network use can be found at the end of this handbook as well as on the district website. Parents may request that their student not be allowed internet access at school by providing written notice.

TECHNOLOGY RELATED PARENT NOTIFICATION

Throughout the school year we may be taking pictures/video of students as they participate in various school activities, and posting them on the district web page. These photos/videos may be used in the media including, but not limited to, the local newspaper, yearbook, school-created web pages, and the local cable channel. If you do not wish your student's picture posted on any district web page please indicate your request in writing.

- No confidential information will be published or linked to a web page.
- Documents may not contain objectionable materials or link to objectionable material.
- Copyright/trademark issues will not be violated.
- Parent groups, partnerships and municipal or educational cooperatives may be included in the district website.

VENDING MACHINES

There are vending machines in the cafeteria which are available for general student use before school,

after school and during the lunch periods. All soda/juice and food items are to be consumed within the confines of the cafeteria. Students in honors study hall may use the vending machines during their study hall period, provided that the products are consumed in the cafeteria during the honors study period. Students are not to use the vending machines or consume vending products during any other time.

LIBRARY MEDIA CENTER POLICY

The media center (IMC) is centrally located in the high school and provides research material and recreational reading material for students, two computer areas that can be used for word processing and online research, and a classroom area.

The IMC is a place for students to study before school, during the lunch period and after school. Hours are from 7:15 a.m. until 3:30 p.m. every day that school is in session.

The IMC is a place for quiet study. It is also a place for relaxing with a magazine or good book, but it is not a place for social visiting. In order to maintain a quiet study environment, group study and visiting cannot be allowed. There is a special room provided for group study, but students must receive permission from library staff to use it.

Students should consider it a privilege to come to the IMC and should honor that privilege by studying quietly. It is the responsibility of the IMC staff to maintain a quiet atmosphere for everybody. Students who choose to ignore requests to study quietly will be asked to return to the study hall or classroom and IMC privileges will be limited for a period of time. The IMC staff will submit a written behavior report to the principal.

Materials found in the IMC are for the use and enjoyment of all students and teachers. No pencil, pen or marker may be used on any materials. Clipping coupons, articles, pictures, want ads, and the like from magazines and newspapers is not allowed. A copy machine is available for student use in the IMC. Please ask the IMC staff for permission and directions.

A listing of all magazines and newspapers is available in the IMC. Old issues are removed from the current magazine shelves when new issues arrive. Magazines indexed in the Reader's Guide are stored for student use. Others are available for the current year. Back issues of all magazines may be obtained by requesting them from IMC staff members. Magazines from which articles/pictures may be removed are available, but are kept at the circulation desk. Please ask for them.

IMC GUIDELINES

As the IMC is a place reserved for quiet study and research, we are requesting that students respect their fellow students' rights by adhering to these guidelines.

- ◆ Please be quiet and keep talking to a minimum as other students are trying to study.

- ◆ All students using the IMC must either have a pass from a teacher, be part of a class using the IMC that hour or have permission to report to the IMC from their Study Hall supervisor. All students must sign in on arrival and must ask for a pass before leaving the IMC for any reason.
- ◆ Students may not sign in another student.
- ◆ The IMC staff has the right to send students back to study hall or class if there is an overflow of students or for discipline problems.
- ◆ Please - no food or drink in the IMC.
- ◆ Please keep your feet off of the furniture.
- ◆ Students may sit in groups of two to four, provided that they are respectfully quiet.
- ◆ Students may be asked to sit in special areas at times, to accommodate classes that are scheduled to use the IMC.
- ◆ As the IMC is primarily a place of study, computers will be used mainly for research. This may require that you give up the computer you are seated at, so that a class or student may do research. Computers are not to be used for game playing or for listening to music during school hours.
- ◆ The IMC supervisor may adopt other rules and procedures as needed in order to maintain an atmosphere that encourages learning.

Circulation procedures for books and AV software:

Books or other materials may be checked out for two weeks and renewed if needed. Materials will be checked out for you by the IMC staff, using the automated library circulation program. Overdue charges are \$.05 per day per book, vertical file article, SIRS article, or each picture from the picture file. Overdue material lists will be posted in the IMC and updated weekly.

Reference materials: Reference materials **must be used in the IMC** during the school day. They may be taken to classrooms with permission, when requests are made through a teacher, but must be returned at the end of the hour.

Reserve materials: In order to be fair to all students attempting to use a limited number of reserve materials, the IMC staff cannot issue reserve materials for after school checkout until the end of the school day. It is hoped that students will make use of their study time to use these materials. Students with no study time during the school day will have to make arrangements with their teachers, if they are unable to obtain reserve materials after school. Below is the check-out process for reserve materials:

- ◆ Locate the materials on the reserve shelf near the circulation desk.
- ◆ Have a member of the IMC staff check the materials out for you.

- ◆ Materials are due before first period the next day.

Magazines: Current issues are on the display rack and cannot be checked out. If an article is needed for research, you may copy the article back-to-back after you get permission from the IMC staff.

Vertical file materials (pamphlets) and picture files: Pamphlets and other materials may be borrowed for two weeks unless demand requires a shorter loan period. Please ask an IMC staff member to help you check out materials. Fines are assessed at the same rate as books. Replacement cost for lost vertical file materials is \$.10.

Maps, Charts, Documents: These materials may be taken to classrooms for reports, etc. Please ask for help in checking out these materials.

AV equipment: Equipment may be used at any time during the day for a school project with teacher supervision. AV equipment may be borrowed overnight for school-related projects if the student receives permission from the IMC Director. The student must sign a damage responsibility slip. Please check with an IMC staff member for permission and instructions.

Copy machine: A copy machine is available for students to copy articles and other school related material free of charge. Non-school related material **may not** be copied. Students should speak with an IMC staff member before copying.

Computers: Computers are for use in the IMC for school-related projects. Students are asked to use the computers near the circulation desk first. Students will be assigned to the computers in the back lab area only after the first group of computers are completely occupied. Game playing or listening to music will be limited to before and after school hours. Only material for school-related projects may be printed. Students should refer to the "Computers and Networks Use Policy" (located at the end of this handbook) for further guidelines.

Perhaps you won't find exactly what you want in the high school IMC, but it may be available through some other source such as interlibrary loan or from the middle school IMC. Not finding what you want does not mean that the IMC doesn't have it or that you aren't searching hard enough, it simply means you haven't looked in the right place yet. Please ask for assistance.

PUPIL SERVICES

Parents with special education concerns should call the Director of Special Education at 423-1515. If you have questions regarding academic tutoring call Mr. Rosen at 423-3261. If you have questions regarding School Age Parents, At-Risk programming or have a student in need of academic support due to other health impaired reasons, please call the guidance office at 423-3261.

VOLUNTEERS

The School District of Cambridge welcomes the assistance of parent volunteers. At the high school level this is usually in the form of parents who step forward to answer a call from one of the teachers for help with various programs such as the music program or to chaperone various trips or dances. Parent volunteers must register in the district office and are subject to a criminal background check before being able to serve.

PTO

The Cambridge Parent-Teacher Organization (PTO) is a parent/teacher/community group whose purpose is to enhance the educational, arts and enrichment experiences for all children in the School District of Cambridge. The PTO provides support for programs and equipment and advocates for optimal student experiences and opportunities. The PTO membership is open to all parents grades K-12. please see the PTO website, which is located as a link on the School district website for membership information and other opportunities to become involved.

HEALTH SERVICES

If a student becomes ill during the day they should contact the office. **STUDENTS WHO HAVE A HEALTH CONDITION THAT MAY AFFECT THEIR SCHOOL WORK SHOULD NOTIFY THE OFFICE SO THE CONDITION CAN BE RECORDED ON THE STUDENT'S PERMANENT HEALTH RECORD. ANY STUDENT WHO HAS AN ACCIDENT DURING SCHOOL HOURS OR DURING A SCHOOL SPONSORED ACTIVITY MUST REPORT THE ACCIDENT TO THE SUPERVISING TEACHER OR OFFICE STAFF IMMEDIATELY.**

Medication at school: Medications should be administered at home whenever possible. If it is necessary for a student to take medication at school, this may be done in accordance with district policies. It is the responsibility of the parents to file a consent form and written instructions for giving the medication in the school office. The building administrator shall authorize in writing the employee(s) delegated by the school nurse to administer medications at school.

Before any prescription or non-prescription medications may be administered, school personnel must have written instructions from the student's prescribing health care practitioner, as well as written parental consent for administration of this medication. Prescribing health care practitioners shall agree to accept direct communication from the person who is administering the medication.

Medications shall be supplied by the parent. Parents are responsible for restocking and safe delivery of medications to school. Parents are also responsible for removal of medications when they are discontinued and/or any medications remaining at the end of the school year. School personnel will dispose of any medications remaining after the end of the school year.

For students requiring prescription and non-prescription medication at school, the physician/dentist shall supply a labeled bottle of medication to the building principal at the request of the parent(s)/guardian(s). The label on the bottle shall contain the name and telephone number of the pharmacy, student's name, name of the physician/dentist, name of the drug and dosage to be given. All non-prescription medication shall be in the original container and parent(s)/guardian(s) instructions may not exceed the recommended dosage.

Accidental injuries: Cambridge School District no longer provides each student with accident insurance. Students may still privately purchase the accident insurance policy of their choice. Forms for the private purchase of accident insurance are available in the district office. Since this will now be a private policy, the student will be responsible for payment of fees, and the filing of all forms and claims.

Immunizations: Before your student enters school this fall, please be aware of the following changes to the Wisconsin Immunization Law. Hepatitis B vaccine is required for children entering grades pre-kindergarten through 12th grade. Varicella (chicken pox) vaccine is required for pre-kindergarten, kindergarten, 1st and 2nd grade students. To be compliant, the parent (or guardian) must provide to the school the date of vaccination or an indication that the child has a history of chicken pox. You are encouraged to have your child immunized well in advance of school opening to avoid the late summer rush at immunization clinics.

The month, day and year of each immunization must be entered on the Student Immunization Record and submitted to your child's school this fall.

Waivers: Waivers are available for religious, health and personal conviction reasons. However, in the event of a measles outbreak, students with waivers or those who have not had two doses of MMR vaccine may be excluded from school until the outbreak subsides. For further information, contact your school nurse, doctor, clinic or nearest public health department.

BUILDING SECURITY/DRILLS/CLOSINGS

Visitors and guests: For the safety of our students and staff, our doors are locked during the school day, except for the NE student parking lot entrance and the District Office entrance. All visitors are required to register in the appropriate office and secure a visitor's pass.

Student visitors: In general, student visits of a social nature are not allowed. Student visits of an educational nature, or in extreme circumstances must be approved by the office in writing at least three (3) days prior to the visit. A letter from both parents will be required. If approved, a visitor pass will be issued. The host student will be responsible for ensuring the proper conduct of their guest. All school rules will apply for student visitors.

Fire Drills: Fire drills will be held at regular intervals throughout the school year in compliance with state law. Teachers will inform students of the procedures to be followed during a fire drill or an actual fire. EACH ROOM CONTAINS PRINTED INSTRUCTIONS. Please follow them carefully. Every person in the building is to leave promptly, orderly, and quietly at the sound of the fire alarm. General fire drill regulations are as follows:

- ◆ When the fire alarm sounds, students are to stand immediately and walk briskly (do not run) in single file to the designated exit. The teacher will supervise the evacuation process.
- ◆ The first student through the exit door will hold or fasten it open. The last person to leave the building will close the door.
- ◆ Students are to move away from the entrance after getting out of the building to make room for those following.
- ◆ Return to the building upon a visual cue from the building administrator or designee.

REGARD A FIRE DRILL WITH AN ATTITUDE OF UTMOST SERIOUSNESS.
BE QUIET AND ORDERLY AT ALL TIMES.

Severe weather warning:

- ◆ The school will conduct practice drills to educate students and staff regarding the most desirable actions to take in the event of severe weather warnings.
- ◆ The signal to take protective action will always be initiated by voice commands from the school office and will be followed by a continual, intermittent ringing of the passing bell.
- ◆ Should the circumstances be such that students need to be moved from the vicinity of the classroom to a different location, it is absolutely essential that students:
 - remain in single file as they move
 - do not engage in conversation (voice commands from the teacher need to be heard during this crucial period)
 - help instructor open all windows (to equalize inside and outside air pressure)
 - move to the next safest location, students are to walk as rapidly as possible without running
 - to leave all books and other large objects behind in the classroom

School closing—inclement weather: If it is necessary to close school for reasons of inclement weather or other reasons, prior to the starting of the school day, this will be announced on WSJY (107.3) FM and WFAW (940) AM, WMGN (98.1) FM and WTDY (1480) AM, and Cable 12. Our telephone system and our district website will also indicate school closings or delays.

“LOCKDOWN”: When an armed or unwelcome intruder enters the building, the immediate concern is the safety of students and staff. The following procedures will be followed in dealing with an armed or unwelcome intruder.

Lockdown Procedure:

- ◆ CLOSE AND LOCK THE DOOR
- ◆ TURN OFF THE LIGHTS
- ◆ SEEK COVER AWAY FROM THE DOOR AND WINDOWS
- ◆ REMAIN IN “LOCKDOWN” UNTIL NOTIFIED OF THE ALL CLEAR

“CODE BLUE” AND “SITUATION HOLD”: **Code Blue** is called at times of medical emergency. This code activates the Building Emergency response team.

Situation Hold is called whenever students and staff need to remain out of the hallway until a non-emergency situation can be taken care of.

Code Blue and Situation Hold Procedure:

- ◆ CLOSE THE CLASSROOM DOOR
- ◆ KEEP STUDENTS IN THE CLASSROOM AND OUT OF THE HALLS UNTIL NOTIFIED OF THE ALL CLEAR