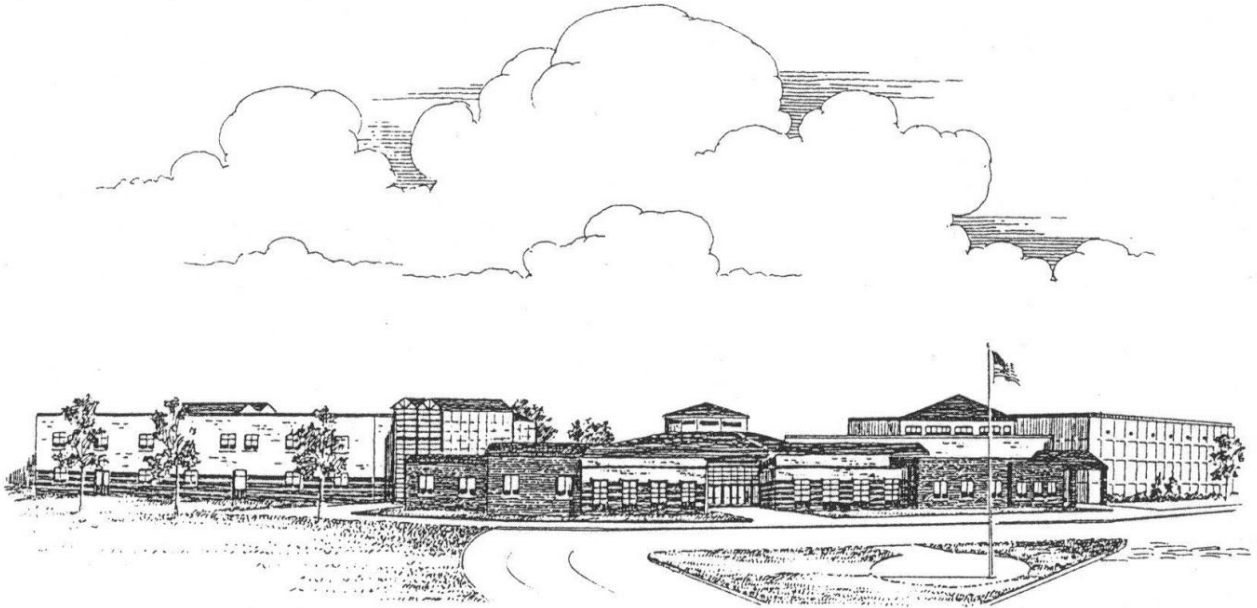


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## ***High School Parent/Student Handbook***

***2018-2019***



***Grades 9 - 12***

***Cedar Grove-Belgium High School***

***321 N 2<sup>nd</sup> St***

***Cedar Grove, WI 53013***

**Welcome** to the Cedar Grove-Belgium High School! On behalf of the staff, I would like to extend you a warm welcome to our school. This handbook has been prepared to help you get acquainted with the rules and regulations that you will need to follow while attending Cedar Grove-Belgium High School. This is your handbook. Read it carefully, and keep it with you to consult when you have questions about the rules and regulations that you need to follow at this school. If you have any questions about the rules and regulations contained in this handbook, please stop by the office and talk with the principal. It is our hope that your attendance at Cedar Grove-Belgium High School will be a pleasant experience.

## **MISSION OF THE CEDAR GROVE BELGIUM AREA SCHOOL DISTRICT**

The Cedar Grove-Belgium School District is dedicated to fostering the intellectual, moral, cultural, emotional, social and physical development of all students in a secure environment thereby enabling them to function effectively in society as competent, productive, caring and responsible people.

The Cedar Grove-Belgium Area School District is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability as required by section 118.13 of the Wisconsin Statutes. This policy also prohibits student discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and the Americans with Disabilities Act of 1990 (disability). Facilities modifications necessary to provide a student with equal opportunities shall be made as required by law and permitted by budgetary limitations.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the district shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the district. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures.

The district shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

If any person believes that Cedar Grove-Belgium School District or any part of the school organization has failed to follow the law and rules of s.118.13, Wis. Stats., and PI 9, Wis. Admin. Code, or in some way discriminates against pupils on the bases listed above, he/she may bring or send a complaint to the following address: Superintendent of Schools, 321 North 2<sup>nd</sup> Street, Cedar Grove, WI 53013, telephone number (920) 668-8686 or toll free for Belgium area 1 (877) 424 -2168

Complaints regarding the interpretation or application of this policy shall be referred to the District Administrator and processed in accordance with established procedures.

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## ELASTIC CLAUSE

Situations or problems that may occur during the school year that are not specifically covered in this handbook will be governed by CGBSD Board policy and decided by the high school principal.

## STUDENT ENROLLMENT

### A. Registration

Each student registering for classes will be required to pay a \$30.00 material fee during the designated registration times.

Students are expected to buy their own folders, paper, writing pens and pencils, etc. Students must furnish all the necessary materials for each class. Additional fees will be charged per year for the following courses because of the high cost of supplies used in the courses:

Art Courses	\$15.00
Foods I	\$15.00
Foods II	\$15.00
Food Science	\$15.00
World of Foods	\$15.00
Intro. To Tech Systems	\$15.00
Advanced Small Engines	\$15.00
Woods	\$15.00
Metals	\$15.00
Welding	\$15.00
Band	
Band Instrument Rental	\$65.00
Drum Rental	\$65.00
*If own drums	\$30.00
Uniform cleaning (Band & Choir)	\$10.00

### B. Textbooks

Students will be charged for any damaged or missing textbooks at the end of the school year.

### C. Lockers and Locks

1. Lockers are assigned by the school administration each year. Locker searches by administration will occur when deemed appropriate. (See Board Policy #4097 available in High School Office). **Only gold-faced locks issued by the school office can be placed on hall lockers. All other locks will be cut off. Students that lose school issued locks will be charged \$7.00.**
2. The student assumes complete responsibility for all items in his/her locker and will have to reimburse the school for any damage to a locker or school materials taken from a locker. A locked locker can help prevent loss and theft. **Please keep your lockers locked.**
3. The student will also have an assigned physical education locker. **This locker must also be locked with a school lock.** If the physical education lock is lost, one may be repurchased at a \$7.00 cost from the office. **Remember to keep your locker locked at all times.**

### D. Student Insurance

We wish to emphasize that the school district **does not provide** any type of health or accident insurance for injuries incurred by your child at school. In the event that a student feels the need for insurance, they may contact the CGBSD district office.

### E. Band Instruments

1. Band instruments are available for rent to band members. Students will be required to sign a rental form and also pay a fee that helps defray the maintenance and cost of the instrument.

2. At the start of the school year, each high school band student will be required to pay a \$10.00 fee. The fee will be used by the school for band uniform cleaning and repair.

#### F. **Class Changes**

The Master Schedule is built using course requests and budget constraints. Schedules are finalized in order to allocate teaching assignments and create the master schedule. Therefore, there is very limited flexibility in making course changes once the master schedule is established. **Schedule changes will not be made unless it is absolutely necessary.** If there are extenuating circumstances and "compelling reasons for a schedule change" are met, a student's schedule may be changed.

Schedule changes will only be made during the first five days of a semester when compelling reasons are met and all signatures are obtained using the ***Schedule Change Request Form*** ([located on the school website](#)). After these five days, students withdrawing from a course will receive an "F" on their transcript.

#### G. **Report Cards & Grades**

1. We expect that students work hard in the classroom and achieve the best grades they possibly can. Achieving good grades is extremely important for the future of all students. We realize everyone will not receive all 'A' and 'B' grades, but we do feel everyone should work to the capacity of his or her ability. Good high school grades are a **MUST** if you plan to go on to college.
2. Report cards will be issued after the end of each nine week grading period. At the end of each three week period, grade checks will be completed. If a student has a grade below 'C' or is not working up to his/her capacity, we encourage parents to encourage students to improve their grades before the end of the grading period.
3. All credit is issued on a semester basis. A student who receives a failing grade in a **required** course for a semester must pass that course before graduation.
4. Final exams will be given at the end of both the semesters. Every student will take a final exam for each course at the end of each semester. Final exams will count no more than 20% or less than 10% of the semester grade.
5. Parents are encouraged to monitor their child's grades and progress on Infinite Campus. Please contact your child's teacher if you have questions about their grades using Infinite Campus.

The grade a student receives is based on the teacher's judgment using the following criteria:

##### Grade 'A' - Superior Work

1. Scholarship - Strong, exceeding requirements of instructor.
2. Initiative - Contributions exceeding the assignment, showing independent, resourcefulness.
3. Attitude - Positive benefit to class.
4. Cooperation - Constant and spontaneous
5. Individual Improvement - Marked and growing.

##### Grade 'B' - Above Average Work

1. Scholarship - Accurate and complete, meeting all requirements of instructor.
2. Initiative - Good when stimulated.
3. Attitude - Proper and beneficial to group.
4. Cooperation - Good in-group work.
5. Individual Improvement - Showing marks of progress and responding to stimulation.

##### Grade 'C' - Average Work

1. Scholarship - Barely meeting assignments and showing evidence of need of encouragement.
2. Initiative - Uncertain and apparent only at times.
3. Attitude - Generally neutral but not objectionable.
4. Cooperation - Not positive, or very effective and irregular.

5. Individual Improvement - Average

Grade 'D'- Below Average Work

1. Scholarship - Not meeting all assignments and requirements of instructor.
2. Initiative - Lacking
3. Attitude - Indifferent.
4. Cooperation - Just fair at times and lacking at other times.
5. Individual Improvement - Not noticeable.

Grade 'F'-Failing -Work unsatisfactory, little or no effort put forth. No credit received.

H. **Honor Roll**

1. Grade Conversion - Policy 345.1 - Rule

A+ = 4.34	B+ = 3.34	C+ = 2.34	D+ = 1.34	F = 0.00
A = 4.00	B = 3.00	C = 2.00	D = 1.00	
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67	

2. Students on the honor roll must have a 3.2 or above grade point average.
3. Students qualify for high honors by achieving a 3.8 or above grade point average.
4. The honor roll is calculated by totaling grade points and dividing by academic subjects at the end of each quarter.
5. All courses are considered of equal value. Students completing semester courses will receive ½ credit, except courses meeting for half of a block and Teacher Assistant (TA) assignments which receive ¼ credit per semester.
6. Students must take a minimum of 20 class hours (4 credits) to be considered for the honor rolls.
7. Students receiving a grade of "D" or "F" may choose to repeat the course. Both grades will be recorded on the transcript but only the highest grade will be computed into the grade point average.

CLASS MEMBERSHIP:

Freshmen must complete 8<sup>th</sup> grade  
Sophomores must have earned 7 credits  
Juniors must have earned 14 credits  
Seniors must have earned 21 credits

I. **Academic Awards**

Academic letters will be awarded to all students who have achieved a cumulative 3.75 GPA at the end of their 3rd, 5th or 7th semester. Academic awards will be given to all students that were on the high honor roll for the first three quarters of any calendar school year.

J. **Class Rank and Cumulative GPA**

The cumulative grade point average is calculated at the end of each semester. The cumulative grade point average is calculated by totaling grade points from semester grades and dividing by academic subjects. The class rank is determined from the cumulative grade point average ranking.

K. **Graduation Requirements**

Graduation requirements will increase in a tiered plan for the classes of 2019, 2020, and 2021. The requirements for graduation from Cedar Grove-Belgium High School are successful completion of:

**Class of 2019 Graduation Requirements**

4 Credits	English Language Arts
3 Credits	Math
3 Credits	Science

3 Credits	Social Studies (1.0 US History, 1.0 World Studies, .5 Economics, .5 Civics)
1.5 Credits	Physical Education (.5 credits in grade 9, 10, and 11. 12th grade if not fulfilled)
0.5 Credits	Health
0.5 Credits	Computer Applications
9.5 Credits	Elective Credits
<b>25 Credits</b>	<b>Total Required Credits for Graduation</b>

#### **Class of 2020 Graduation Requirements**

4 Credits	English Language Arts
3 Credits	Math
3 Credits	Science
3 Credits	Social Studies (1.0 US History, 1.0 World Studies, .5 Economics, .5 Civics)
1.5 Credits	Physical Education (.5 credits in grade 9, 10, and 11. 12th grade if not fulfilled)
0.5 Credits	Health
0.5 Credits	Computer Applications
0.5 Credits	Personal Finance
10 Credits	Elective Credits
<b>26 Credits</b>	<b>Total Required Credits for Graduation</b>

#### **Class of 2021 (and beyond) Graduation Requirements**

4 Credits	English Language Arts
3 Credits	Math
3 Credits	Science
3 Credits	Social Studies (1.0 US History, 1.0 World Studies, .5 Economics, .5 Civics)
1.5 Credits	Physical Education (.5 credits in grade 9, 10, and 11. 12th grade if not fulfilled)
0.5 Credits	Health
0.5 Credits	Computer Applications
0.5 Credits	Personal Finance
11 Credits	Elective Credits
<b>27 Credits</b>	<b>Total Required Credits for Graduation</b>

In order to graduate, a student must meet all graduation requirements established by the Board of Education (as outlined on policy #5460). Students not meeting these requirements or students that still owe fees, fines, detentions or class dues to the school ***will not*** be allowed to participate in the graduation ceremony.

#### **L. Minimum Student Class Credit Requirements**

1. All seniors must complete a minimum of **25 credits** to be eligible for graduation.
2. Students in 9-11 must take a minimum of **30 class hours** per week to be considered a full time student.
3. Seniors enrolled in the Work Experience Program will have the opportunity to substitute one block during the school day for work experience. This block can occur during the morning or afternoon. The student must complete at least 10 hours of work a week, with the majority of those hours of work occurring during the time missed from school. The student must submit a weekly time sheet signed by the employer and the student must have passing grades in all classes and no attendance issues. Failure to follow all expectations may cost the student the chance to continue in the work experience program. They may earn a maximum of 1.0 credits per semester if they are enrolled in the Work Experience Program. (Any exception to this rule must be approved by the High School Principal)

#### **M. Transfer Student's Credits**



High school students transferring to Cedar Grove-Belgium High School will be allowed credits earned in their previous schools. Graduation requirements may be adjusted to allow for differences between schools.

**N. Student Credits and Early Graduation**

Students are expected to take a full load of courses (4.0 credits) each semester, unless circumstances arise for a special need. If a student does passing work each semester, he/she will meet the minimum 24-credit requirement for graduation.

It is possible and permissible for a student to graduate from high school in seven semesters provided the student follows the steps listed below and is able to meet the school's 24 credit requirement.

1. Student has at least a 'B' academic average at the end of his/her sixth semester.
2. During the sixth semester or no later than October 1 of the seventh semester, the student makes application with the high school principal by submitting a statement of endorsement and the signatures of his/her parents or legal guardian as well as clearly expressing the reasons for the request.
3. The matter is thoroughly reviewed by the student and his/her counselor, as well as the high school principal.
4. A conference is held involving the student, his/her parents, the high school counselor and the high school principal.
5. The principal will evaluate the request and its merits and forward his/her recommendations to the superintendent for consideration and school board action.
6. The school board will have final authority to approve or disapprove the application.
7. The Board reserves the right to revoke permission if the student's grades drop, or if student's conduct is such that special privileges are not warranted.

## **SCHOOL PROCEDURES**

### **R-Code**

The mission here at Cedar Grove-Belgium High School is to provide a positive, safe, healthy, nurturing, and respectful environment in which all students have the opportunity to become productive members of society. We will provide this through the:

1. Development of clearly defined and consistent expectations and accountabilities which reflect our theme of Respectful, Responsible, and Ready.
2. Maintenance of an open ended flexible approach through the use of a data driven information system.
3. Educationally sound methods that foster student character, safety, academic excellence, and individual citizenship.

### **Attendance**

The school requires all students to attend school regularly in accordance with the law of the state of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose. Accordingly, the state of Wisconsin and the Cedar Grove-Belgium School Board support regular attendance.

### **Definition of Wisconsin Statute:**

#### **Compulsory Attendance**

Wisconsin state statutes (s.118.15) require school attendance of a child ages six to 18 unless he/she: (1) is excused, (2) has graduated, or (3) is enrolled in an alternative education program.

The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.

It is the responsibility of the parent to provide reasons for their child's absence. It is the responsibility of the school principal/assistant principal to determine whether the absence is acceptable (excused) or not acceptable (truant). Students and/or parents who violate Wisconsin Statutes will be referred to the courts system and or human services for review.

The primary source of communication to a parents/guardian when a child misses school, will be using the Infinite Campus Messenger system where parent/guardian will receive a telephone message indicating the absence of the child. Personnel in the high school office may also place phone calls to parents and guardians, but it is the parent or guardian's responsibility to inform the high school office of a child's absence.

### **Correct procedures to excuse an absence**

Parents/guardians must call the high school office at 920-668-8686 or from the Belgium area 1 (877) 424-2168.

These are the correct procedures for a parent/guardian to communicate reasons for student absence:

1. A phone call from a parent/guardian the day prior to, or on the day of the absence. (The message may be left on the attendance line answering machine at any time, day or night.)
2. A note written, dated, and signed by the parent/guardian will be accepted the next day if phone contact was not possible.
3. When excusing an absence, the reason for the absence should be stated as well as the date and time.
4. If an absence has not been excused after 5 school days have elapsed since the absence, the absence will be designated as truancy.

### **Excused Absences**

A child may not be excused by his/her parent/guardian for more than **ten (10) days** (please note that absence for any part of the school day counts as one full day of absence.) per academic year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to the following:

1. The child is not in proper physical or mental condition to attend school.
2. Illness in the immediate family, which requires the student to be absent.
3. Professional or other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day.
  - a. Notification of appointment should have **date and time noted on form from doctor.**
  - b. Verified medical and professional appointments will not be counted towards the 10 times that a parent/guardian can excuse a child from school.
4. Death in the immediate family or attendance of a funeral for relative or close friend.
5. Religious holidays, attendance at religious events or attendance at special family celebrations.
6. Vacations and/or family trips that can be taken only during the normal school term. The intent is to provide opportunity for students to accompany their parent(s) or guardian (vacation that cannot be scheduled during non-school time).
7. A court appearance or other legal procedure which requires the attendance of the student (**not counted towards the 10 parent excused absences**).
8. A quarantine as imposed by a public health officer (**not counted toward the 10 parent excused absences**).
9. Special circumstances will be considered by the principal in consultation with the parents.

## Truancy

A student will be considered truant if he/she is absent for part of or all of one or more days from school during which the high school office has not been notified of the acceptable reason under these guidelines of such absence by the parent/guardian of the absent student. A student will also be considered truant if he/she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute (Sec. 118.15 Wis. Stats.). When a student is truant, the school attendance officer shall ensure that all acceptable provisions of the district's truancy plan are carried out, including possible referral to law enforcement.

## Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious manner. An unexcused absence is defined as any other absence that does not meet the criteria for the district's excused absence policy. Students who are absent from school **who do not have an excuse acceptable as described in the previous paragraph or are not excused by phone or note from a parent/guardian prior to arrival** will be given an unexcused absence and issued appropriate consequences.

Upon return to school, the student will be issued detentions for the unexcused absence (missed time) by the principal or the individual designated by the principal. The students will be expected to begin serving the detentions starting no later than the following school day. Absences can be changed to excused if the student does not have ten (10) or more absences and the student provides a note signed by a parent/guardian, an email is sent to the office staff, or a phone call is made to the high school office. The unexcused absence can be changed to excused if a parent/guardian informs that office within 24 hours. Other methods that will be considered when determining consequences for the unexcused absence may include:

1. counseling the student.
2. requiring the student to make-up lost time.
3. requiring the student to make-up course work and/or examinations, as permitted under this guideline.
4. conferring with the student's parent/guardian
5. suspension of the student from school
6. referring the student to the appropriate agency for assistance

## Unexcused Skips

Unexcused skips are absences from school that are not approved by the school and not approved by the student's parent/guardian, or occur when a student does not check out of school properly. A student will be assigned consequences for the unexcused skip that will include time that he/she will need to be makeup that is equal to, or more than the amount of time that the student was absent. **The proper procedure for checking out of school is gaining permission from the school office *before* leaving the building or school grounds.** Students who leave the school grounds without permission will be considered truant and will be issued discipline consequences which could include detentions, suspensions, and/or referral to law enforcement for truancy citations.

## Habitual Truancy

A student is considered a habitually truant if he/she is absent from school without an acceptable excuse for part or all of five (5) or more days in which school is held during a school semester. When a student initially becomes a habitual truant, the school attendance officer shall ensure that all applicable provisions of the district's truancy plan are carried out.

## Anticipated Absence

In the event of an anticipated absence, it is recommended that students notify the high school office as early as possible. The procedure for anticipated absence requires a student to present a written explanation for the absence or telephone call from his/her parent/guardian. The student may obtain an "Anticipated

Absence Form" from the office. The teachers of the student must sign the anticipated absence form and the student must return it to the office prior to the absence. Students may be obligated to complete coursework and assignments prior to the absence. The principal will give final approval for anticipated absences.

### **Deer Hunting**

A student that will be absent from school for deer hunting should follow the guidelines outlined in the Anticipated Absence section to ensure that all proper procedures are followed. Students excused for deer hunting are not allowed to return to school to attend or participate in any practice or activity that day. **(STUDENTS THAT HUNT MAY NOT BRING GUNS ONTO SCHOOL GROUNDS)**

Any student who has missed school more than ten times **will not** be given an excused absence for days he/she misses for deer hunting. We strongly recommend to parents that any student who is struggling in a class, not miss school to go deer hunting.

### **Requesting Homework**

The school office will take requests for homework on the **second day** a student is sick from school. Parents requesting homework should call the school before 9:30 a.m. of the second day a child is sick and homework assignments may be picked up between 3:00 p.m. and 3:30 p.m. at the high school office. Parents/guardians and students are encouraged to make direct contact with teachers via email or telephone regarding absent homework. If a student is only sick one day, the parent/guardian and student should work directly with the teacher to get missing work

### **Students leaving school during the school day**

As a general rule, no staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal except with the knowledge and approval of the principal or individual designated by the principal and with the knowledge and approval of the student's parent/guardian. Students must report to the high school office prior to leaving school and the school grounds. Failure to follow proper procedures may result in disciplinary action. Students should not use their cell phones to contact parents unless directed by personnel in the office. All parent contact will be made by a school official.

### **Tardy**

Students are expected to arrive on time to school, and each of their classes. Failure to do so will result in an inability to achieve success. Time missed from classes will need to be made-up with that particular teacher of the class. Students are expected to be in the classroom before the bell rings. **A tardy will be assigned when a student arrives to class up to 15 minutes late for the class. Arriving late to class 15 minutes after the beginning of the class, will result in an absence being recorded, rather than a tardy.** In the event that a student is late/tardy to class, the student must have a pass from the teacher that the student was meeting with.

#### **First period/block tardy procedure**

When a student receives more than three (3) first period tardies per quarter, he/she will be subject to office discipline which may include detentions, meeting with the principal, making up of lost time, parent contact, or other restorative measures.

#### **Procedures for First Block tardies**

- Students must arrive to their first block class before the 7:45 bell. If a student arrives late, he/she will be marked tardy by the teacher or office.
  - Students will be granted three (3) first hour "free pass" tardies. Upon receiving a fourth tardy to school and/or first block, the student will need to serve the lunch detention or an after school detention (on that day).
- If the student arrives at school after 8:00, he/she will be marked as absent. If unexcused (as defined by the above paragraph, and restated below), he/she will make the time up with the teacher, as a lunch detention, or with the detention supervisor.

- *As stated above: An unexcused absence is defined as any other absence that does not meet the criteria for the district's excused absence policy. Students who are absent from school **who do not have an excuse acceptable as described in the previous paragraph or are not excused by phone or note from a parent/guardian prior to arrival** will be given an unexcused absence and issued appropriate consequences.*
- Lunch detention will be served in the office or another location if needed.
  - Phones will be placed on the counter.
  - Chromebooks will not be able to be used unless granted permission from the supervisor for an educational purpose.
  - Students will bring their lunch. If they need to get hot lunch, they may do so and return the tray during the last few minutes of the lunch period.
  - All garbage will be cleaned up from the lunch.

In order to be eligible for co-curricular activities a student must be in attendance at school for **the entire school day of the activity**. Students who miss any part of the school day, with an unexcused absence or skip, will not be allowed to participate unless medical documentation is provided, or granted permission by the principal. Students who are truant from classes on the day of the activity will not be allowed to participate as per the co-curricular code. When a student is removed from a class on a day of a co-curricular activity, he/she will not be allowed to participate in that activity.

### **Detention Procedures**

When warranted, detentions will be assigned through the high school office. Students must bring work or something to read to the location of the detentions. A student can serve his/her detention with

- The assigned supervisor
- In the high school office
- Another supervising teacher claiming the student for detention

Students will turn over their PED to the teacher or staff member supervising the detention while serving a detention. No food or drink will be allowed during a detention. Students that do not serve detentions when issued may be issued additional consequences including parent contact, additional detention(s), suspension and/or a parent-student-principal conference.

A student must serve a detention when assigned unless there are extenuating circumstances and these are discussed and approved by the building principal **prior** to missing the detention. Failure to follow this provision will result in extra detentions being assigned.

Students assigned detention shall arrange their own transportation home, unless special transportation arrangements have been made with the principal/designee to ride the second bus home. In all cases, high school students riding the second bus home **must** have a bus pass signed by the principal/designee or they will not be allowed to ride the second bus. Students must begin serving detentions within 24 hours of being assigned unless other arrangements are made with the principal.

If a student is absent on the day he/she was assigned to serve detention, he/she will be required to serve detention upon returning to school. All assigned detentions **must** be served by the end of the school year. Detentions not served by the end of the school year will be carried over to the next school year. A senior **must** serve all assigned detentions before he/she is allowed to participate in the graduation ceremony.

Student discipline files will be kept in the high school office. Parents and students have the right to meet with the principal and review these files. This can be done by calling the principal and setting a time and date to hold a meeting.

### **Student Searches**

In order to maintain order and discipline in the school and protect the health, safety and welfare of all students and staff, the high school principal or his designee may conduct student searches on school property according to Board Policy (#5771).

There will be occasions that drug sniffing dogs will be used that will assist in searches of the school and vehicles on school grounds to assure the safety of all students and that illegal substances are not on school grounds.

### **Security Cameras on School Grounds**

Students and visitors should realize that there are security cameras on school grounds. These cameras are operational 24 hours a day. These cameras are monitored by school personnel and recorded. When necessary, school personnel will review the recordings to verify any infractions of school rules; these recordings may be used in the discipline process when needed.

### **Discipline Procedures**

The purpose of this section is to inform students about violations that could remove them from the class and lead to detention or suspension.

Students will be sent to the office for the following reasons:

1. Possession or use of a weapon or other item that might cause bodily harm to anyone in the school.
2. Possession or being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment.
4. Fighting
5. Taunting, baiting, inciting, and/or encouraging a fight or disruption.
6. Disruption and intimidation caused by gang symbols or gestures, gang or group posturing to provoke altercations or confrontations.
7. Pushing, striking or threatening a student or staff member.
8. Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from teaching or other students from learning.
9. Interfering with the orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means.
10. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.
11. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, refusing to follow directions, or excessive disruptive talking.
12. Restricting another person's freedom to properly utilize classroom facilities or equipment.
13. Throwing dangerous objects in the classroom or on school grounds. This includes snowballs.
14. Repeated disruption or violation of classroom rules.
15. Racial slurs or degrading statements of any nature.
16. Behavior that causes the teacher or other students fear of physical or psychological harm.
17. Physical confrontations or verbal/physical threats.
18. Willful damage to school property.
19. Defiance of authority (willful refusal to follow directions or orders given by the teacher).
20. Repeatedly reporting to class without bringing necessary materials to participate in class activities.
21. Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others. (Ex. Pagers, cell phones, lighters, matches, noise makers etc.)
22. Use of profanity.

In the event a student does not practice the school behavioral expectations, he/she may be suspended from school and may be required to sign a behavior contract before he/she returns to school. Before returning to school after a suspension has been issued, the student and a parent will need to be present at a



reinstatement meeting with the high school principal. Continuous insubordination and violations of school rules and policies may result in expulsion.

### **Discipline Referral Forms**

In the instance that there is a need to send a student to the office for a violation of our school expectations, the teacher shall fill out a Discipline Referral Form (hard copy or behavioral form via Infinite Campus). When the final disciplinary measures are decided, a copy of this form may be given to the student, the teacher who made the referral, and a copy will be placed in the student's discipline file.

### **Due Process**

- A. Students will have the opportunity to be heard and respond to the evidence or the witness against him/her.
- B. Students will have an opportunity to show that the rules or laws being applied to him/her are unreasonable, arbitrary, or discriminatory.
- C. Students charged with a suspendable offense will be given a notice of the specific charges against him/her and an opportunity to give his/her side of the story in an informal or formal procedure.

### **Expulsion**

#### A. Grounds

The following reasons may be considered sufficient cause for student expulsion:

1. The willful or malicious destruction of school equipment or property.
2. Possession or sale of drugs or alcohol on school property and/or at school sponsored activities off school property. (Including being on school property or at school activities under the influence of drugs or alcohol).
3. Behavior that leads to the physical and moral deterioration of the school.
4. Repeated refusal or neglect to obey the school rules or board policies.
5. Engaging in conduct, which endangers the property, health or safety of others.
6. Use or possession of a weapon on school grounds or at school activities. **(GUNS ARE NEVER ALLOWED ON SCHOOL PROPERTY)**
6. Use or possession of tobacco on school grounds or activities.

#### B. Purpose

Expulsion is limited or permanent termination of enrollment by action of the Board of Education. The purposes of expelling a student is to maintain an orderly educational system, to eliminate undesirable influences on other pupils, and/or to rehabilitate pupil conduct. It may be imposed when other remedies have been exhausted or when the severity of conduct merits it.

#### C. Procedures

1. A principal may recommend expulsion to the Board of Education through the district administrator, identifying the pupil and specifying the alleged grounds for expulsion. If the district administrator accepts the principal's recommendation, the district administrator shall schedule a hearing on the charges with the Board of Education.
2. Not less than five days after the written notice of the hearing, a notice shall be sent to the pupil, and if the pupil is a minor, to his/her parent or guardian. The notice shall specify the particulars of the alleged refusal, neglect or conduct, state the time and place of the hearing, and state that the hearing may result in the pupil's expulsion. Wisconsin Statute 120.13(c) shall be printed on the back of the notice.
3. The pupil, and if the pupil is a minor, his/her parent or guardian may be represented at the hearing by counsel. The hearing shall be open to the public unless the pupil, or if the pupil is a minor, the parent or guardian requests a closed hearing. The administration shall state the alleged grounds for expulsion. The pupil, his/her parents or guardian, and/or his counsel may state the student's case and may cross-examine.
4. The Board of Education shall keep written minutes of the hearing. After the hearing, the Board shall determine guilt, whether expulsion is merited, and if so, the duration of expulsion.

5. Upon ordering of expulsion by the Board of Education, the district administrator shall mail a copy to the pupil and, if the pupil is a minor, to his/her parents or guardian.
6. The pupil, or if the pupil is a minor, his/her parents or guardian may appeal the expulsion to the state superintendent. An appeal from the decision may be made within thirty (30) days to the Circuit Court of Sheboygan County.

### **Expulsion For Possession Of Facsimile Firearms**

Under this law, Wisconsin Act 191, no person may carry or display a **facsimile firearm** in a manner that could reasonably be expected to alarm, intimidate, threaten or terrify another person. Whoever violates this section is subject to expulsion.

In this law, "**facsimile firearm**" means any replica; toy, starter pistol or other object that bears a reasonable resemblance to or that reasonably can be perceived to be an actual firearm. "**Facsimile firearm**" does not include any actual firearm. The law does not apply to the following:

- a) Any peace officer acting in the discharge of his or her official duties.
- b) Any person engaged in military activities, sponsored by the state or federal government, acting in the discharge of his or her official duties.
- c) Any person who is on his or her own property, in his or her own home or at his or her own fixed place of business.
- d) Any person who is on real property and acting with the consent of the owner of that property.

### **Expulsion for Endangering Employees or Board Members**

Wisconsin Act 284, provides that a pupil may be suspended or expelled from school for actions or conduct which endangered the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled.

### **Expulsion for Smoking, Tobacco, Electronic Cigarettes, Intoxicants and Controlled Substances**

It shall be a violation of this policy for any student of Cedar Grove-Belgium School District to possess, consume, display or sell any tobacco products, tobacco-related devices, or electronic cigarettes at *any time* on school property or at off-campus, school-sponsored events.

Violations for **possession or using tobacco products, tobacco related devices, or electronic cigarettes** on school property or at school functions will be as follows:

**First violation** may result in any or all of the following: confiscation of tobacco product(s), electronic cigarettes and/or tobacco related devices; parent notification, law enforcement citation and/or fine, 1 day in-school or out of school suspension; and may also carry a recommendation to participate in an assessment evaluation.

**Second violation** may result in any or all of the following: confiscation of tobacco product(s), electronic cigarettes and/or tobacco related devices; parent notification, law enforcement citation and/or fine, Screening, Brief Intervention and Referral to Treatment (SBIRT) evaluation; comprehensive evaluation and follow-up; 2-3 days out of school suspension.

**Third violation** may result in any or all of the following: confiscation of tobacco product(s), electronic cigarettes and/or tobacco related devices; parent notification, law enforcement citation and/or fine, Screening, Brief Intervention and Referral to Treatment (SBIRT) evaluation; comprehensive evaluation and follow-up; 4-5 days out of school suspension; recommendation to the Board of Education for expulsion.

Students are not to consume alcoholic beverages, illegal intoxicants or controlled substances before or during school hours, before or during school activities, at home or away. Students are not to have any alcoholic beverages or illegal intoxicants in their possession during school hours or at school activities.



Violations for **use, consumption or possession of any alcoholic beverage, illegal intoxicants** (including near beer), **or controlled substances on school grounds** will be as follows:

**First violation** may result in any or all of the following: confiscation of intoxicant or controlled substance; parental notification; law enforcement citation and/or fine; Screening, Brief Intervention and Referral to Treatment (SBIRT) evaluation; 3-5 days out of school suspension.

**Second Violation** may result in any or all of the following: confiscation of intoxicant or controlled substance; parental notification; law enforcement citation and/or fine; Screening, Brief Intervention and Referral to Treatment (SBIRT) evaluation; comprehensive alcohol and drug assessment and follow-up; clinical counseling evaluation; 4-5 days out of school suspension.

**Third Violation** will result in the following: confiscation of intoxicant or controlled substance; parental notification; law enforcement citation and/or fine; 5 days out of school suspension; recommendation to the Board of Education for expulsion.

The severity of student misconduct may merit as an initial step a recommendation to the Board of Educations for expulsion.

### **Anti-Bullying and Harassment Policy 5517.01**

The Cedar Grove-Belgium School District strives to provide a safe, secure and respectful learning environment for all students in school buildings and on school grounds, on school buses and at school-sponsored activities. Bullying has harmful social, physical, psychological and academic impact on the bullies, the victims and the bystanders. The Cedar Grove-Belgium School District consistently and vigorously addresses bullying to ensure there is no disruption to the learning environment and learning process.

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. Educational environments include, but are not limited to, every activity under school supervision. It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member, principal, or the principal's designee. All such reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. (Refer to Board Policy 443.71 for more information.)

### **Student Sexual Harassment Policy 5517**

#### Complaint Procedure

Students who believe they are the victims of sexual harassment must report their concerns to the building principal or a guidance counselor. Students or parents may report the concern to any adult employee. To assure consistency in handling complaints the employee will report the complaint to the building principal or a guidance counselor.

The following procedure will be used:

1. Any complaint may be presented verbally or in writing to the building principal or guidance counselor. The complaint should include the specific nature of the harassment and corresponding dates. The person making the complaint will need to provide his/her name, address and phone number. If the complaint is verbal, the building principal or guidance counselor may make a written record and request the complainant to sign such written account.
2. The building principal or guidance counselor shall thoroughly investigate the complaint, notify the person who has been accused of harassment, permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within 10 working days after receipt of the complaint, if deemed necessary. The building principal or guidance counselor shall give a written response to the complaint within 15 working days after receipt of the complaint.

3. If the complainant is not satisfied with the response of the building principal or guidance counselor he/she may submit a written appeal to the superintendent indicating the nature of the disagreement. The appeal must be filed within 20 working days after receipt of the building principal or guidance counselor's answer.  
The superintendent may schedule a meeting of all parties to the complaint if deemed necessary. The superintendent shall schedule a meeting if requested by the complainant.

The superintendent shall give a written response to the complainant's appeal within 10 working days of the date the appeal is filed or 10 working days after the meeting.

4. If the complainant is not satisfied with the response of the superintendent an appeal to the school board may be filed. The appeal must be filed within 10 working days of receipt of the superintendent's response. The school board shall conduct a hearing within 20 working days of receipt of the appeal. The school board shall give a written response within 10 working days of the completion of the hearing.

Alternate Procedure

The following alternate procedures will be used for younger students or students with exceptional education needs.

Due to the potential difficulties with establishing dates, times and behavior, persons who have or may have been harassed will be provided with counseling services as deemed appropriate to their age and handicapping condition.

A person's handicapping condition will be given consideration in any disciplinary action that may occur as a result of sexual harassment.

**Expectation of Privacy**

The Cedar Grove-Belgium School district shall implement the following Expectation of Privacy policy to protect the privacy rights of individuals using any areas in the Cedar Grove-Belgium School District where there is an expectation of privacy. These areas include locker rooms, bathrooms, changing rooms, and dressing rooms. (Refer to Board Policy #9151 according to State Statute #175.22)

1. No person may use a cell phone, camera or other device to capture or record the image of a nude or partially nude person in these areas.
2. Locker rooms are provided as a safe place for physical education students, athletes or other groups approved by the school district to prepare for athletic or physical education participation.
3. No non-school employee shall be permitted to enter the locker room to interview or seek information from an individual in the locker room. No cameras, video recorders or any device that is able to transfer images is permitted in the locker room.

Students and staff members violating this policy will be subject to school disciplinary actions and possible referral to law enforcement.

**School Lunch Program and Lunch Time Procedures** - See Board Policy #8500 – Lunch Cards are available in the high school office.

1. Hot lunch and Ala Cart are both served in the cafeteria each day.
2. The following expectations for the cafeteria will be followed during lunch and throughout the school day:

<b>RESPECTFUL</b>	<b>RESPONSIBLE</b>	<b>READY</b>
● Keep all food and drink on	● Use technology appropriately	● Arrive on time

trays <ul style="list-style-type: none"> <li>● Use appropriate language</li> <li>● Honor space and belongings</li> <li>● Follow adult directives</li> <li>● Wait patiently in line</li> </ul>	<ul style="list-style-type: none"> <li>● Use conversational volume</li> <li>● Return all trays</li> <li>● Leave no trace</li> </ul>	<ul style="list-style-type: none"> <li>● Bring needed items with you</li> </ul>
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Students who do not follow proper cafeteria expectations may be assigned another place to eat during lunch, or may have other consequences issued.

Students are expected to stay in the cafeteria during their specified lunch time. Classes that are in session are not to be disturbed during lunch times. During the lunch times, students **MAY NOT leave the campus**. They must remain in the commons area or area designated and supervised by school officials. If it becomes necessary for a student to leave school grounds during specified lunch times, permission **must** first be obtained from the supervising school officials, the building principal, and/or the high school office.

3. Lunch menus can be found on our school web site [www.cgbsd.com](http://www.cgbsd.com). Lunch menus are also published in the Lakeshore Weekly, Tri-County Messenger, Ozaukee Press, and announced on WHBL 1330 Sheboygan.

### **Lost and Found**

Articles that are turned into the office are placed in a Lost and Found bin located in the high school commons. Articles that are not claimed will be donated or disposed of within 30 days.

### **Fire Drills**

1. All students and other personnel should know how to leave the building in case of fire. The closest proper exit must be used. Students are to report to their teacher in a designated area outside the building.
2. Teachers will leave the classroom first and check hallway for safety.
3. Students are to react immediately upon hearing the fire alarm.
4. Walk single file, moving quickly and orderly.
5. The students nearest the windows are to close the open windows.
6. The last person out of a room is to close the door tightly.
7. The first person out of an exit door should hold the door open until all persons are outside and then close the door quickly.
8. Students who are not in any classrooms at the time of a fire should take the closest and most direct exit route, reporting to the closest teacher outside of the building.
9. In the event of a fire blocking your exit route, take the next logical exit route.
10. Teachers will take attendance when outside and account for any missing or extra students and staff.

### **Tornado Drills**

1. Tornado warnings will be issued via the P.A. system from the high school office.
2. Teachers accompany their classes in a quick and orderly manner to the appropriate tornado shelter (locker room).
3. 9-12 male faculty and male students enter the boys' locker room, 9-12 female faculty and female students enter the girls' locker room. Faculty members will disperse students evenly in the locker rooms. Students will be seated on the floor with their backs against the wall.

All students and faculty will remain in designated areas until they are notified that the tornado threat no longer exists.

### **Class Finances**

1. All school classes, clubs and activity funds shall be handled through the district office. Receipts and disbursements shall be turned in to the appropriate advisor and handed into the high school office for processing. Advisors must keep an accurate record of all transactions.
2. All fundraisers must be pre-approved by both the class advisors and the principal.
3. All expenditures must be paid by check. Any expenditure of class funds must be verified in writing by a class advisor.
4. When a class graduates from high school, the class funds may be used for the purchase of a gift to the school. Any monies left over may be used to cover class debts or obligations.

### **School Closings**

Announcements of school closing because of inclement weather will be made over radio stations WHBL 1330 AM, and TV Channels 4, 6, 12, & 26 as early as possible. Parents will also be contacted by telephone through the school district's **Infinite Campus Messenger** notification system.

### **School News**

School news and information will be published on-line at [www.cgbsd.com](http://www.cgbsd.com) and on **Channel 20**. However, legal notices will be placed in the Ozaukee Press and the Sheboygan Press.

### **Message Board**

A message board will be located in the window of the main office. Students are responsible to check for their name and stop by the office to pick up the messages that they may have. The office will relay emergency messages directly to the student, when warranted.

### **Medication**

Students required to take prescribed medications will give the medication to a secretary in the high school office. Parents wishing to have prescribed medication dispensed at school must sign a consent form. Prescribed medications dispensed at school must be in the original container. Students must not share medication prescribed to him/her to another student. Medications such as asthma inhalers or over the counter products may be kept by the student that needs them. If you have any questions about taking medication at school, please see the high school principal.

### **Human Growth and Development Instruction**

CGB High School offers a health curriculum that includes education in human growth and development. An overview of the curriculum is available by appointment with the health teacher through the high school office.

### **Dress and Appearance**

Dress code rationale: To promote a professional and respectful learning environment and readiness for the world of work.

While dress choices are a reflection of student individuality and style, clothing that is inappropriate, offensive, or distracting to the learning process is not allowed at CGBHS. CGBHS expects all students to be neat, clean, and dressed in good taste. Clothing must not be too short, not too tight, and clothing must cover areas that are expected to be covered with no undergarments to be exposed. Footwear is expected to be worn at all times.

This is not an exhaustive list and CGBHS administration may amend this policy during the school year if needed. Any adjustment of the dress code will be communicated with students and parents. Unacceptable clothing that distracts from the learning environment may include, but is not limited to the following:

- Drug, alcohol, or tobacco representations
- Profanity or inappropriate language
- Images, symbols, or language that is considered derogatory to any group of people

- Hats, hoodies, sun visors, and/or headgear for outdoor wear (the wearing of headwear for medical or religious reasons is permitted. Headwear is also allowed for specific spirit wear days.)
- Any clothing which does not cover a student's undergarments, shows midriff and/or cleavage, or any other areas of the body that expose too much bare skin.
- Jackets and backpacks must be placed in student lockers and remain in lockers until the end of school.

The use of common sense in the matter of personal grooming and wearing of clothing is the best criteria to follow. Cedar Grove-Belgium requests that all parents/guardians take an active interest in their students' appearance before they leave for school so that the student and those around the student can fully concentrate on the work at hand.

Students in violation of this dress code will be given the following options:

- Students will be asked to fix the violation by changing or adjusting their clothing.
- Parents will be contacted to bring appropriate clothing to school.
- CGBHS administration will provide appropriate clothing for the student to wear.
- The student will be assigned to an in-school suspension room until the clothing violation is resolved.

### **Backpacks and Jackets**

Backpacks, book bags, and jackets must be placed in lockers upon arrival to school, and must remain in lockers until the end of the school day.

### **Use of School Phones**

In emergencies a student may get permission to use the phone in the high school office.

### **Electronic Communication Devices – Cell Phones**

Cedar Grove-Belgium High School allows students to use personal electronic devices or cell phones in school buildings or on school grounds before school, after school, during passing periods, and at lunchtime.

#### **Students' access to using personal electronic devices during class periods may be restricted.**

Teachers may choose to allow students to use personal electronic devices if they determine that it will enhance learning. If at any time a student is using a personal electronic device without the permission of the teacher or their personal electronic device is becoming a distraction to the learning environment, the student **must** surrender the device to their classroom teacher or high school staff member, if asked to do so. Failure to surrender the device may cause the surrender of the device to the high school principal or high school office personnel.

When a personal electronic device (PED) is confiscated and turned into the high school office, the following consequences will be issued.

**First Violation:** The personal electronic device will be confiscated by the staff member and turned into the high school office. A referral will be written by the staff member. The student will be able to pick up their personal electronic device at the end of the school day from the office.

**Second Violation:** The personal electronic device will be confiscated by the staff member and turned into the high school office. A referral will be written by the staff member and other consequences may be issued. A parent will be called by the high school principal to come and pick up the electronic device at the end of the school day. If the parent can't pick it up at the end of the school day, it will be held in the high school office until a parent can come to pick it up the next day or any subsequent day.

**Third Violation:** The personal electronic device will be confiscated by the staff member and turned into the high school office. A referral will be written by the staff member and other consequences may be issued. The parent will be called by a member of the high school office, and the school will discuss

with the parent when the parent can come to pick up the PED. The personal electronic device may be held by the school for up to three days.

When PEDs become a continuous problem, individual student PED contracts may be issued and students will be expected to abide by the language of the contract.

### **Special Events - Homecoming, Prom, etc.**

All special events must be approved by the principal and will be scheduled on a day when the class advisors can be present. Special events should not conflict with other school activities. When events are scheduled such as a dance, the principal must be informed at least one week before the event as to who will be chaperoning the event. All work for the event should be done outside of class time.

### **College Visiting Day**

Visiting a college or university is a privilege granted to juniors and seniors. Students must follow proper procedures to retain this privilege.

- Students should discuss plans with the high school counselor and complete a pre-planned absence form. Completed forms must be turned in to the main office **before** the visit.
- Parents will be responsible for the transportation and supervision of their child when visiting a college.
- Students may be excused for college visit days, three times during their high school career.

### **Law Enforcement Interview**

Law enforcement officials may interview students without the presence of a school official or without first notifying the parent of the impending interview if school officials deem it necessary or the proper procedures are followed.

### **Expectations of Students**

School is considered a full time assignment for all students. Students are not allowed to attend school part-time and work part-time in the community during school hours unless special permission is obtained from the principal.

### **Visitors to Cedar Grove-Belgium High School**

Any person/student wanting to visit Cedar Grove-Belgium High School must have permission from the principal. School officials reserve the right to refuse visitors based on the school situation and past cooperation. All visitors must be pre-approved by the principal 48 hours in advance of visiting Cedar Grove-Belgium High School. The high school that the visitor attends will be contacted to verify that the visiting student is in good standing. The Cedar Grove-Belgium student requesting the visitor must have all of his/her teachers complete a visitor approval sheet.

### **Attendance at Assemblies**

Students are expected to attend all assemblies and/or pep rallies. High school students having an understandable reason for not attending assemblies or pep meetings are to report to the designated room assigned by the principal. Students are expected to study and remain in the room while the assembly is being held.

### **Use of Foul Language**

Students are expected to use appropriate language in all settings of the high school. Students' use of foul language will not be tolerated anywhere in school. Students who continue to use inappropriate language in school may be subject to disciplinary action including detention and/or suspension. Students need to be aware of their surroundings and the language that they choose to use.

### **Cheating/Academic Dishonesty**

Any student found cheating will receive a "0" for that assignment. The "0" for the assignment will be averaged in with the rest of the semester grades. The teacher will make direct contact via phone to the

parents informing them of the incident. A follow-up letter will be sent to the parents that includes a copy of a disciplinary report from the teacher.

If the student receives a second referral for violating the academic dishonesty policy, he/she will receive an "F" grade for the course, and no credit for the semester. If the class is required for graduation, the student may be required to retake the class.

### **Meningococcal Disease Information** (Wisconsin State Statute 118.03(3) )

Per Wisconsin State Statute, public high schools are required to inform parents about how to obtain information regarding meningococcal disease. This information can be found at various websites including The Wisconsin Department of Public Instruction (<http://www.dpi.wi.gov/sspw/pdf/mengcdcfact.pdf>) and the Center for Disease Control (<http://www.cdc.gov/meningitis/index.html>).

### **Immunizations**

Students must show proof that they have received the required immunizations. When a student has received additional immunizations, he/she must bring proof of dates to the high school office.

### **After School Hours and Access**

During the regular school day all students, parents, and other visitors must enter through the main common's doors (entrance A) and pass through the high school office. The school building doors are unlocked at the completion of the school day and nights of performances.

1. Whenever a student is allowed to meet for an activity in the building, there must be a teacher or advisor present who is responsible for the particular activity.
2. Doors will open for evening contests and events at least 15 minutes before the beginning of the activity. Students should not attempt to enter the building before that time.

### **Closed School Dances**

All school dances must be planned by a school organization or class. Dances will be limited to Cedar Grove-Belgium High School students only, with the exception being a Cedar Grove-Belgium student may make a special request to bring a friend. The student must apply in advance for permission for the non-Cedar Grove-Belgium student to attend the dance. Forms are available in the office. These forms must be signed by the principal to be valid.

Organization officers or class officers should contact the principal to have their dance request put on the school calendar at least one week in advance of the scheduled date. **The organization or class agrees to replace any item damaged as a result of the dance being held at school.** In addition, the contract will state the date, time, activities and chaperones. Four adult chaperones must be present, with at least two of them being teachers. All dances will end by 11:30 p.m., unless prior approval is granted by the principal. The organization may set fees for the dance. **Once a student leaves the building during a dance, he/she must leave school grounds, because he/she will not be permitted to return to the dance.**

Classes and school organizations may pick up application blanks for sponsoring a dance from the high school office.

### **Homecoming Court Selection Procedure and Qualifications**

The court will consist of 14 students from the senior class. 7 senior males and 7 senior females. Seniors that have participated in, and completed, any school extracurricular (athletic team or forensics) in the previous winter, spring, summer, or current fall season are eligible for Homecoming Court. These individuals must also be in "good standing" (academics, behavior, and attendance) as well.

- The senior class will vote to determine the court.
- The entire 9-12 student body will vote for one female and one male to determine the Homecoming Queen and King from the slate of court members.



- Students who have served as Queen or King of a Prom Court shall be ineligible for the Homecoming Court. Any student that has been selected for a previous Homecoming Court will also be ineligible to be on the Homecoming Court. All other seniors that meet eligibility requirements and are "in good standing", may be selected to the Homecoming Court provided the previous stated conditions are met.
- All court members will be responsible for clean up after the dance is over.
- Parents of court members are expected to chaperone the entire dance.

**General Court Academic Qualifications**

A student failing a course at the end of the three (3) week period progress reports will not be allowed on court until satisfactory progress has been demonstrated and approval to participate is granted by the staff member(s) that issued the failing grade(s). If the student is unable to change the status of the failing grade to satisfactory progress and time permits, the next highest vote receiver shall be asked to represent his or her class on the court. If there is not time to get a replacement, the vacancy created will not be filled.

**(Note this includes all courts: prom, homecoming, winter dance etc.)**

**Work Permits**

Student work permits may be obtained in the High School office. The person applying should bring with them a letter from their employer, a permission letter from their parent, social security card, birth certificate or driver's license and \$10.00.

**Hall Passes - Students in hallway during class**

Students should not be in the hallway during class time without permission from a teacher or administrator. To ensure that students have permission, it is encouraged that students have a pass signed by a teacher or an administrator. Permission to leave class should be given very sparingly, and only as needed. Teachers are to use their discretion in issuing permission and hall passes. Any student who abuses this pass system may be issued appropriate consequences for a teacher and/or staff member. Any teacher or staff member has the authority to stop a student in the hallway and check to see if he/she has permission and/or a pass.

**Hallway and Passing time expectations**

The passing period is five (5) minutes and should be used for a student to exchange materials at his/her locker, visit the restroom, get a drink, etc. A student should arrive to his/her next class prepared and with all necessary materials, before the bell rings. A student is allowed to use their PED during the passing period if they choose to. The following expectations are to be practiced in the hallway.

<b>RESPECTFUL</b>	<b>RESPONSIBLE</b>	<b>READY</b>
<ul style="list-style-type: none"> <li>• Keep to the right</li> <li>• Walk with eyes up</li> <li>• Use appropriate language</li> <li>• Honor space and belongings</li> <li>• Follow adult directives</li> </ul>	<ul style="list-style-type: none"> <li>• Use technology appropriately</li> <li>• Use conversational volume</li> <li>• Move with the flow of traffic</li> <li>• Keep hallways clean</li> </ul>	<ul style="list-style-type: none"> <li>• Bring needed materials to class</li> <li>• Keep locker clean and organized</li> </ul>

**Library Passes**

Teachers are encouraged to take their entire class to the library when students have appropriate work to do involving library materials. Since teachers must accompany the class, no passes are needed. Teachers will check with the librarian before they bring the entire class.

Teachers who send students to the library must fill out a library pass (orange pass) and indicate the purpose or need for using the library.



If a student abuses the library pass, the teacher should not send the student to the library. Students sent to the library that abuse the privilege should have work to do in the library or have a need to use the library resources. The expectation is that all students in the library use the library as a place of quiet study or place to use the resources available in the library.

### **Laser Pointers**

Wisconsin Act #157 restricts the use of laser pointers and provides criminal penalties for the improper use of laser pointers. School rules prohibit the use or possession of laser pointers on school grounds or at school activities unless pre-approved by the principal.

## **GENERAL CONDUCT OF STUDENTS**

1. Each student is expected to conform to all the rules and requirements of the school, to be diligent, studious, respectful and obedient to teachers, and helpful to schoolmates.
2. Student conduct should be of such a nature that meets the standards expected of young ladies and gentlemen. Respect for others and the school facilities are expected. Public displays of affection between students will not take place at school. School officials have the responsibility for setting acceptable conduct standards.
3. Only materials being used for school purpose should be brought to school. All radios, toys and other materials of this nature should be left at home.
4. All candy, soft drinks and snacks will be consumed in the cafeteria. These items will not be allowed in the classrooms, auditorium, halls or offices without teacher permission. Students will dispose of litter in the proper containers.
5. The building will be closed at 3:30 p.m. each day. Students remaining in the building after this time must be supervised by a teacher, advisor or coach.
6. While on school property, or at a school sponsored activity off school grounds, students are not to:
  - a) possess or use any nicotine containing products except FDA approved cessation products.
  - b) possess or consume alcoholic beverages
  - c) sell, consume or have possession of drugs
  - d) be under the influence of alcohol or drugs

Violations of the above **may lead to suspension or expulsion** from school. This restriction extends beyond the normal school day and includes all school sponsored extracurricular activities both on and off school grounds. Parents and law enforcement officials will be contacted if violations occur.

7. Any student who attends an extracurricular event under the influence of alcohol or drugs will be subject to arrest and may be expelled from school.
8. Students will not wear hats or other headwear in the building during the school day. Tails and similar clothing are also not permitted.
9. Students may not leave the school building/grounds during the school day. If an emergency occurs and a student needs to leave the school building/grounds **the student must check out through the office**. School personnel must be able to account for students otherwise the student will receive an unexcused absence and will be subject to consequences as outlined in the attendance section of this handbook.
10. Students are not allowed to store food or drink in their locker. Lunches that are kept in lockers should only be consumed in the cafeteria during the lunch period.
11. Students are not allowed to throw snowballs on school grounds.
12. Students are not allowed in the parking lot during the lunch periods without permission from a lunch duty supervisor.

## **ALCOHOL AND OTHER DRUG ABUSE**

The Alcohol and Other Drug Abuse (AODA) program has been in our school for several years. Students who want to discuss A.O.D.A. concerns should see Mrs. Smillie. All discussions with Mrs. Smillie will be kept confidential.

## FUNDRAISING

1. Fundraising will be limited to classes and school organizations that do not receive district funds other than advisor salaries. Any exceptions to this rule must receive approvals from the building principal.
2. Fundraising must not interfere with the school educational program or be in direct competition with local merchants.
3. Effort should be made to space fundraising out over the entire school year.
4. Some fundraising activities will be reserved for certain organizations.
5. Fundraising money should not be stored in student lockers. Money should be turned into the advisor at the end of each day. The advisor is responsible to document that all money received matches the items sold and that a receipt is issued for all money received. The advisor will then turn the money into the high school office at the end of each day.
6. All **school** organizations **must** deposit all proceeds from fundraisers into the student activity account.

### Required Fund Raising Procedure: (see Board Policy #5830)

1. Students decide on fundraiser and receive advisor's approval.
2. A statement is sent to the principal listing:
  - a) Reasons for the fundraiser.
  - b) List of items to be sold.
  - c) Request of date's fundraiser will be held.
  - d) The advisor should sign form only after it is properly filled out. The form then should be given to the principal.
3. The principal will:
  - a) Grant approval or reject the proposal.
  - b) Assign the fundraiser to a specific time on the school calendar.

## STUDENT TRANSPORTATION

### A. **Motor Vehicles**

The district provides bus transportation service and encourages all students living outside of the community to come to school via the school bus. The state law in regard to speed is 15 miles per hour in a school zone. Students violating **Traffic Safety Rules** will not be allowed to drive on school grounds. Cars driven to school are to remain in the school parking lot during the school day.

### B. **Parking Lot Expectations**

1. Student vehicles will not be moved during school hours unless an approved note from the parent is presented and then accepted by the principal or high school office.
2. Students will not be allowed to sit in cars or be in the parking lot any time during the school day, including during lunch time, unless they have permission from the principal, lunchroom supervisors, or high school office.
3. All vehicles will be parked in designated areas, within a parking stall, and in an orderly fashion as determined by the high school principal.

### C. **Traffic Safety Expectations**

#### **The following will not be tolerated:**

1. Automobiles parked in a disorderly manner on the parking lot.
2. Circling the parking lot.
3. Squealing the tires.
4. Driving in a reckless or unsafe manner.
5. Horn blowing or engine backfire to gain attention and cause disruption.
6. Tampering with another student's automobile.
7. Fishtailing or "doing doughnuts" when the lot is snow covered or slippery.
7. Driving too fast for conditions. **(Parking lot speed is 10 miles per hour.)**

**Students not following the parking lot expectations may not be allowed to park on campus, and may be asked to park off of school grounds until he/she is able to follow expectations.**

**D. Student Conduct on School Buses**

1. When boarding and leaving the bus, students are expected to follow the established safety procedures.
2. While on the bus, riders are in the driver or chaperone's charge and should obey directions promptly. In the event of a road emergency, students are to remain in the bus until given permission by the bus driver or chaperone to leave.
3. Students must be seated while the bus is in motion. Safety rules will be followed by students and they will keep their hands, heads, arms and feet inside the bus. Proper speech and conduct is required of all passengers at all times. There will be no littering, eating, or drinking on the bus. Vandalism to the bus may be referred to law enforcement for restitution.
4. The bus driver has the right to assign seats on the bus at any time he/she deems it necessary.
5. **Consequences of misconduct on school bus:**  
The bus driver will fill out a bus conduct report and turn it into the appropriate building principal. Consequences for each offense will depend upon the nature of the offense.

**E. Extracurricular Trips**

1. Students representing Cedar Grove-Belgium High School in extra-curricular events will ride in the school approved vehicles to all activities. Being a member of a school team is an honor and requires a loyalty to the other team members and to the school. Only by mutual agreement between parents and the high school principal will any exception be made to this provision. All requests must be made in writing, pre-approved by the principal, and the parent must provide transportation.
2. Students must respect the decisions of the authorized chaperon appointed by the school.
3. Students must ride the bus home from all activities. Written excuses will be accepted if student's parents/guardian meet personally with the coach/sponsor at the event and sign a release.
4. Students who do not live up to the rules and regulations regarding school bus transportation will not be allowed to participate in extracurricular events.

**F. Snowmobiles and All Unlicensed Motor Vehicles**

Snowmobiles and all unlicensed motor vehicles are not allowed on school property by order of the Board of Education. Prior to the first snowfall and snowmobile trails opening, the Board of Education may give the principal permission to allow students to park snowmobiles on school property. The principal will conduct an informational meeting, at the meeting regulations regarding riding snowmobiles to school will be shared with interested students. After that meeting, students may register to park their snowmobiles in designated areas on school grounds. Reckless, dangerous driving will be rigorously enforced. Violators may be referred to Sheboygan County Sheriff and students not meeting expectation may be restricted from parking snowmobiles on school grounds.

**G. Field Trips**

Bus transportation will be used whenever students are going on a field trip. In some cases students may be required to provide a fee for the cost of transportation. A field trip permission form must be signed by a parent before a student is allowed to attend a field trip.

## **COMPUTER USE POLICY (Board Policy #7540.01A)**

Every student will be issued a Chromebook each year, provided a Chromebook agreement form has been signed (A signed Chromebook Agreement is required only once during a student's high school career.) and the student has paid the annual technology insurance fee. Students are also required to sign an agreement to use computers in the Cedar Grove-Belgium High School. Violations of this policy may result in students

losing his/her privilege to have access to a Chromebook, as well as use computers regulated by the Cedar Grove-Belgium School District. Copies of this policy are available in the high school office.

## **DISMISSAL**

All classes will end according to the bell schedule. Early dismissal disturbs other classes and creates problems for teachers and other students. Students should remain in classrooms until the bell rings to dismiss them from class. Students should remain in their chairs/seats until the bell rings. Students are expected to walk on the right side of the hallway and are expected not to block a hallway.

## **W.I.A.A. BENEFIT PLAN**

A physical examination is required every two years for any athlete (boy or girl) wishing to participate in interscholastic athletics. The examination card must be on file before the athlete may begin practice. If an athlete has a serious accident or illness during the two years, a physical examination may be needed. The family's physician should make this decision.

The school requires all athletes to be covered by some form of accident insurance. Before the athlete will be allowed to practice for the athletic team, the athlete must have some form of coverage.

## **ACTIVITIES**

Students may hold only one major office during the school year. (Major offices include: Class president, Yearbook editor, National Honor Society president, Student Council president.)

### **A. Art Club**

This activity is open to all students in grades 9-12. Students participate in various artist opportunities, including papermaking and pumpkin carving, to name a few. Mr. Urness is the advisor of the Art Club.

### **B. Boy's State and Girl's State**

Belgium and Cedar Grove American Legion and Auxiliary sponsor one boy and one girl in the junior class from each county to represent Cedar Grove-Belgium High School at the Boy's State and Girl's State Conventions. This is one of the highest honors that can be bestowed upon our high school students and is among the best recommendations that can be entered into your permanent files. Junior students ranking in the upper half of their class should consider it a privilege to be selected for this honor. The selection will be made using a secret ballot by the high school faculty each year.

### **C. Drama**

Drama mixes work with fun, while teaching members the basic dramatic skills. The club members enjoy working on acting, property, publicity, and makeup. A great amount of work, not seen by the audiences, goes into a successful production of an annual fall play.

### **D. Forensics**

The forensic group is made up of students interested in participating in competitive speech activities. Work for this activity begins in January in preparation for a series of contests at various locations throughout the spring, concluding with the state contest in April for those who qualify.

### **E. National Honor Society**

Sophomores, juniors and seniors who have a 3.2 grade point average may apply for induction. The high school faculty considers applicants not only on scholarship but also on character, service and leadership. The formal induction ceremony takes place during spring quarter.

F. **Freshmen Mentors Program**

The Freshmen Mentors are a group of upperclassmen led by the high school counselor and a team of dedicated teachers. The goal of the Freshmen Mentors is to assist with the successful transition of freshmen into the high school culture and environment. A freshmen mentor will be assigned a group of 3-4 freshmen that he/she will meet with in August during Freshmen Orientation and throughout the year to discuss upcoming events around school.

G. **Student Council**

The High School Student Council consists of five to seven representatives from each grade 9-12 who are elected by classmates to carry out the various duties of the Council. These responsibilities include Homecoming week activities (pep rally, coronation, parade, etc.), overseeing the snack bar/concessions, and sponsoring the Winter Dance to name a few. Meetings are held approximately every three weeks in the advisor's (Mr. Claerbaut) room. The meetings are announced several days in advance and students should address their concerns, ideas and requests to a representative from their class prior to the meeting. The Student Council continues to raise money and use it to purchase various things for the school (signs, sound equipment, etc.). A portion of the money raised is also used for scholarships for graduating seniors. The Student Council will also help non-funded groups to purchase items deemed helpful to the student body, and individuals can apply for funding to attend approved workshops, seminars, tours, and other programs that may benefit our school. Applications for these two types of sponsorships can be obtained from Mr. Claerbaut or a student council representative. The Student Council administration must approve the application and recipients can be expected to give a report to a part of or the whole student body.

H. **Yearbook**

The yearbook staff has dedicated its services to preserve a pictorial review of what goes on at Cedar Grove-Belgium High School each year. Each student in the school will find that he or she is included in the yearbook, and that these books will become a fond source of remembering old friends. The yearbook is assembled and published by the Publications class.