

Germantown High School

Student Handbook 2011-2012

School Song

*Oh Germantown, Our Germantown
We're loyal to your name.
Let's wave our banners gold and blue.
March onward to your fame – U rah rah!
Oh Germantown, Our Germantown,
Forever we'll be true,
We'll cheer you on to victory
We'll fight, fight, fight for you.*

*Oh Germantown, Our Germantown
We're right behind our team.
You'll never let us down, we know,
You're always on the beam – U rah rah!
Oh Germantown, Our Germantown,
We'll always do our best;
We'll fight, fight, fight to meet our goal
To rise above the rest.
U-RAH RAH Germantown High!
U-RAH RAH Germantown High!
U-RAH RAH Germantown High!
Yeah!!*

This handbook belongs to:

Name: _____

Address: _____

City/Town: _____ Zip: _____

Phone: _____

WELCOME TO GERMANTOWN HIGH SCHOOL

2011-2012 will be an exciting and rewarding school year! A great education is the doorway to success, and such an education awaits you here at Germantown High School. You will find many opportunities at GHS; it will be up to you to take advantage of them. Remember, the more involved you become with your education and your school, the more success you will have, not only in high school, but also in life.

This handbook is designed to help you navigate through the rules and regulations used to govern the school. Read it carefully and refer to it often. By following the rules and taking responsibility for your education, you will ensure yourself a beneficial, rewarding year. We're here to help and encourage you in any way we can.

Your Germantown High School Administrative Team,

Joel Farren, Principal

Marc Lehnerer, Assistant Principal

Steven Williams, Assistant Principal

Jack Klebesadel, Student Activities

Germantown School District Mission

The Mission of the Germantown School District is to empower and inspire every student to success.

Germantown School District Vision

The Germantown School District will be the premier district in Wisconsin.

Germantown High School Mission

The mission of Germantown High School, a learning community where all people are accepted and supported, is to guarantee that students are given the opportunity to become responsible, productive life-long learners. We will provide curriculum based on real-life applications, optimal use of technology, and instruction that accommodates varied learning styles. To accomplish this requires a shared commitment to education from students, their families, the staff, and the community at large.

NOTICE OF NONDISCRIMINATION POLICY

The Germantown Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Germantown Board of Education that no person on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in its education programs or activities for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Federal Law and the Wisconsin Fair Employment Law also prohibit discrimination in employment on the basis of age, race, color, national origin, sex, or handicap.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to: **Jennifer Ganske, Director of Teaching and Learning, Germantown Schools, N104 W13840 Donges Bay Rd. Germantown, WI, 53022. (262) 253-3900.**

Inquiries related to Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of handicap, should be directed to: **Ann Goebel, Director of Pupil Services, Germantown Schools, N104 W13840 Donges Bay Rd. Germantown, WI, 53022. (262) 253-3900.**

Inquiries related to Title VI of The Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin, should be directed to: **Dr. Susan Borden, Superintendent of Schools, N104 W13840 Donges Bay Rd. Germantown, WI, 53022. (262) 253-3900.**

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

Students involved in the discrimination of others through harassment may be suspended from school and may be recommended for expulsion.

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GHS ADMINISTRATION
MAIN OFFICE (262) 253-3400
FAX (262) 253-3494

Principal.....Mr. Joel Farren
Secretary.....Ms. Karen Boyce

ATTENDANCE OFFICE
(262) 253-3411

Assistant Principal (Discipline A-L).....Mr. Steven Williams
Assistant Principal (Discipline M-Z).....Mr. Marc Lehnerer
Office Secretaries.....Mrs. Linda Schultz
Mrs. Mary-Alice Becker
Health Room Aide.....Mrs. Carol Sennott

GUIDANCE OFFICE
(262) 502-7256

Registrar.....Mrs. Jeanne Beaty
Secretary.....Mrs. Christine Taylor

ATHLETIC AND ACTIVITIES OFFICE
(262) 502-7128

Activities and Athletics Director.....Mr. Jack Klebesadel
Secretary.....Mrs. Jean Christian

FOOD SERVICE OFFICE
(262) 253-3420

Director of Food Service.....Mrs. Sue Uselding
Secretary.....Mrs. Mary Wesolowski
Secretary.....Mrs. Karen Pupak

LIBRARY MEDIA CENTER
(262) 502-7263

Librarian.....Mr. Jeff Schreiber
Secretary.....Mrs. Jean Neumann
Secretary.....Mrs. Ginger Forsythe

DISTRICT OFFICE ADMINISTRATION
(262) 253-3900

Superintendent of Schools.....Dr. Susan Borden
Assistant Superintendent.....Mrs. Cynthia Coley
Director of Teaching and Learning.....Mrs. Jennifer Ganske
Director of Pupil Services.....Mrs. Ann Goebel
Director of Business.....Mr. Ric Ericksen
Director of Technology.....Mr. Marc Gabrysiak
Director of Buildings and Grounds.....Mr. Don Erickson

RIGHTS AND RESPONSIBILITIES – CODE OF RIGHTS

1. Each student has a right to an education.
2. Each student has the right to utilize school facilities and programs according to established school regulations and procedures.
3. Each student has the right to expect courteous behavior from other students and school personnel, including freedom from verbal abuse, harassment, or intimidation.
4. Each student has the right to form, hold, and express opinions and beliefs so long as the expression does not disrupt the normal operation of school.
5. Each student has the right to hold property free from theft or damage.
6. Each student has the right to determine his or her own dress, so long as it is not distracting, inappropriate, indecent, or in other ways contrary to school policy.
7. Each student has the right to seek and obtain help from school staff members regarding such issues as personal problems, drugs, or alcohol.
8. The student body has the right to establish an elected student government.
9. Each student has the right to have access to all of the rules to which he/she is subject.
10. Each student has the right to due process in the application of the "Code of Student Rights and Responsibilities."
11. When a Germantown High School student reaches the age of majority, full adult status will be granted following parental contact with a school administrator. Adult status does not alter the student's responsibility toward school rules and regulations.
12. Each student has the right to confidentiality concerning his/her records. He/she, along with his/her parent/guardian has the right to inspect his/her records in accordance with state law.

STUDENT RESPONSIBILITIES

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. Responsibility accompanies every right. It is impossible to list all student responsibilities, but it must be emphasized that lack of responsibility means a weakening of rights. Therefore, the list of rights above shall not be constructed to deny or limit other rights retained by students in their capacity as members of the student body or as citizens. Proper behavior of students is the responsibility of both the students and their parents. Students must contribute to an environment of good citizenship and positive human relations in all aspects of the school program.

PARENT RESPONSIBILITIES

The ultimate responsibility for children's behavior rests with parents. The following are among their specific responsibilities:

1. Comply with Wisconsin statutes in seeing that students attend school every day and notifying the school of legal absences according to school attendance procedures **within 48 hours**.
2. Support the school in requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior.
3. Send students to school with proper attention having been given to health, personal cleanliness, neatness, and appropriateness of dress.
4. Maintain an active interest in students' daily work. Make it possible for them to complete assigned homework, particularly by providing a quiet place and suitable conditions for study.
5. Comply with the school's requests. This includes carefully reading all communications and returning them as requested.
6. Cooperate with the school in attending conferences set up for exchanging information on the student's progress.

***** **CLIMATE OF RESPECT** *****

A PLEDGE TO PROMOTE NON-VIOLENCE

WHEN I BECOME ANGRY WITH ANOTHER PERSON, I WILL:

1. Try to remain as calm as possible.
2. Refrain from confronting that individual without an adult or peer mediator present.
3. Refrain from using any physical force.
4. Refrain from using any foul or profane language.

RESPECT POLICY

Respect is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another and strive never to diminish another by our conduct or our attitude. We must acknowledge diversity and build community by practicing civility and respect.

Germantown High School is an academic community which dedicates itself to the safety and well-being of its citizens and which recognizes that human dignity is the basis for all our relationships and growth. All citizens of our Community are involved in the continual maintenance and support of our respect policy. Because we encourage and promote self-respect, our expectations are that all will learn from and be an active participant in this policy.

In order to protect and enforce this policy, we establish the following:

Putting a Stop to Disrespect:

1. **Step One:** When you witness behavior that is in violation of the Respect Policy, *tell the person to stop. Apathy, silence or laughter encourages the abuse and further disrespects the victims.* Inform an adult in school and your parents.
2. **Step Two:** If the behavior doesn't stop, contact a principal as soon as possible to initiate a complaint. Be certain that the facts are documented thoroughly by the adult listening to you.
3. **Step Three:** If the behavior continues, keep a journal of further incidents, including description, time, date, place and witnesses. Keep your parents and administrators informed.

DEFINITION OF MISCONDUCT: Any physical, spoken or written act of abuse, violence, harassment, intimidation, extortion, the use of vulgarity, cursing, making remarks of a personally destructive nature toward any other person, and any restriction or prevention of free movement of an individual. This prohibition applies whether the act is deliberate, intentional or unintentional or is directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation or mental disability, political or religious ideology. Federal law and Wisconsin state rules and regulations will apply.

CORRECTIVE ACTION: (any or all of the following may apply):

- * Conference with student, parent notification, possible detention
- * Short or long-term suspension
- * Expulsion
- * Police may be contacted; charges may be filed

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***** **SCHOOL AND CLASS ATTENDANCE** *****

A. **Absences from School**

POLICY: Students enrolled at GHS are expected to be in compliance with Wisconsin statutes that stipulate students are to be in school every day that school is in season.

B. **Definition of Wisconsin Statute:**

1. **Compulsory Attendance**

Unless a student is excused or has graduated from high school, a parent/guardian is required by Wisconsin Law (Wisconsin Statutes 118.15 and 118.16) to compel regular school attendance between the ages of 6 and 18.

2. Exemption from School/Classes

A student not in proper physical or mental condition to attend school or specific courses may be excused upon presentation of a certificate from a licensed physician and a letter of request for exemption from the child's parent/guardian.

C. Attendance Policy Copies:

Copies of the Germantown School District attendance policies are available upon request.

D. Attendance Definitions:

Up to four periods absent is marked as ½ day absent. Five or more periods absent equals a full day of absence.

1. Absence from School

Regular attendance at school is necessary if a student is to achieve success in the learning process.

If parents wish their child to be absent, they must assume full responsibility for his/her activities. Requests are to be registered in advance with the principal/designee and must conform to Wisconsin Statutes.

A pupil absent from school shall present a written statement from the parent/guardian stating the reason for the absence before the pupil shall be permitted to return to class. Pupils absent for reasons other than those identified as excused by the Board of Education shall be considered unexcused or truant.

2. Excused Absences

A child is excused from regular school attendance if:

- a. The child is temporarily not in proper physical or mental condition to attend a school program.
- b. The child has his/her parent's or guardian's permission to be absent from school to obtain religious instruction under the "released time" statute.
- c. The child is excused by his/her parent/guardian before the absence for any or no reason. These absences are in addition to any absences that the School Board authorized the school attendance officer to excuse. A child may not be excused under this provision of state law for more than **10 days in a school year**. The School Board must require a child excused under this exemption to complete any course work missed.
- d. The child is participating in a religious holiday observance.
- e. The child is participating in a program or curriculum modification

approved by the School Board.

- f. The child began a program leading to a high school equivalency diploma in a facility, secured child caring institution, secure detention facility or juvenile portion of a county officer or designee. Requests for waivers will be addressed by building administrators or a case by case basis.

When anticipating an excused absence of three days or more, parents may request homework for their students. A homework request should be made to the guidance department. A minimum of one day's lead time will be required for the homework to be collected from the teaching staff.

3. Unexcused Absences

Unexcused absences are those absences not approved by School Board policy. An absence is considered unexcused when it deviates from what has been established as a permissible absence. Full credit for academic make-up work may not be granted when an absence is unexcused. Students will be allowed to take unit, quarter, or semester exams even if the absence was determined to be unexcused.

Examples of absences that are NOT excused:

- a. Shopping
- b. Preparation for co-curricular activities, i.e. prom, athletic events, music concerts, and the like.
- c. Skip days
- d. Sporting events, i.e. baseball games
- e. Hair appointments
- f. Concerts
- g. Picnics
- h. Personal reasons: hunting, skiing, job interview, etc.
- i. Unauthorized sit-ins or walk-outs may result in suspension from school.
- j. Vehicle issues

The school is responsible for students, so their whereabouts must be known at all times during the school day. Frequent absences can seriously damage a student's academic standing; therefore, the district enforces a strong "no-cut" policy for class attendance.

4. Truancy

"Truancy" means any absence of part or all of one or more school days during which the school has NOT been notified of the legal cause of such absence by the parent/guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. Parent/guardian notification of legal cause of absence shall be submitted in writing upon the day of return, unless the absence has received prior approval by the school attendance officer or designee.

Truancy includes class cuts, study hall cuts, partial day cuts, all day cuts, or leaving the school building without permission. The penalty for truancy will be detention, in-school suspension, or out-of-school suspension depending on the length and frequency of the truancy. This could also lead to police action including citation.

5. Tardiness

The school believes that arriving to class on time is important. The instructor is responsible for an oral definition of what constitutes tardiness to his or her class. The instructor is responsible for dealing with tardiness and has the authorization to detain students after school for tardy violations. If tardiness persists, it becomes a case of repeated refusal to follow school rules and will be dealt with as such.

The school recognizes that certain unavoidable emergencies may occur in the morning causing tardiness to first period classes. With this in mind, **students are granted three tardies to school per semester without penalty to cover extenuating circumstances.** After three tardies, students will receive detentions and/or Saturday detentions. Parents are asked to provide a note for the attendance office when extenuating circumstances occur. Repeated tardies to first period classes will result detentions, suspension, citation, and/or revocation of parking privileges. Students who do not have parking privileges may lose that opportunity in the future. Detentions and other appropriate levels of discipline will be implemented for repeated and/or habitual tardiness to class.

6. Enforcement

The building principal is designated as the school attendance officer and shall ensure that the daily attendance of each Germantown student is recorded. The school attendance officer is responsible for matters related to school attendance and truancy and shall deal with these matters in accordance with Wisconsin law and the policies of the Board of Education. The assistant principals are designated as deputy school attendance officers. Each Germantown High School teacher is required to submit daily attendance reports on all pupils under his/her charge to the attendance office.

7. Excessive Absences

Wisconsin Statute defines a "habitual truant" as a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

The parent/guardian of a student who is a habitual truant shall be notified by certified or registered mail when the student becomes a habitual truant. Proceedings may be brought against a parent/guardian in the form of a referral

to the County Department of Social Services. Students may also be ticketed for habitual truancy by the Germantown Police Department. The Attendance Office may conduct an administrative review of each student whose absences, excused or unexcused, exceed ten (10).

8. Intervention

The parent/guardian of a student who is a habitual truant shall be notified by certified or registered mail when the student initially becomes a habitual truant. Proceedings may be brought against a parent/guardian in the form of a formal referral to the Washington County Department of Social Services.

Students who are designated habitual truants as defined above may have a school district truancy referral sent to the Germantown Police Department for review and/or appropriate action under Municipal Code 28-99. Also, the school administration may request that the Washington County District Attorney's office send a formal letter to the student's parent/guardian notifying them that they are not in compliance with the state compulsory attendance laws.

C. Attendance Procedure: If a Student is Absent for any Reason

1. All students are responsible for attending all classes and study halls each day. When it is necessary for a student of any age to be absent, he/she must have his/her parent/guardian call the school attendance 24 hour hot line (262) 253-3411 on the day of the absence(s). The student must bring a note from the parent/guardian to the attendance office before going to his/her first class upon return. **All excused absence(s) need to be cleared within 48 hours of the absence(s).**
2. Students are responsible for meeting with the instructor outside of the scheduled lesson time to receive make-up instructions. Absences may necessitate before and after school time for make-up.
3. In-school illness: Students who become ill during the school day are expected to report to the attendance office. In the event that the student requests to check-out, a parent, legal guardian, or neighbor must come in and check the student out to insure his/her health, safety and welfare. Periods missed will be considered unexcused if a student fails to check-out at the attendance office. Disciplinary action may be taken.
4. Pre-arranged absence. A student may apply for a pre-arranged absence form in the attendance office. This form must be signed by a parent/guardian and presented to the assistant principal/designee two days prior to a family vacation. Any and all family vacations, regardless of length, will require this application form and procedure. An admit form for return to class must be obtained from the attendance office upon return to school.
5. In recognition of the importance of classroom attendance, every attempt should be made to schedule all medical, dental, and

orthodontic appointments during vacations and non-school hours. Doctor and dentist appointments should include names of the doctor or dentist and the time of the appointment. Appointment cards may be used for re-entrance to school after the specified appointment.

6. Age of majority students: Students who have reached the age of majority and have a parental release form on file at the attendance office may sign out of school only if they have verified appointments. Without proper verification, all absences will be considered unexcused.
7. Participation in student activities: **In order to be eligible for student activities, a student must be in attendance at school for at least ½ day on the day of the activity. Students who miss the entire day will not be allowed to participate. If any part of the student's day is unexcused, the student will be prohibited from participating in any school activity or event.**
8. As a general rule, semester exams will be made up after return from planned absences.

D. Early Release From School

Pupils may be released from school before the end of the school day only with the written approval of parent/guardian. Exceptions to this can be granted in cases such as a parent/guardian coming to school or confirmed phone call requests. The school administrator may release the pupil only to the parent, legal guardian, or other person approved by the parent. All students must exit the building only at the attendance office when leaving school during the school day. Students who leave without permission are subject to disciplinary action, including suspension.

DISCIPLINE CODE OF STUDENT CONDUCT

The Board believes that successful schools have a primary focus on student learning, a commitment to high expectations, and an environment of caring and mutual help between staff and students. Such a school culture can only exist if it is based on a foundation of respect and effective discipline and a shared responsibility by all stakeholders.

Students

- ... must participate in developing for themselves the structure and control needed to promote a positive learning experience
- ... must learn to recognize relationships between their behavior and its consequences.
- ... must assume responsibility and the consequences for their actions.

Teachers

- ... are primarily instrumental in establishing the learning environments to which students respond.
- ... establish the atmosphere, the structure and the contingencies that will

secure for all students a positive learning experience.

Building Principals

- ... serve as the educational leader in individual school buildings.
- ... ensure that all building programs, practices and procedures establish a positive school culture and maintain a high quality learning experience for all students
- ... must participate in developing for themselves the structure and control needed to promote a positive learning experience.

Parents

- ... shall be involved in all aspects of maintaining the level of structure and control necessary for their child to learn.

K-12 CODE OF CLASSROOM CONDUCT

A primary goal of the district is to ensure effective schools that establish and maintain an academic school culture focused on teaching and learning. Effective learning can only occur in classrooms where student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom-learning activities.

Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that teachers are able to effectively teach all students and fellow students are able to participate in classroom activities. Inappropriate student behavior shall not be tolerated.

A teacher may remove a student from class for demonstrating behavior that is dangerous, disruptive or unruly, or that interferes with the teacher's ability to teach effectively. Such behaviors are outlined in this Code of Classroom Conduct. The building principal shall be accountable for the implementation of this Code in each school. It is recognized that the severity of some behaviors may warrant immediate removal from the classroom setting and may result in other disciplinary measures, i.e., behaviors that endanger the health and safety of others. However, it is expected that the classroom teacher will have implemented prior behavioral interventions for lesser offenses before a student is removed under this policy.

While this Code of Conduct does allow for removal of a student from the classroom, the Code does not preclude other disciplinary measures or any staff member from sending a student to the office for such. Disciplinary measures, including but not limited to detentions, suspension, or expulsion may be pursued or implemented by administration for conduct for which the student has been removed. Such disciplinary measures may, at times, be considered an alternative placement option.

The Code of Conduct is applicable to all students in all "classroom" situations of student participation under the control or direction of school authorities both in and out of school and during or outside of classroom hours. A student with a disability may be removed from class and placed in an alternative setting only to the extent authorized by state and federal laws and regulations.

Any student who engages in behavior that is dangerous, disruptive, or unruly or that interferes with the teacher's ability to teach effectively may be subject to removal from class and alternative placement.

CLASSROOM DISCIPLINE

It is the responsibility of the classroom teacher to have the classroom operating in an orderly manner. If all students and teachers emphasize and practice respect for one's self, respect for others, and respect for property, classroom misconduct should be at a minimum. Evidence has shown that classroom management is most effective when the teacher handles breaches of conduct.

- Step 1** Teacher handles discipline in class
- Step 2** Teacher conferences with student before/during/after school
- Step 3** Teacher calls parent and discusses the problem (possible referral to counselor)
- Step 4** Teacher conferences with student and parent
- Step 5** Referral to assistant principal using disciplinary form (include documentation for steps 1-4). Parental contact by assistant principal either by phone or in writing.
- Step 6** Conference with teacher, student, parent, and assistant principal
- Step 7** Possible referral to district office

** Serious acts, such as fighting, being under the influence of alcohol/drugs, or threats to harm self or others, should be referred to an assistant principal immediately.

I. STUDENT REMOVAL PROCEDURES

A. Student Behaviors Warranting Removal

Behaviors considered dangerous, disruptive or unruly, or behavior that interferes with the ability of the teacher to teach effectively include any of the following:

1. Criminal acts and/or behaviors which endanger the health, safety or welfare of self and/or others.

Examples of such behavior include but are not limited to the following:

- * Alcohol, drug and/or weapons violations
- * Violence toward others
- * Causing bodily harm
- * Starting fights
- * Conspiring with other students with the intent to commit a crime
- * Stalking a teacher/student
- * Destruction of property

- * Theft
2. **Harassment, hazing and/or acts of intimidations.**
Examples of such behavior include but are not limited to the following:
 - * Malicious verbal attacks
 - * Threats
 - * Bullying
 - * Gang activity
 - * Sexual misconduct
 3. **Behavior that interferes with the ability to teach effectively.**
Examples of such behavior include, but are not limited to, the following:
 - * Repeated rules violations
 - * Continued disruptive behavior
 - * Acts intended to sabotage an activity
 - * Continual tardiness
 - * Persistent argumentation
 - * Refusal to comply with a direct request
 - * Disrespectfulness
 - * Vandalism
 - * Forgery of passes
 4. **Gross and/or inappropriate behavior**
Examples of such behavior include but are not limited to the following:
 - * Foul, inappropriate language
 - * Crude habits
 - * Obscene dress
 - * Public displays of affection
 - * Obscene/inappropriate dress
- B. Student Removal**
1. **Student Removal from Class**
 - a. The teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class.
 - b. When possible, the office shall be called and informed that the student is on the way to the office, or, if necessary, the student should be escorted.
 - c. A written explanation of the reasons for removal shall be sent with the student whenever possible.
 - d. The teacher must notify the parents.
 2. **Written Documentation and Due Process**
The building administrator or designee shall inform the student of the reason(s) for the removal from class and shall afford the student due process. In all cases the student shall be given the opportunity to present his/her version of the situation.
 1. A teacher may prepare a more detailed written explanation within twenty four (24) hours of the student's removal. The teacher written explanation(s) shall serve as appropriate documentation of the incident and shall be kept on file.

C. **Alternative Placement**

1. The building administrator or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:
 - a. Another class in the school or another appropriate place in the school.
 - b. Another instructional setting.
 - c. The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that re-admission to the class is the best or only alternative.
 - d. An alternative education program approved by the Board.
2. When making placement decisions, the building administrator or designee shall consider the following factors:
 - a. the reason the student was removed from class
 - b. the type of placement options available for students in that particular school and any limitation on such placement.
 - c. the estimated length of time of placement, the student's individual needs and interests.
 - d. the frequency of rules violations
 - e. the relationship of the placement to any disciplinary action
 - f. severity of offense
 - g. likelihood of students continuing to demonstrate inappropriate behaviors
3. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.
4. The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting as outlined below.

This Code recognizes that most student removals from a classroom setting will be for a short duration and may be considered as additional prior behavioral interventions. Removals for repeated rules violations may lead to consideration of a lengthier placement option.

The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or when required by law.

D. **Parent/Guardian Notification**

1. The building principal or designee will attempt to notify the parent/guardian as soon as possible by phone that the student has been removed from the classroom.

2. The building principal or designee shall mail the teacher's written explanations as to reasons for removal under his policy and the administration placement decision within twenty four (24) hours of the removal.
3. The written explanation to the parent shall indicate which portion of the Conduct Code was violated.
4. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
5. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the students' parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Note: Both regular and special education students are subject to disciplinary procedures. The behavioral expectations and disciplinary actions listed in the Handbook of Student Rights, Responsibilities and Discipline will continue to be enforced.

II. GENERAL GUIDELINES

A. Definitions

For the purpose of the code:

1. "Classroom" is defined as any class, meeting or activity which students attend, or in which they participate while in school or out of school, and under the control or direction of school authorities. This definition includes, without limitation, regular classes, special classes, resource room session, labs, library time, counseling groups, assemblies, study halls and co-curricular activities, field experiences, either during or outside of school hours.
2. "Teacher" is defined as a person holding a license or permit issued by the state superintendent whose employment by a school district requires that he or she hold that license or permit.
3. "Time Frame" – All time lines are considered school days in this policy.

B. Out of School and/or Outside of School Hours

Teachers who remove students from the "classroom" whenever "classroom" is an activity occurring under the control or direction of school authorities which occur out of school and/or outside of school hours, shall implement fully the steps outlined in Section 1 of this Code immediately upon return to school. However, in situations involving serious behavioral misconduct, supervisory staff shall make every attempt to notify the parent by phone as soon as possible.

DETENTION

Detention is a set amount of time to be made up by students who have misbehaved in class, been truant, or been tardy to school. Detention will be imposed by the administration or faculty and will be arranged at least one day

prior to the beginning of the detention period to allow the student to make transportation arrangements. **It is the student's responsibility to make proper arrangements for transportation home.** Detentions missed will result in the detention being doubled and/or the student being suspended from school and/or a parent conference requested.

* Office assigned detentions are 6:30-7:10 A.M. and/or 2:30-3:15 P.M.

* Saturday detentions are from 8-11 A.M.

SUSPENSION

State statutes permit the out-of-school suspension of students (S.120.13) for up to five days for misconduct. As a general rule, students may be suspended if they defy the authority of Germantown High School staff, disrupt the orderly operation of the school, or interfere with the right of other students to learn. Suspended students may not be on any school district property, nor attend any school function, or work in any co-op or work experience program during the term of their suspension. Students are encouraged to keep up with their studies during the term of suspension. Teachers may choose not to extend full credit for work missed during the time of suspension. A suspension cannot last longer than five (5) school days unless an expulsion notice has been sent, in which case the suspension may last up to fifteen (15) school days.

To suspend a student under the statute, the school must adhere to the following procedures:

1. Advise the student, prior to the suspension, of the reason for the proposed suspension.
2. Make a determination that the student is guilty of the violation charged and that the suspension is reasonably justified.
3. Give prompt notice to the parent of the suspension and the reason for it.
4. Provide the student with an opportunity for a conference with the district administrator within five (5) consecutive school days. The district administrator may designate someone else to conduct this conference, but it must not be someone from the suspended student's school. The purpose of the conference is to give the administrator or his or her designee an opportunity to review the facts surrounding the suspension to determine if it was fair, just, and appropriate. If it is determined that the suspension was unfair, unjust, or inappropriate, reference to the suspension must be removed from the student's records.

There is no statutory right to appeal a suspension to the state Superintendent.

Suspension may be given for the following offenses:

1. Use or possession of alcohol and other controlled substances, look-alike drugs, drug paraphernalia, or other illegal substances on school premises or at any school function, home or away. This includes coming to school or school functions under the influence of controlled substances. Violations may result in expulsion from school.

2. Vandalism to school property, including school pranks.
3. Theft.
4. Fighting.
5. Use or possession of tobacco products.
6. Possession of any weapon.
7. Setting off fire alarms or posing a bomb threat.
8. Inappropriate use of telephone emergency 911.
9. Repeated infractions of the discipline procedures.
10. Leaving school without permission or the unauthorized taking of students from school.
11. Other acts which disregard school rules in the judgment of the administration, including insubordination to staff members, are unacceptable. Police may be contacted and citations issued for any conduct considered disorderly. Students may be suspended from school for endangering the property, health, or safety of any employee or school Board member of the school district of which the pupil is enrolled.

IN-SCHOOL SUSPENSION – Students assigned to an in-school suspension will report to the office and be escorted to the in-school room for the duration of the time suspended. Students will not be allowed in the halls during passing periods. All lunches will be eaten in the in-school suspension room. Students will be required to work on class assignments during their stay in the in-school suspension room.

OUT-OF-SCHOOL SUSPENSION – Is defined as the temporary exclusion of a pupil from the building. If a student is out-of-school suspended, they cannot be on school district property during the length of suspension. Students or the pupil's parent/guardian may appeal a suspension. Appeals should occur within five (5) school days following the commencement of the suspension. Requests to appeal should be made to the superintendent, who will arrange a conference with a school district administrator or designee, which shall be someone other than a principal, administrator, or teacher in the suspended pupil's school.

PRE-EXPULSION -- At the discretion of the administrative team and district administration, a pre-expulsion hearing may be utilized. The purpose of a pre-expulsion hearing is to determine whether an issue should be forwarded to the Board of Education for consideration of expulsion or addressed by means of a pre-expulsion order, a set of conditions under which the student will be allowed to return to school.

EXPULSION– Is defined as the extended exclusion of a pupil from the school requiring School Board action. A student may be expelled from school by the Board of Education whenever the Board finds:

- a. that if a student is guilty of repeated refusal or neglect to obey rules of the school or District; or
- b. that a student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives; or
- c. that the student engaged in conduct while at or not at school or under or not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority; or
- d. that the student is at least 16 years of age and the pupil repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct does not constitute grounds for expulsion under existing law, and the School Board is satisfied that the interest of the school demands the pupil's expulsion; and
- e. that the school Board is satisfied that the interest of the school demands the student's expulsion.

If a student expulsion is recommended by the building principal or superintendent, the Board shall conduct a hearing on the matter in accordance with state law and established procedures.

GRIEVANCE PROCEDURE (School Board Policy 5170 & 9130)

The Board of Education recognizes that, as citizens, students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to procedures established by the District Administrator.

PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS:

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board of Education. At the same time, the Board has a right to protect the staff from inappropriate harassment. It is the intent of this policy to provide guidelines for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members

are covered by Policy 3122 and Policy 4122.

It is the desire of the Board to address any such matters through direct, informal discussions and other means. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Any individual presenting such a matter shall be provided with a copy of this policy.

Guidelines for Matters Regarding a Staff Member

A. First Level

Generally, if the matter concerns a professional staff member the individual(s) should discuss the matter with the staff member. The staff member shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter.

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member. As appropriate, the staff member shall report the matter and whatever action may have been taken to the Principal or their immediate supervisor.

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter.

Any such request must be submitted promptly after receiving the District Administrator's written response. The Board, after reviewing all material relating to the matter shall provide the individual(s) with a written response or grant a hearing, which may be held in closed session at the discretion of the Board when consistent with Wisconsin's Open Meetings law before the Board.

The individual(s) shall be advised, in writing, of the Board's decision no more than ten (10) business days following the next regular meeting. The Board's decision will be final on the matter, and it will not provide a hearing to other complainants on the same issue.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall inform the Individual that s/he has no authority to act in his/her individual capacity and may refer the individual(s) to this guideline or the District Administrator for further assistance

Guidelines for Matters Regarding a Support Staff Member

In the case of a support staff member, the matter is to be directed, initially, to the person's supervisor, and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Staff Member".

Guidelines for Matters Regarding District Services or Operations

If the matter relates to a District procedure or operation, it should be addressed, initially, to the Principal and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Staff Member".

Guidelines for Matters Regarding the Educational Program

If the matter relates to a District program, it should be addressed, initially, to the Principal and then in subsequently higher levels as prescribed in "Matters Regarding a Staff Member".

Guidelines for Matters Regarding Instructional Materials

The District Administrator shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 2414, AG 9130A and Form 9130 F3.

WEAPONS IN SCHOOL (School Board Policy)

1. Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples include but are not limited to firearms, BB guns, look-alike weapons, explosive devices, martial arts instruments, knuckles, razors, knives, chains, clubs, etc.

2. Articles designed for other purposes but used in a manner to inflict bodily harm and/or to intimidate. Examples include but are not limited to belts, combs, pencils, files, compasses, aerosol sprays, scissors, etc.

A weapon taken from a student will be reported to the student's parents/guardians. Disciplinary measure taken will be the responsibility of the building administrator. The building administrator may also report confiscation of a weapon to the police. Any student violating this policy will be subject to disciplinary action including possible suspension and/or recommendation for expulsion.

FIREARMS IN SCHOOL

The Germantown School District prohibits any person from possessing or using weapons or firearms on school premises or on school buses at any time. The District further prohibits any person from possessing or using a firearm or weapon at any school-sponsored activity.

"Weapons" include, but are not limited to, the following:

1. Any device or instrumentality that (a) is designed as a weapon and capable of causing death or bodily harm, or (b) in the manner it is used or intended to be used, is calculated or likely to produce death or bodily harm. Such devices include, but are not limited to, martial arts instruments, instruments similar to martial arts instruments, knuckles, instruments similar to knuckles, razors, knives, chains or clubs.
2. Devices designed for other purposes, but used in a manner that could inflict bodily harm or intimidate others. Such devices include, but are not limited to, belts, combs, pencils, files, compasses, aerosol sprays, and scissors.
3. Any BB, paint-ball, pellet-firing, or any other air gun that expels a projectile through the force of air pressure.
4. Any electric weapon (i.e., device that is designed, redesigned, used or intended to be used, offensively or defensively, to immobilize or incapacitate persons by the use of electric current); or
5. Look-alike weapons, including toy guns, water guns, replica non-guns, and air-soft guns firing nonmetallic projectiles.

"Firearms" are loaded or unloaded firearms, including, but not limited to:

1. any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
2. the frame or receiver or any such weapon
3. any firearm muffler or firearm silencer or any destructive device under Wis. Stat. 921 (a) (4); or
4. any destructive device, including, but not limited to, explosive, incendiary or poison gas devices (i.e., bombs, grenades, or similar devices), and any type of weapon that will or may be readily converted to expel a projectile by the action of an explosive or other propellant.

"School premises" include, but are not limited to, any school building, grounds, recreation area, athletic field, or any other property that the Germantown school district owns, uses, or operates.

Any student who violates this policy is subject to disciplinary action, including suspension and recommendation to the Germantown Board of Education for expulsion from the district. If a student violates this policy, district staff will confiscate the firearm or weapon and notify the student's parents or guardians. Building administrators will determine the appropriate disciplinary action to take against a student who violates this policy and may notify law enforcement officials.

If a student possesses a firearm at school or while under the supervision of a school authority, district staff will confiscate the firearm and notify the student's parents or guardians. The building administrator will suspend the student and recommend expulsion. The School Board will hold an expulsion hearing. If the School Board determines that the student possessed a firearm at school, or while under the supervision of a school authority, the School Board must expel the student for at least one year, unless it decides to modify the term of the expulsion on a case-by-case basis.

If a student brings a weapon or firearm to school, the district will report the student to the appropriate criminal justice authorities or the juvenile delinquency system. The district will also comply with applicable reporting requirements under the Gun Free Schools Acts, 20 U.S.C. § 8921.

***** **ATHLETICS AND ACTIVITIES** *****

All athletes must have a current physical card on file to participate in sports.

Clubs and Organizations

Battlebots	Men's Chorus
Cheerleaders	National Honor Society
Cup of Controversy	Peers for Peers
DECA	Pep & Marching Bands
Destination Imagination	Political Science Club
Drama Club	Pom Pons
Emerging Women's Salon	Spanish Honor Society
Environmental Club	Strategist Club
FBLA	Student Athletic Leadership Team
Forensics	Student Council
French Honor Society	Tri-M Honor Society
German Club	Varsity Club
German Honor Society	Varsity Singers
Intramurals	VICA
Inklings and Oxys	Weightlifting Club
Key Club	Yearbook
Math Club	

SPORTS

BOYS

Baseball
Basketball
Bowling
Cross Country
Football
Golf
Hockey (co-ed)
Soccer
Swimming
Tennis
Track
Volleyball
Wrestling

GIRLS

Basketball
Bowling
Cross Country
Golf
Gymnastics
Soccer
Softball
Swimming
Tennis
Track
Volleyball

STUDENT ACTIVITY ATTENDANCE REQUIREMENT

For a student to participate in a school sponsored activity/event, **the student must be in attendance at school a minimum of ½ day, the day of the activity/event.** Should be activity/event take place on a weekend, the student must be in attendance at school preceding the activity/event. If any part of the day is unexcused, the student will be prohibited from participating in any activity.

SCHOOL SPIRIT

1. Students are encouraged to attend school activities, i.e. athletic contests, music, or theater productions.
2. Sportsmanship can be best cultivated by engaging in school related co-curricular activities.
3. Demonstrate pride in Germantown High School in winning or losing at home or away. We will not sacrifice our good reputation by exhibiting poor sportsmanship. Never boo the officials or the players. Support with your cheers any injured players. Do not interfere with the cheering of your opponents.

PEP ASSEMBLIES

As a means of further developing and encouraging school spirit, pep assemblies will be conducted periodically during the school year. These activities are designed for all in attendance to enjoy. All students will adhere to the following guidelines:

1. Book bags will not be allowed in the gymnasium during pep assemblies.
2. For reasons of safety, no attempts may be made to rock or sway the bleachers.
3. All students present will refrain from throwing any item during the pep assembly, i.e., paper airplanes, confetti, water balloons, etc.

4. Items designed for malicious pranks such as shaving cream, water, etc., will not be permitted in the gymnasium.
5. Disrespect or obscene language will not be tolerated.
6. All students will stand respectfully during the playing/singing of the national anthem and school song.
7. Possession or use of fireworks will not be tolerated. A referral will be made to the Germantown Police Department.
8. Disorderly conduct of any kind will not be tolerated. Students removed from the gymnasium during the pep assembly will not be permitted to be in attendance at future assemblies. Anyone refusing to cooperate may be subject to police action.
9. All students not attending assembly programs are to report directly to the cafeteria.

SCHOOL DANCES

All dances are open to students presently enrolled at Germantown High School. Student ID cards must be presented for admittance to the dance. Proper dress is mandatory. Once admitted to the dance, a student may not leave. If a student chooses to leave, he/she will not be allowed to re-enter the building or loiter on school premises. Participation in school sponsored dances and selection to a dance "court" is a co-curricular privilege. Any student receiving an AODA Co-curricular Code Violation as defined in the Co-Curricular Handbook will no longer be eligible to be elected and/or serve on a dance "court." Students must also meet the Academic Standards as defined in the Co-Curricular Handbook to be eligible to serve on a dance "court."

If a student wishes to bring a student from a high school outside the district, he/she must obtain permission by filling out the form available through the assistant principal's office. A guest of a Germantown High School student may not be older than 20 years of age and must have an ID with them to enter the event.

***** **COMMUNICATION** *****

COMMUNICATION DEVICES

Cellular phones or other portable communication devices are prohibited at school by **district policy and state statute**. On the first occurrence, the device will be confiscated by school authorities. For additional instances of possession, suspension may result pending parent conference.

Use and Possession of Electronic Communication Devices Student use or possession of an electronic communication device, such as a cell phone, is generally prohibited during the school day, in school buildings and vehicles, and at school-sponsored activities. However, the Board of Education

recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety, and educational purposes, especially before and after established school hours. Use and possession of pagers and two-way communication devices may be permitted during school hours only if use and possession is determined by the administration to be for a medical, school, educational, vocational, or other legitimate use. Such use or possession of a pager or two-way communication device may not, in any way:

- Disrupt the educational process in the school district
- Endanger the health or safety of the student or anyone else
- Invade the rights of others at school; or
- Involve illegal or prohibited conduct of any kind.

Devices that are not determined by the administration to fit the above exceptions shall be **stored in a locker and turned off**. If a question arises as to the compliance of a student with this policy, the determination of the administration shall be final regarding this issue. In arriving at this determination, the administration shall apply the standards that are stated in this policy in order to determine whether the use of the electronic communication device by the student in question violates the standards that are stated in this policy. If an electronic communication device is confiscated, the information and contents of the device may be reviewed by school officials at their discretion. Students who violate this policy shall be subject to appropriate disciplinary measures as determined to be appropriate by the administration and/or Board.

This policy and its rules shall be published annually in student handbooks. Additionally, students who refuse to comply with this policy, and procedure, including, but not limited to, refusing to turn in all parts of the phone, will be disciplined for insubordination.

MESSAGES

Parents should understand that only **emergency messages** will be delivered to their students during the regular school day. Parents calling and texting their students' cell phones during the school day could lead to a student being found in violation of state law, Germantown municipal code, Board of Education policy, and school rules. Parents who wish to contact their students should call the school office.

***** GENERAL POLICIES, PROCEDURES AND RULES *****

ACADEMIC DISHONESTY/PLAGIARISM POLICY

Germantown High School expects faculty and students alike to understand that academic dishonesty/plagiarism is serious and is wrong in any form.

What is academic dishonesty? Academic dishonesty is the act of using deception or breaking the rules to gain an unfair advantage. Germantown High School also deems the term "academic dishonesty" to include any intentional act that facilitates or enables another person's academic dishonesty. Examples of academic dishonesty include, but are not limited to the following:

- a. Turning in work that is not the individual's own
- b. Copying someone's work, test, or homework answers.
- c. Intentionally allowing someone to copy your work, test or homework answers.
- d. Using cheat sheets, crib notes, texts, or the like without authorization.
- e. Handing out or using copies of tests or answer sheets without authorization.
- f. Doing work for others, writing papers, or completing assignments for other student(s) without authorization.
- g. Buying work and claiming it to be one's own.
- h. Plagiarism of any form.
- i. Use of any unauthorized communication device.

What is plagiarism? Plagiarism is the act of using another person's work as your own without properly crediting that person. If the other person's work is protected by copyright, then in certain circumstances plagiarism also may be copyright infringement. Examples of plagiarism include, but are not limited to, the following:

- a. Turning in another person's work in place of your own (i.e., a term paper purchased on the internet, copied homework answers, "lifted" portions of another's work, etc.)
- b. Summarizing or paraphrasing, or using the exact words of another person's literary material, such as a book, essay, report, data or lab report., etc. or ideas without properly quoting and/or citing them.
- c. Summarizing or paraphrasing, or using the exact words of any other material, such as lyrics to a song, plays or recording, without properly quoting and/or citing them.
- d. Summarizing or paraphrasing, or using the exact words of any material obtained from Internet sites, encyclopedias, other students' assignments, or any other source without properly quoting and/or citing them.

What are the disciplinary procedures? Students who are accused of academic dishonesty or plagiarizing may include, but are not limited to the following:

- a. Teacher will document the academic dishonesty or plagiarism to include all evidence and data
- b. Teacher will confer with student and document student's response.

- c. Teacher will contact parents with above information and document time, date, and sequence.
- d. Teacher will refer student to school administration. Administration will ensure that due process has taken place.
- e. Refer to section under consequences that follows:

What are the consequences of academic dishonesty/plagiarism? If a student is found to have cheated or plagiarized, the appropriate consequences may be determined through the K-12 Code of Classroom Conduct. In those instances where plagiarism also is copyright infringement, the student may face consequences beyond those administered by Germantown High School, such as in certain circumstances, legal action by the copyright owner. Consequences at Germantown High School for academic dishonesty, plagiarism, or both may include, but are not limited to, the following:

- a. An automatic zero on the assignment, quiz, or test
- b. Notification of parents
- c. Ineligibility for letters of recommendation from Germantown High School faculty.
- d. Office referral, which may result in additional disciplinary actions.
- e. A failing grade for the course, depending on the weight of the relevant assignment, quiz, or test, or whether academic dishonesty or plagiarism are recurring offenses. **Any additional offense(s) beyond the first will result in a failing grade for the semester and removal from the class(es) with an F.**
- f. Possible removal from National Honor Society, French Honor Society, German Honor Society, or Spanish Honor Society, pursuant to the Society's constitution. Due process procedures, in accordance with each honor society's bylaws, will be followed.
- g. A notation of academic dishonesty, plagiarism or both in the student's disciplinary record. Appeals may be made through the Student Grievance Procedure found on p. 24 of this handbook.

ALCOHOL AND OTHER DRUG USE

Board Policy – Student Alcohol and Other Drug Use

Students have the right to attend school in an environment that is free from the non-medical use of alcohol, drugs and mood-altering substances. A mood altering substance includes any substance that is transferred, used or intended to be used inappropriately for the purpose of altering perception, behavior or any physiological or psychological process.

No student shall use, transfer, manufacture, sell, give away, dispense, possess, distribute or be under the influence of alcoholic beverages, controlled substances, mood-altering substances or drug paraphernalia (as defined by state statute and/or municipal ordinances) on school premises or while engaged in or attending school-sponsored activities.

Students who violate this policy shall be subject to disciplinary action in accordance with established procedures.

This prohibition does not apply to the authorized use of prescription and/or non-prescription drugs by a student with the permission of his parent/guardian and/or physician and in accordance with the District Policy 453.4 and 453.4-EA (4) regarding Administering Medication to Students.

ALCOHOL AND OTHER DRUG USE POLICY VIOLATION ENFORCEMENT PROCEDURES Board Policy

ENFORCEMENT PROCEDURES

In all cases, students in violation of the District's Alcohol and Other Drug Use Policy will be referred to the School Counseling Department or designee. The School Counseling Department will educate, assist, and support students who have alcohol or other drug related concerns.

Use/Possession

Any person who is involved in the use of, transfer, manufacture, sale, give away, dispense, possess, distribute or be under the influence of alcoholic beverages, controlled substances, mood-altering substances or drug paraphernalia on school premises or while engaged in or attending school-sponsored activities is in violation of school policy and disciplinary action will be taken.

This action will include the following:

- 1) Parental notification/conference
- 2) Student conference
- 3) Referral to law enforcement (charges may be as a result of this referral) and emergency medical assistance if necessary.
- 4) Suspension for up to five (5) school days
AND
- 5) Petitioning the Board for consideration of expulsion.

Sale/Transfer

Any student who is involved in the sale of or intent to sell, the transfer of or the purchase of alcohol, controlled substances, mood-altering substances, look-alike drugs or drug paraphernalia (as defined by state statutes) is in violation of school policy and disciplinary action will be taken. This action will include the following:

- 1) Parental notification/conference
- 2) Student conferences
- 3) Referral to law enforcement (charges may be filed as a result of this referral)
- 4) Suspension from school for up to five (5) school days
AND
- 5) Petitioning the Board for consideration of expulsion.

BULLYING (School Board Policy) Wis. Stat. 118.46

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation.

This policy applies to all activities in the District, including activities on school property including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business.

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President. Complaints against a school board member should be filed with the District legal counsel.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, well balanced meals are offered at reasonable prices. The food service staff and the rest of the student body appreciate cooperation by:

1. Depositing all lunch litter in waste-baskets.
2. Leaving the table and floor in a clean condition for others.
3. Not taking food or drink out of the cafeteria.
4. Open cans or beverage containers of soda or similar liquid is not allowed outside of the cafeteria.

Students who disrupt the lunch room process or cafeteria environment will be subject to disciplinary action including detentions, suspension, or expulsion.

Students may be allowed to go outside during their lunch period when weather and staffing conditions permit. An adult staff member must be present outside.

DRESS AND GROOMING

Good dress and conduct are a source of pride and self-respect for all and create a positive environment for learning.

It is this policy of the Germantown School District that all students are expected to dress and groom themselves neatly in a manner appropriate for school functions. Students may express themselves through their style of dress and personal appearance as long as it is not actually or potentially disruptive of school activities. We believe it is important to maintain an atmosphere conducive to learning.

Any article of clothing or accessory or manner of hairstyle or makeup that is determined by the administration to be actually or potentially disruptive of school activities is prohibited, including but not limited to, the following:

- * Tops that expose a student's midriff or back, sleeveless tops with oversized armholes or spaghetti straps, or tops with low necklines.

- * Short skirts or short shorts: examples of inappropriate skirts or shorts include those shorter than the fingertips of the student when arms are at the side.
- * Clothing that is see-through or otherwise exposes undergarments. All undergarments must be completely covered at all times.
- * Long or heavy chains and accessories with sharp or pointed protrusions.
- * Any head covering, including sweat bands, hooded shirts, hats and bandanas. Hats, hoods, headwear, bandanas, and sunglasses are not to be worn in the building at any time.
- * Clothing or accessories that conceal one's identity, such as hoods.
- * Clothing or accessories, which directly or through innuendo contain references to alcohol, tobacco, or illicit drugs, obscenities, profanity, weapons, or pornographic images; represent illegal behavior; harass or discriminate based on sex, race, national origin, ancestry, creed, pregnancy, marital, emotional or learning disability; or advocate pain, death, suicide, violence, or drug use.
- * Book bags, purses, back packs, coats and hats are not to be brought to class and must be left in lockers.
- * Loose clothing especially pants/jeans/shorts that expose undergarments. Pants are to be worn at the waist.
- * Appropriate footwear must be worn at all times.
- * The faculty reserves the right to use its discretion in determining the type of clothing appropriate for the school setting.

The student and his/her parents are responsible for the student's compliance with this policy. In the event that a student violates this policy, the student and his/her parent will be notified and the student will be required to change into appropriate attire. Recognized religious wear is exempt from these rules.

FINES AND FEES

Parents/guardians/students are responsible for school registration fees, fines for lost or damaged books, and fees for specific courses, i.e., art classes, technology education courses, and the like. However, economically disadvantaged families/students may request that registration fees only be waived. Contact the building principal for further information.

These guidelines shall be used for assessing textbook fines:

- a. Books in need of minor repair resulting from student's carelessness. \$10
- b. Serious damage, books in need of rebinding. \$30
- c. Damaged book, not repairable – 1st year, cost of textbook, 2nd-5th year, 60% of cost of textbook.
- d. Library will collect for lost books.
- e. All senior obligations must be fulfilled before a diploma will be issued.

FORGERY

Forgery of parent or staff signatures by students will result in appropriate disciplinary action.

GANG ACTIVITY

Any student representing a gang through gang symbols on materials, jewelry, clothing, or gang tattoos, or gang posturing which provokes an altercation, disruption of the school day, or intimidation of others, will be subject to disciplinary action including suspension, expulsion, and referral to police.

HALL MOVEMENT

A five minute passing time is provided between classes. Students are to go to their lockers and use the rest rooms during this passing time. All students are expected to be in their assigned class prior to the tone. After passing time, no one is allowed in the halls without a proper pass from a teacher, staff member, or administrator.

HALL SWEEPS

"Hall Sweeps" will be used to assist in keeping students in class and the halls clear. School supervisors staff will check students for passes and student ID's. Students without passes and/or ID's will receive appropriate disciplinary action.

HAND TOOLS/OBJECTS WITH BLADES

Box cutters, knives, hand tools, or any other object with a blade for cutting is prohibited on school premises except as specifically authorized by the building principal or designee. Any student found violating this policy is subject to appropriate disciplinary action.

HARASSMENT AND INTIMIDATION

Harassment and intimidation can arise from a broad range of physical or verbal behavior including, but not limited to, the following:

1. Physical or mental abuse
2. Unwelcome sexual advances or touching
3. Sexual comments, jokes, stories or innuendos
4. Racial, ethnic or religious insults or slurs, jokes, comments, stories, or innuendos.
5. Display of sexually explicit or otherwise offensive posters, calendars, etc.
6. Sexual gestures with hands or body movements.
7. Display or distribution of racially, ethnically, or religiously offensive materials
8. Whistling or "cat calls"

These activities are offensive and inappropriate in the school setting as well as in settings outside the school. This can include, but is not limited to, various uses of technology, such as instant messaging, blogging, texting, social networking sites, etc. Reprisals, threats, or further intimidation toward the victim will be treated as a continuation of the original offense.

HAZING

State Statute 941.33 states that whoever engages in or incites hazing which results in or is likely to result in bodily harm to another in any school may be fined not more than \$200 or imprisoned not more than 60 days or both. The Germantown police will be contacted and involved in all hazing referrals. Germantown High School considers hazing to be extremely serious. An act of hazing will result in disciplinary action and may result in a recommendation for expulsion.

ID CARDS

All Students are issued a picture ID card which is to be carried on school days and at all school sponsored events. Students are required to present their student ID to any school personnel upon request. Replacement cards cost \$5. This picture ID will be necessary to gain admittance to the library, computer labs, dances, etc.

INTERNET ACCESS

Students may use the Internet for educational purposes only after they and their parents have read the rules and guidelines and signed permission slips. The rules and guidelines and access codes, along with contract/permission slips are available from the main office. Student logins and passwords are to be kept confidential. Anyone found to be abusing the network/internet privileges is subject to loss of access to the system and possible disciplinary action.

The school district retains ownership and control of its networks, computers, peripheral hardware, and software at all times. To ensure that students are using the Internet responsibly, all electronic data is subject to the open records law. Any personal electronic hardware, including, but not limited to, cell phones, PDA, laptop computers/notebooks, iPods/music players, video recording devices, and graphing calculators are subject to search at school. District staff and/or network administrators may review student generated data files without student permission. Student generated files and information communicated or stored on District file servers, computers, or disks are not considered private.

LANGUAGE AND DEROGATORY COMMENTS

Obscene or profane language, and inflammatory, provocative or derogatory comments, or actions based on race, sex, handicap, religion, or national origin on school premises, or while in transit to or from, engaged in, or attending school sponsored activities is prohibited. Any violation of these rules will result in disciplinary action.

Students shall behave in an orderly manner, observe common rules of decency and courtesy toward all members of the school community, and will not

interfere with the rights of others to participate in the educational and co-curricular programs of the school district.

LASER POINTERS

Laser pointers come in varying degrees of power and intensity – many are dangerous. Possession of laser pointers by students on school property is strictly prohibited unless otherwise authorized by the building principal or designee. If a student is found to be in possession of a laser pointer, disciplinary action will be taken and the laser pointer confiscated.

LEWD, INDECENT, OFFENSIVE BEHAVIOR, PORNOGRAPHIC MATERIALS, OR “SEXTING”

Any behavior offensive to common propriety or decency, including, but not limited to, indecent exposure, offensive touching, possession, distribution, or display of obscene material, or similar behavior may result in a suspension and possible recommendation for expulsion. Possession of nude photos of underage individuals or any student, including but not limited to within electronic devices, will result in the incident being reported to the Germantown Police Department.

LOCKERS

A corridor locker is assigned to each student. The following regulations apply to each locker, corridor or gym, which may be assigned.

1. **The student must assume all responsibility for the contents of the locker.** The Board of Education and Germantown High School are not liable for any losses that the student may incur. Therefore, the student should never leave the locker unlocked, tell another student the combination, or share the locker with another student. **Remember – the student assigned to the locker will be the one ultimately responsible.**
2. Glass or other breakable containers are not to be kept in student lockers.
3. Students are advised to keep the locker neat and clean at all times. **Any items displayed within a locker must be in good taste.**
4. Because student lockers remain the property of the School District at all times, the school administration may inspect and search lockers and their contents to protect the best interests and welfare of students at any time.
5. To operate the combination locks, first turn right two or more whole turns and stop at the first number; turn left one whole turn past the first number and stop at the second number; turn right to the third number and lift the locker handle.
6. All personal belongings must be removed and all school materials returned before the closing of school. Unclaimed materials will be given to a charitable organization at the end of the school year. Prior to the close of the school year, students are expected to remove all materials from their locker. Failure to do so will result in a \$5 assessment for custodial clean-up.

7. Advertisements for alcohol and/or tobacco products are not appropriate for display in student lockers.
8. Pictures displaying nudity are not appropriate for display in student lockers.

MUSIC PLAYERS/CAMERAS/NOTEBOOK COMPUTERS/VIDEO GAMES

Radios, CD players, iPods, and MP3 players, personal computers, and video game systems of any type are not allowed to be used during the school day. Such items are to be stored in the student's locker. Personal portable internet devices (i.e. laptops/netbooks) are not permitted in school. Unauthorized use of photographic devices is also prohibited. Video gaming systems of any type should not be brought to school. Any prohibited electronic devices will be confiscated and returned at the discretion of the administrative team. Students who refuse to surrender these items to staff will also be held for insubordination. All such devices are subject to search by the administration.

RECREATIONAL GAMES

Games such as chess, checkers, and backgammon will be allowed during lunch periods and after school. However, gambling of any kind is prohibited.

SEARCH AND SEIZURE

Courts have held that there does not need to be probable cause to believe that a rule or law is being violated before a student can be searched, though there does need to be some reasonable suspicion to justify searching a student. The courts grant even less protection when the issue pertains to the search of student lockers. Lockers are school property and may be searched at any time.

SMOKING AND OTHER TOBACCO USE ON SCHOOL PREMISES

1. The Germantown School Board is dedicated to providing a healthy, comfortable environment for employees, students, spectators and visitors.
2. It is the intention of the School Board to carry out the law to provide a tobacco-free environment. The Board is concerned about the health and safety of its employees and students and recognizes, as a matter of educational policy and responsible administration, the importance of role modeling for students during elementary and secondary school years.
3. Student use and possession of tobacco products is prohibited on Germantown High School property at all times.
4. Police citations will be issued for each offense to all student violators.
5. All student violators will have hall pass privileges revoked.
6. Continued refusal or reluctance to obey the rule may lead to suspension and/or expulsion.

VISITORS

All visitors must sign in at the desk located by the front door, and secure a visitors pass. Former students must set up a formal appointment ahead of time

in order to see a staff member. No "drop-ins" will be allowed. Students are not allowed to bring visitors to school. Students wishing to audit the school day for the purpose of open enrollment or transfer to GHS should contact a building administrator. There will be no student visitors during the last week of each semester.

WORK PERMITS

Work permits are no longer available at GHS. Students may obtain work permits from the Germantown Recreation Department, Jackson Town Hall, Richfield Town Hall, or Slinger Town Hall.

HEALTH, SAFETY, AND GENERAL WELFARE INFORMATION

Every school in the Germantown School District has a School Safety Plan for emergency situations. To view a copy of the GHS Safety Plan, contact the main office.

ACCIDENT / EMERGENCY

If a serious student accident occurs, the school will contact the school resource officer, or if unavailable, the Germantown Police Department. If the school is unable to contact parents concerning a serious injury, a decision may be made by the administration/rescue squad to transport the student to a local hospital.

All fire departments servicing the Germantown School District have a policy which states that there is a charge for conveying any person to a hospital. This cost will be billed by the fire department directly to the student's family.

911 – EMERGENCY

The Germantown High School community can benefit from the 911 emergency system when the need arises. It is extremely important that we respect this emergency system. False or prank calls can deny appropriate response to someone in need. Anyone engaged in prank calls will be prosecuted to the fullest extent of the law.

CAMERAS / SURVEILLANCE

The Germantown School District has authorized the use of district operated surveillance cameras and recording devices in and around some district buildings to provide a safe and healthful school environment. It is the objective of the Germantown School District to provide a safe and secure environment for all students, staff and visitors on its premises and to protect District property. To ensure this objective, the District may utilize video surveillance equipment to monitor school facilities. The following guidelines exist for the use of such equipment.

1. Camera placement and use allows for the recording of students, staff, faculty, authorized visitors, and other persons present on school grounds.

2. District approved cameras will only be placed in public areas such as hallways, classrooms, athletic areas, and parking lots. Areas such as bathrooms and locker rooms, where people assume they are in an area of privacy, will not have cameras.
3. School administrators may, in accordance with applicable Board policies, administrative guidelines, and state and federal law, use video images to investigate student behavior and support student discipline, including any suspension or expulsion proceedings. Only individuals authorized by the respective building principal, superintendent, or designee of the superintendent may view surveillance recordings.
4. When appropriate, video images may be disclosed to law enforcement officials in connection with the investigation and/or prosecution of suspected criminal activity. Disclosure of video images in a civil action or administrative proceedings shall not occur absent a valid subpoena.
5. The date, time, and location of each recorded session and the video images will be stored for at least seven (7) days. Selected data may be archived.
6. Recorded video images may be student records under state law (Wis. Stat. 118.125) and/or federal law (Family Educational Rights and Privacy Act – FERPA), Disclosure of any video image that is a confidential student record shall only be made in accordance with Board policies, applicable law, and administrative guidelines. Should surveillance recordings become a part of a student disciplinary action, they become part of that student's record and shall be dealt with consistent with the district's student records policy and procedures.
7. School shall include this policy in the student handbook that is distributed annually to each student enrolled in the district.

CANINE SEARCHES

In an attempt to ensure the health and safety of all students, staff, and faculty, canine searches of school lockers and their contents, all vehicles and school property, and any other area of the school property may be conducted throughout the school year.

FALSE ALARMS

State Statute – 941.13 states that whoever intentionally does any of the following may be fined not more than \$500 or imprisoned not more than one year in county jail or both:

1. Interferes with the proper functioning of a fire alarm system; or,
2. Interferes with, tampers with, or removes, without authorization, any fire extinguisher.

Students who improperly use the 911 emergency systems, call in false bomb threats, or active false fire alarms will be prosecuted to the fullest extent of the law.

FIRE DRILL

Fire drills are held at various times during the school year to train students to move out of the building quickly and quietly.

The exit used during a fire drill will depend on one's location in the building at the time of the drill. Each room will have a sign designating the direction and exit to use.

When the alarm sounds, move quickly and quietly to the designated exit. All room doors will be closed. Preservation of life takes priority over preservation of property, so leave all class materials in the room.

Students must keep all FIRE LANES open to the building during any evacuation. Students will be informed when to return to the building.

HEALTH ROOM/MEDICATION POLICY

The school health room is available for students who become ill or injured at school until parents, guardians, or designated emergency persons can be contacted. The health room aide is not responsible for providing care for injuries that did not occur at school and should not be used in place of the family physician. A student must have a hall pass from his/her current teacher to see the health room aide. In an emergency, the hall pass is not necessary.

Medications should be administered to school children by parents whenever possible. When necessary persons designated by the school principal or district nurse may administer medications to students under established conditions. Before any medication can be administered to a student in the Germantown School District, school personnel must receive written parental or legal guardianship consent. **Physician signature is required for all prescribed medications.**

Parents or designated responsible adults are required to deliver medication to school. Students are prohibited from bringing medications for delivery to the school.

Parents are required to provide a maximum of a 4-week supply of medications if requesting medication to be administered at school. Therefore, periodic replenishment of medication may be needed.

All prescription medications shall be in a pharmacy labeled container with the child's name, date, drug name, dosage, how often to be taken, prescribing physician, pharmacy name and pharmacy phone number. Over-the-counter medications must in original bottle or packaging. It will **NOT** be dispensed without written permission by the student's parent/guardian and the instruction.

If the dose requested is other than the recommended therapeutic dose, physician documentation will be required.

Students are not allowed to self-administer any medication, prescription or nonprescription at school without parent consent on an approved Student Self-Administered form on file with the school office. **Students authorized for self-administration of medication are restricted to having only a one-day supply of medication on their person. Any student transferring medication to another student will be subject to disciplinary action including recommendation for expulsion.**

Parent or designated adult are to pick up remaining medications at the end of the school year. If medications have not been picked up by the last day of school, the medications left will be properly discarded.

District procedures related to the administration of medication will be supervised by a designated health care professional. Should you have any questions regarding the district school medication administration policy, please contact district nurse **Cindy Dieringer at Kennedy Middle School, (262) 502-7436.**

LOCK-DOWN DRILLS

School lock-down drills will be held periodically. Public address announcements will provide detailed instructions to all staff and students. Students are to follow all announcements and instructions throughout the drill and wait until an announcement is given to return to normal class activities. The teacher shall remain with the class. All personnel are to remain out of the halls and in assigned rooms unless otherwise instructed.

SCHOOL CLOSING

In the event of inclement weather, Germantown public schools will be announced on the District's website (www.germantown.12.wi.us) and on the following radio stations:

WBKC 1470 AM	WOKY 920 AM
WTMJ 620 AM	WEMP 1250 AM
WISN 1130 AM	WFMR 98.3 FM
WKTM 1540 AM	WRIT 95.7 FM

Closings will also be announced on television channels 4, 6, 12 and 58.

In addition, the Germantown School district utilizes the Alert Now system, which will call parents and guardians directly with a recorded message regarding closures and delays. The Alert Now system utilizes data in the Skyward Family Access system to contact parents and guardians. **Please ensure that your family contact data in Skyward Family Access is up to**

date; it will help to ensure that you are contacted by Alert Now in case a notification is necessary.

If the opening of school is delayed for a period of time, the same procedure will be followed and the school starting time will be announced. On days when school has been closed because of inclement weather, all co-curricular activities will be canceled.

If a sudden storm or other emergency forces the schools to close before the regular dismissal time, a similar announcement will be made.

SEVERE WEATHER DRILL

Severe weather drills will be held periodically. Public address announcements will signal classes to go to the posted protection area. When students arrive in the respective areas, they should sit on the floor, face the wall, and remain quiet until an announcement is given to return to class. The teacher shall remain with the class. All personnel shall stay out of the areas where there is the possibility of injury from broken glass.

***** **INSTRUCTION AND ASSISTANCE** *****

ACADEMIC LETTER

For each semester with a grade point average of 3.50 to 3.99, a student will earn one half (.5) point toward an academic letter. For each semester G.P.A. of 4.0, a student will earn one (1) point toward an academic letter. Upon accumulation of a total of two (2) points the student will be awarded an academic letter in recognition of academic excellence. Once a student has earned an academic letter, each subsequent accumulation of two (2) points will result in the award of an academic pin.

SCHOOL COUNSELING DEPARTMENT

The primary purpose of the counseling program is to help students focus on academic, personal/social and career development so they achieve success in school and are prepared to lead fulfilling lives as responsible members of society. The school counseling program is an integral part of the overall educational mission of Germantown High School in that it supports the academic achievement of all students as they prepare for the ever-changing world of the 21st century.

The foundation of Germantown High School's counseling program rests on the academic, career, and personal/social domains of the Wisconsin Comprehensive School Counseling Model and the American School Counselor Association National Standards. School counselors design, develop, implement and evaluate a comprehensive, development and systematic school-counseling program. Through a combination of classroom guidance

activities, individual student planning, responsive services, and system support, the school counseling program helps students achieve optimal personal growth, acquire positive social skills and values, set appropriate career goals, and realize full academic potential to become productive, contributing members of the world community. School counselors also collaborate with parents, students, teachers, administrators and the community to meet the needs of students.

Students at Germantown High School are assigned to one of four school counselors. Students and their families will work with this counselor for all four years of their high school career. As such, families are encouraged to get to know their son/daughter's school counselor as early as possible and utilize his or her expertise and resources throughout the high school years. Among other things, school counselors can help parent(s)/ guardian(s) with academic planning and support, post-secondary planning, the scholarship and financial aid process, crisis management, or any concerns related to students' personal or social adjustment. Counselors are available for consultation before, during, or after school to assist students and/or their parents(s)/guardian(s) with any concern.

DROPPING OR ADDING OR COURSES OR STUDY HALLS

Students are expected to abide by their course selection and the resulting class schedule. Schedule changes will not be granted for the following reasons:

1. Student desires to change his/her lunch period.
2. Student desires to enroll in a course with a friend.
3. Student desires to change instructors.
4. Student would drop below the required minimum credit requirement for the semester.

Any student carrying more than six (6) credits per year is considered to be taking an overload. Students may drop their "extra" class for a study hall, without penalty, if they provide parental permission and complete the process before the end of the fourth week of the semester. Any student dropping an "extra" class after the fourth week will receive a grade of "F" for the semester in that course. Students will not be scheduled for two study hall periods in the same semester.

Any student needing to make a change in the courses they selected **for the following year** must schedule an appointment with their guidance counselor prior to the end of the second semester. The request will be accommodated if, and only if, the **desired class section has seats available, written or oral parental permission supporting the change is provided and the schedule change is completed prior to the end of second semester**. Requests for second semester change must be made prior to December 16, 2011.

FIELD EXPERIENCES / FIELD TRIPS

It is the student's and parents' responsibility to be selective in choosing which field experiences will be most valuable. Students are not expected to participate in all field experiences offered. Students must have a signed permission slip to participate in any field experience. Students are responsible for any work missed. Once students have paid for a field experience, that fee is non-refundable. Electronic communications devices, including cell phones, two-way radios, and laptops/ netbooks, are prohibited during field experiences.

GRADUATION REQUIREMENTS

Early Graduation: All students planning on early graduation must meet all of the requirements listed below. A conference with the student, parents, and student's counselor must be conducted, at which time course work for the student's final semester shall be selected. Students will also be provided with the necessary early graduation paperwork and expected to obtain the signatures of the school counselor, principal, and his/her parent/guardian.

Credit Requirements: In order to receive a diploma from Germantown High School, a student must satisfy the following minimum requirements:

1. Successfully complete 23 credits. One (1) credit is earned in a subject when the class meets daily and is passed for an entire year. One-half (1/2) credit is earned in a subject when the class meets daily and is passed for one semester.
2. All required courses must be completed successfully.
3. The normal class load for a full-time student is 6 classes per day, per semester. Seniors may be eligible for a five credit load.
4. Courses listed below are required of all students.

English	4 credits
Science	3 credits
Mathematics (from same sequence program)	3 credits
Physical Education – ½ credit of freshman phy ed.	1 ½ credits
Health (1 semester between grades 7-12)	½ credit
Social Studies (Includes 1 credit of American History and 1 credit of World History)	3 credits

5. Credits earned at other high schools may be accepted for those students transferring to Germantown High School. Graduation requirements may be adjusted by the principal to allow for differences between schools.
6. All students will be required to successfully complete the prescribed course of study fifteen (15) required credits and eight (8) elective credits as outlined above to be eligible to receive a diploma and participate in the commencement exercises.
7. For students who are short on credits, a maximum of 2 credits from programs outside the school district may be accepted for make-up

purposes only. These programs, such as correspondence courses, must be approved by the administration. More information is available through the school counseling department.

8. Summer school opportunities are available for credit make-up only. Since courses to be offered are decided late in the school year, contact the school counseling department for more information.
9. Credits earned through the Odyssey program may be applied toward graduation.
10. Independent study is available on a case-by-case basis. Arrangements must be made with an individual teacher and the school counseling department and approved by administration.
11. Educational options are available for all students through the UW extension system. Contact the school counseling department for more information.
12. For any student 18 years of age or older, who is not properly enrolled in a public high school, but who has completed part of the educational requirements in Germantown High School, courses completed from Vocational, Technical and Adult Education schools under the jurisdiction of the State of Wisconsin or approved correspondence schools may be accepted as credits toward graduation from Germantown High School. Such courses must be approved prior to enrollment by the high school principal or designee as equivalent to high school course requirements.
13. Germantown High School diplomas will not be issued on the basis of General Education Development (GED) test results.
14. **All graduation requirements must be completed prior to graduation to be permitted to participate in the ceremony.**

GRADE CLASSIFICATION

If it is determined that the student has earned the required number of credits, he/she will be promoted to the next grade. If not, the student will be retained. Parents and students will be informed of retention prior to the start of the next school year. This grade classification is for credit purposes and assignment to courses.

- 5 credits or more – promoted to 10th grade
- 10 credits or more – promoted to 11th grade
- 15 credits or more – promoted to 12th grade

HOMEROOM

Homerooms will be called when necessary. These times are to be used for conducting school and class business. All students are to attend all homeroom periods in a timely and orderly fashion. Attendance will be taken and considered the same as a regular class attendance.

HOMEWORK POLICY

Homework is an enhancement and reinforcement of classroom learning. It either provides background information to a topic that is about to be introduced, additional practice, or application of something that was taught in the classroom. Research has shown a correlation between homework and student achievement and the development of critical skills. Homework helps to instill in students a sense of responsibility, accountability, motivation, discipline, and self-confidence. The guideline for amounts of homework for students in grades 9-12 include the daily average time of 150 minutes. Students are directly responsible for all assignments given to them and shall make every effort to complete them on time. This policy (345.3) recognizes that students who select advanced course offerings may need to exceed these homework guidelines.

HONOR ROLL/HONORABLE MENTION

Students are eligible for the school Honor Roll/Honorable Mention if they meet the following requirements:

1. Enrolled in at least six (6) subjects. (Exceptions – co-op students and students enrolled in two (2) or more advanced courses)
2. Achieve a grade point average of 3.5 or above for Honor Roll.
3. Achieve a grade point average of 3.0-3.49 for Honorable Mention.
4. Do not receive a grade of "F" or an "incomplete."

LIBRARY MEDIA CENTER

The GHS Library/Media Center is an area designed for quiet study, reading, listening, viewing, computing, and creating. The library opens at 6:45 A.M. and is open until 3:15 P.M. Students may use the library before or after school, on a pass from a teacher, or with a class. Students are required to have a pass from an academic teacher (not a study hall) to work in the library.

The library has a vast array of reference/research and leisure materials available. There are over 100 different magazine subscriptions, ten newspapers, many videos and other multimedia sources. Searching for materials is efficient via a wide-area network linking the six Germantown School District library-media centers together by an online catalog software package. We subscribe to several online research databases which provide full-text periodical, journal, and newspaper articles for research. Word processing, spreadsheet, and PowerPoint are all available via the Germantown school district network for all students. In addition, calculators, some art supplies, video and still cameras, DVD players and other A/V equipment can be borrowed for class projects.

Instruction in using the library and specific resources is given by the librarian in coordination with classroom teachers and on a one-on-one basis. Students are taught library skills throughout their high school experience to help them complete assignments, prepare them for college/technical school, and the

world of work, and to encourage the use of libraries all of their lives. The library staff is available before, during and after school to assist students in locating and using materials. Students are encouraged to ask for help at any time.

NATIONAL HONOR SOCIETY

Membership is open to juniors and seniors who have attained a 3.25 cumulative grade point average in all subjects taken in which credit toward graduation is earned. Attaining the 3.25 cumulative grade point average allows a student to apply for membership. Further evaluation is then made by faculty members who know the student. Character, leadership, and service are the basic criteria for evaluation. A faculty membership panel determines who will be accepted into the National Honor Society and would address any disciplinary issues that violate the GHS activities code, in consequences with the NHS by-laws.

RESIDENCY REQUIREMENTS

A parent/guardian who is moving or has recently moved out of the Germantown School District and wishes the student to continue to attend in the district should contact the building administrator before the move to request consideration for a tuition waiver. The school district will then determine whether the student is eligible for a waiver for the remainder of that school year and/or for the following school year.

SEMESTER EXAM EXEMPTION POLICY

Semester exam exemptions are a privilege for students who have done above average work and have shown a high quality work ethic. A student may qualify for two exam exemptions per semester. It is a teacher's decision whether or not they will allow students to be exempt from taking semester exams in any or all of the courses they teach.

The following criteria must be met for a student to qualify for a **General Exemption: The student has:**

1. Zero (0) unexcused absences and zero (0) trancies during the semester.
2. No more than five (5) days of excused absences (excluding school related absences).
3. NO more than two (2) office assigned detentions. Detentions assigned by and served with an individual teacher do not apply.
4. Zero (0) in-school suspensions, zero (0) out-of-school suspensions.
5. Authentic parent signature.
6. A grade of 'A+', 'A', or 'A-' in the course to be exempted.

The following criteria must be met for a student to qualify for an **Honor Roll Exemption:**

The student must:

1. A grade point of 3.0 or better after quarter I for Semester I exemption.

2. A grade point of 3.0 or better after quarters I, II and III for a Semester II exemption.
3. Zero (0) unexcused absences and zero (0) trancies during the semester.
4. No more than five (5) days of excused absences (excluding school related absences).
5. No more than two (2) office assigned detentions. Detentions assigned by and served with an individual teacher do not apply.
6. Zero (0) in-school suspensions, zero (0) out-of-school suspensions.
7. Authentic parent signature.
8. A grade of 'A+', 'A', or 'A-' in the course to be exempted.

The administrative team will address any complaints about exam exemption decisions.

STUDY HALL PROCEDURES

1. Grade 9-11 will have quiet study halls in designated classrooms. Students will report daily with study materials and will be expected to work quietly for the entire period. No games or card playing are allowed.
Food and soda are not permitted in study halls.
2. With a pass from one of their academic-area teachers, students have the option of utilizing the library media center or academic support center. Students may enter the library media center or ASC by presenting their ID card to the person in charge. Student access to the library or ASC may be limited based on demand.
3. Students who abuse the privilege of the library or ASC will have their ID cards turned over to the administrative team and will not be allowed further admittance for a designated period of time.

WITHDRAWAL FROM SCHOOL

When it is necessary for a student to withdraw from school, parent(s)/ guardian(s) should follow this procedure:

1. Obtain a withdrawal form from the school guidance department.
2. Have the student obtain signatures from his/her teachers, the library, the attendance office, and the bookstore.
3. Return a completed withdrawal form to the school guidance department.

Germantown High School must receive a request for records from the student's new school before any information will be forwarded.

YOUTH OPTIONS PROGRAM (School Board Policy)

The Germantown school district shall administer the Youth Options Program in accordance with state law. The high school principal shall be responsible for administering the Youth Option and regulations program.

Courses Taken Through Technical College System

Upon the student's request and with the written approval of the student's parent/guardian, any student who satisfies the following criteria may apply to attend a technical college under the Youth Options Program for the purpose of taking one or more courses:

1. The student has completed the 10th grade.
2. The student is in good academic standing.
3. The student notifies the School Board of his/her intent to attend a technical college in accordance with the time lines established in state law.
4. The student is not a child at risk as defined in state law.

The high school principal or designee shall determine that the Technical Course is comparable to a course offered in the district, whether it satisfies any graduation requirements and what, if any, high school credits to be awarded to the student. The high school principal or designee then recommends the action to be taken by the Board. If a student is not satisfied with the Board's decision, he may appeal to the State Superintendent of Public Instruction.

Courses taken at a technical college as part of the Youth Options Program shall be paid for as follows:

1. If the course is taken for high school credit and the course is not comparable to a course offered in the district, the Board shall pay as required by law.
2. If the course is taken for high school credit, the course is comparable to a course offered in the district, and the student is attending a technical college for less than 10 credits during any semester, the student shall pay as required by law.
3. If the course is taken for high school credit, the course is comparable to a course offered in the district, and the student is attending a technical college for 10 or more credits during any semester, the Board shall pay as required by law.
4. If the course is taken for post-secondary credit only, the student shall pay as required by law.
5. If the student is a child with disabilities, the Board shall also pay the cost of any special services required for the student as determined jointly by the district and the technical college. The district may refuse to permit a child with a disability to attend if it determines that the cost to the district would impose an undue financial burden on the district.

Students attending a technical college under the Youth Options Program shall be responsible for their own transportation.

Courses Taken Through Institutions of Higher Education

Any 11th or 12th grade student may apply to attend an institution of higher education under the Youth Options Program for the purpose of taking one or more nonsectarian courses in accordance with state law.

The high school principal shall determine whether the institution of higher education course is comparable to course offered in the district, whether it satisfies any graduation requirements, and what, if any, high school credits are to be awarded to the student. The high school principal or designee then recommends the action to be taken by the Board. If a student is not satisfied with the Board's decision, he may appeal to the State Superintendent of Public Instruction.

Courses taken at an institution of higher education as part of the Youth Options Program shall be paid as follows:

1. If the course is taken for high school credit and the course is not comparable to a course offered in the district, the Board shall pay as required by law.
2. If the course is taken for high school credit and the course is comparable to a course offered in the district, the student shall pay as required by law.
3. If the course is taken for post-secondary credit only, the student shall pay as required by law.

Students attending an institution of higher education under the Youth Options Program shall be responsible for their own transportation costs.

***** TRANSPORTATION INFORMATION *****

AUTOMOBILES AND MOTOR BIKES

Students are discouraged from driving autos, motor bikes, or motorcycles to school. However, if a parent wishes his son or daughter to drive, a written notice must be submitted to the school authorities along with proof that the vehicle is insured. Permits will be issued by the attendance office. All vehicles driven to school and parked on school premises must be registered in this manner. Any vehicle not so registered by the end of the 1st week in September will be subject to a parking citation and/or revocation of parking privileges. All parking permit tags must be visible. Snowmobiles and dirt bikes are not allowed on school grounds. A vehicle may not be removed from the school premises during school hours without the written consent of the administration. Violation may result in suspension and loss of driving privileges. Student vehicles may be parked only in their numbered slots. Students who choose to park their cars in the staff parking lot will be warned only once, followed by the issuing of a parking citation. Parking privileges may be suspended.

BICYCLES

Bikes are to be parked only in the bike racks located in the back parking lot near the cafeteria. Locks should be used to protect students' bikes. Bike riding on school property while busses are loading or unloading is prohibited. Students will operate their bikes in a safe and appropriate manner at all times while on school property.

BUS REGULATIONS

All students attending Germantown High School are eligible to ride the bus. Full cooperation regarding the following rules is needed at all times to maintain safe, dependable bus service:

1. Riding a bus to or from school is considered an extension of the school day and all school rules are applicable.
2. The student must be on time for morning and afternoon pick-ups.
3. The student should be careful in approaching bus stops and should walk on the left side of the road toward oncoming traffic. If it is necessary for the student to cross the road after he/she leaves the bus, he/she should always wait for a signal from the driver and then cross in front of the bus.
4. Standing in the bus is not allowed. Students must remain seated while the bus is in motion. When the bus reaches its destination, a student should wait his/her turn while the bus empties from front to back, then rise and leave.
5. The emergency door should be opened only in case of an emergency.
6. Smoking or drinking alcoholic beverages is not permitted on the school bus at anytime.
7. A student is expected to conduct himself/herself properly at all times and to treat the driver and other passengers with courtesy and respect. Loud talking or unnecessary confusion can divert the driver's attention and endanger the safety of the bus and its occupants.
8. While the student is in his/her care, the bus driver is in complete authority; the student should obey promptly. The driver is instructed to assign seats on the bus if it is deemed advisable. The driver may bring a student who violates a rule on the trip to or from school directly to the office or to the police department. Parents of a student who has violated a bus rule are notified by the school, and the student may not be permitted to ride a school bus until he/she is reinstated by the school administration.
9. It is the student's responsibility to assist in keeping the interior of the bus clean. Any damage done to a bus by a student will be paid for by the student.

CLOSED CAMPUS

Germantown High School maintains a **closed campus**. Leaving the campus during the school day must be authorized by a building administrator prior to departure. Students leaving campus without proper authorization are subject to disciplinary action such as suspension, loss of campus parking privileges, and/or police action.

EXAM DAY OPEN CAMPUS

During semester final exams, Germantown High School may maintain an open campus. This means that students may leave the building during periods when they do not have a test scheduled. Following are the **Exam Day Open Campus Rules**:

- * Students must be on time for and attend all scheduled exams.
- * All students on campus and not involved in an exam must be in and remain in the supervised cafeteria or library. No one is allowed in the halls during exam times.
- * Students are not to appear at any other district school during the exam days.
- * Exam schedules will be available on a semester by semester basis.

PARKING REGULATIONS

In an effort to provide orderliness and safety to all students, the following procedures will be followed by all students who want to drive to school:

1. Junior and Senior students who drive a motorize vehicle to school must complete the "Student Parking Permit Request Form" available from the attendance office.

Parking Permit Fees are:

\$75.00 per semester

\$150.00 per school year, per permit

A \$1 per day fee may be charged for daily emergency parking permit vehicles parked in the parking lot in the designated spaces. Freshmen and sophomores are NOT permitted to park on school grounds without prior permission from the administrative team.

2. If permission is granted to drive to school and the parking fee paid, the student will be given one permit tag which is to be hung from the rear view mirror of the vehicle.
3. Any vehicles not registered or without a properly displayed permit will be ticketed at the owner's expense. **Failure to display parking permit will result in revocation of parking privileges.**
4. Drivers must observe the posted speed limits, all other applicable driving regulations, and parking restrictions. **Any inappropriate or unsafe driving behaviors may result in ticketing and/or revocation of parking privileges.**
5. Student cars must be parked in their individually designated space only. Students who choose to park their cars in the main parking lot will be warned once, then ticketed and parking privileges may be REVOKED. Failure to park in designated space may result in revocation of parking privileges.
6. Upon arriving at school, students must park their vehicle in their numbered stalls and immediately leave their vehicle in the parking area. When leaving the school, the student must leave the parking area immediately. No student may loiter in his/her vehicle or in the parking lot proper. Excessive tardies to class will result in revocation of parking privileges.
7. **Cars are to be locked and are not to be used for any purpose during the school day without administrative approval. Students are not to loiter in the parking lot at any time.**

8. **Students may not sell or give their parking permit to anyone else. Doing so may result in the revocation of parking privileges.**
9. Student vehicles will be subject to search if there is reasonable suspicion to believe that drugs, alcohol, stolen property, weapons, or other contraband might be present in that vehicle.
10. Students will be subject to disciplinary action, which can include the loss of parking privileges, if it is found that students are leaving the campus without administrative approval.