

# **ALGOMA MIDDLE/HIGH SCHOOL**



# **STUDENT HANDBOOK**

Revised March 12, 2019

# Algoma Middle/High School Student Handbook

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## ***Introductory Information***

### **MISSION STATEMENT**

It is the mission of the School District of Algoma to strive for excellence in education for all students, to help students develop to their fullest potential, and to promote personal integrity so that they may become contributing members of society. The District will commit to achieve this mission by using the talents, assets, and resources available and will encourage a partnership of community, students, family, and school.

### **NONDISCRIMINATION POLICY**

It is the policy of the School District of Algoma that no person, on the basis of sex, race, religion, national origin (including LEP), ancestry, creed, pregnancy, marital status, parental status, sexual orientation or physical disability, mental disability, emotional disability, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program.

**“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.**

**To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.”**

### **DAILY SCHEDULE**

1st Hour	7:55 - 8:47
Break	8:47 - 8:55
2nd Hour	8:58 - 9:50
3rd Hour	9:53 - 10:45
4th Hour	10:48 - 11:40
11:43 Lunch (if not Band/Chorus)	11:40 - 12:10
Band/Chorus 5th Hour	11:43 - 12:35
Band/Chorus Lunch	12:35 - 1:05
5th Hour (if not Band/Chorus)	12:13 - 1:05
6th Hour	1:08 - 2:00
7th Hour	2:03 - 2:55
'0 Hour	2:58 - 3:48

**ZERO hour classes are offered based on Principal's approval.**

## STUDENTS: DO YOU HAVE A PROBLEM OR CONCERN?

1. Take your concern to the person closest to the problem: **Teacher/Coach/Student Council**
2. If not satisfied, take your concern to the next level: **Counselor**
3. If still not satisfied, take the concern to the next level: **Principal/Superintendent**
4. If still not satisfied, request a hearing with your **School Board**.

## ***Academic Information***

### REQUIREMENTS FOR HIGH SCHOOL GRADUATION

*(Board Policy)*

Normally four (4) full years of attendance will be required; however, under special circumstances, the principal may adjust this requirement when it is in the best interest of the student. Students may apply during their 1<sup>st</sup> semester of their senior year for early graduation. See Guidance for information and forms.

A credit shall consist of the successful completion of two semesters of course work. Fractional credit shall also be given for courses not meeting for a full year. Exemption from the physical education requirement may be obtained only upon recommendation of a physician.

The following graduation requirements have been established by the Board of Education:

English	4.0 credits
Social Studies	3.5 credits
Science	3.0 credits
Math	3.0 credits
Physical Education	1.5 credits
Health	.5 credits
STEM/CTE	1.0 credits
ESPF	.5 credits
Fine Arts	.5 credits
Electives	6.5 credits
Total credits for graduation	24 credits

## **TRANSFER STUDENTS**

Credit for transfer students will be evaluated by the Principal and treated in the following manner:

- A. Transfer students from within the State of Wisconsin shall meet graduation requirements established by the State of Wisconsin Department of Public Instruction and the Board of Education of the School District of Algoma.
- B. Transfer students from outside of the State or private school shall not be denied the opportunity to graduate from high school in the normal four year period because of noncompliance with the above, provided they have successfully completed their course work to the date of transfer and were on schedule (credit-wise) to graduate in their previously attended high school and continue to maintain satisfactory performance while enrolled in Algoma High School. The principal will evaluate their record and make allowances according to their year in school at the time of transfer to Algoma High School. Where possible, attempts will be made to complete deficiencies.
- C. Transfer students from a home-based private educational program shall meet graduation requirements established by the State of Wisconsin Department of Public Instruction and the Board of Education of the School District of Algoma.

## **GRADUATE EQUIVALENCY DIPLOMA**

Students unable to earn a competency diploma will be encouraged to pursue their GED through Northeast Wisconsin Technical College.

## **GRADING**

Grades belong to the student; not to the teacher. Grades are based on the student's effort, ability, and attitude in trying to achieve predetermined goals, objectives, or outcomes. In the beginning of each semester, each teacher shall establish the factors to be considered in arriving at the quarter and semester grades. These factors should be explained and discussed with the students.

The grading system must fit into the school grading policy listed below:

- A --- 90 - Advanced Proficient
- B --- 80 - Proficient
- C --- 70- Basic Proficient
- D --- 60- Minimal Proficient
- F --- 59 - 0 - Non-Proficient
- S -- Passing (credit earned)
- E -- Effort (credit earned)
- I -- Incomplete

## **GRADE POINT AVERAGE**

The following GPA points will be awarded for grades. Beginning with the class of 2017 the 5.0 grading scale will apply to those advanced courses requiring three years of pre-requisite courses taught by Algoma School District staff.

Grade	Point Value	Advanced Point Value
A	4.000	5.000
A-	3.667	4.584
B+	3.333	4.166
B	3.000	4.000
B-	2.667	3.556
C+	2.333	2.333
C	2.000	2.000
C-	1.667	1.667
D+	1.333	1.333
D	1.000	1.000
D-	0.667	0.667
F	0.000	0.000

## **HONOR ROLL**

Highest Honors	4.0 or higher
High Honors	3.75 - 3.99
Honor	3.50 - 3.7499
'B' Honor	3.0 - 3.499

The honor rolls will be released at the end of each semester.

## **STUDENT ACCOMMODATIONS**

Students with exceptional educational needs (EEN) as authorized by Section 118.33 Wisconsin Statutes shall be provided accommodations as determined by the Board and approved by the Superintendent of Public Instruction.

A diploma may be granted if the following requirements are met: (a) the student is enrolled in an alternative education program approved by the board; and (b) the school has determined that the student had demonstrated a level of proficiency in English, Social Studies, Mathematics, Science, Physical Education, Health and 9 elective credits equivalent to the proficiency which a student would have attained if he/she had completed graduation requirements.

## **CLASS LOAD - DROPPING CLASSES**

Every student is expected to have a minimum daily schedule of seven classes. Once a student has enrolled in a class **the class may not be dropped, without principal's approval. [Class changes will only be allowed during the first 3 days of the semester]**

## **COURSES WHICH REQUIRE ADDITIONAL COST**

Any classes requiring additional fees will be identified in the Course Description Handbook. Students will be notified if additional fees are required in any other classes.

## **PROGRESS REPORTS**

All students will have progress reports sent home after the fourth, ninth, and thirteenth week during each grading period.

## **ACADEMIC LETTER PROGRAM**

Students will earn this letter by accumulating nine (9) letter points awarded each semester as follows:

4.0 GPA or higher	3.0 points
High Honors	2.0 points
Honor Roll	1.5 points
B Honor Roll	1.0 point
Academic Improvement	1.0 point

Students will be awarded points for as many categories as they qualify for each term. Once a letter is earned, a student will receive an academic pin to be placed on the letter for each eight (8) points beyond the original nine (9) letter points.

## **NATIONAL HONOR SOCIETY**

Selection for membership is by the faculty council and is based on outstanding scholarship, character, leadership and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Since the NHS is an honor and a privilege, students who choose not to live up to the standards of the National Honor Society may be removed from the NHS.

1. Students who have a current GPA of 3.50 or higher and are of sophomore standing or older will be eligible for membership.
2. Eligible candidates will be required to pick up, complete, and return a Student Activity Information Form. These forms will be available from the chapter advisor. Parents/guardians of eligible candidates will be notified of their candidacy and the requirement regarding this Student Activity Information Form.
3. Eligible candidates will be notified of their eligibility and the availability of the forms. Any forms not picked up will be destroyed, and those candidates will not be considered for membership.



## ***Attendance Information***

### **ATTENDANCE**

A.H.S. students are required to follow State Statutes 118.15 Compulsory School Attendance and 118.16 Habitual Truants. **It is the responsibility of the parents/guardians of the absent student to telephone the High School Office (Attendance Office 487-7001 ext 2302) on the day of the absence to inform school officials of the absence and the reason for it.** The following reasons are justified excusable absences:

1. Illness on the part of the student. (Medical verification may be required if deemed necessary due to circumstances or excessive absences.)
2. Regular medical and dental appointments. (These appointments should be scheduled during non school hours if possible or an Absence Form should be completed and submitted prior to the date of the appointment.)
3. Serious illness or death in the immediate family.
4. Absence resulting from acts of nature which cause serious problems to the family.
5. University or Tech College visitation (request must be made to the attendance office on an Pre Planned Absence Form, properly signed by the teachers and guidance counselor 48 hours in advance of the absence.)
6. Family vacations (At least one parent/guardian must accompany the student and the request must be made to the Principal on an Absence Form, properly signed by the teachers and guidance counselor 48 hours in advance of the absence.)
7. Special and reasonable circumstances with the Principal's approval in advance of the absence.
8. Students are expected to be in attendance the entire school day.

Failure to follow these procedures will require the school to unexcuse the absences, which may affect the student's grade, graduation status, and be assigned detention time. If a student is to be absent for more than one day or an extended period of time due to illness, etc. the parent/guardian should notify the school daily or make arrangements with the school. Arrangements for school work can be made by contacting the guidance office. If the parents/guardians do not have a telephone, they should send a written note, which indicates the date and the reason for the absence.

### **HABITUAL TRUANCY**

Any student absent (unexcused) part or all of any day school is in session will be considered truant. **Students who skip school will be considered 'Simple Truants' and can receive a citation for each class period/day they are gone.** Students with five (5) truancies, during a semester, are considered habitual truants. (State Statute 118.16)

1. Upon the third unexcused absence a Truancy Warning Letter will be sent home.
2. Upon the fifth truancy a Habitual Truancy Letter will be sent home and the issue will be referred to the Kewaunee County Social Services and the Algoma Police Department.
3. Algoma High School may issue additional truancies as deemed necessary.

## **EXCESSIVE EXCUSED ABSENCES**

Upon ten excused absences a letter requiring a medical excuse for each subsequent absence will be issued. (State Statute 118.15 (3) (c).

Subsequent absences will be reviewed by the principal to determine if they are excusable. If/when a student acquires five (5) unexcused absences, truancy rules will take effect.

## **TARDINESS**

Students who are tardy 1st hour should sign in at the main office. Excessive tardiness will result in a truancy violation.

## ***Student Conduct Information***

### **RULES AND EXPECTATIONS**

Best attitude and effort maximizes performance:

1. Be on Time
2. Be Prepared
3. Be Respectful
4. Be Accountable
5. Be Consistent

### **DISORDERLY CONDUCT, CONTROLLED SUBSTANCES AND WEAPONS**

Penalties may be imposed for the following general offenses: vulgar and unacceptable language, assault, fighting, harassment, insubordination and disrespect, possession and use of illegal articles, (i.e. fireworks), theft, gambling, and improper or unauthorized use of motor vehicles. Violators will be subjected to privileges revoked, suspensions, expulsions, or disorderly conduct charges/fines.

Possession of controlled substances, including alcohol and tobacco, on school grounds will result in suspensions and may result in expulsion hearings and penalties congruent with applicable law(s).

Possession of weapons and firearms will result in expulsion.

A student may be removed from class for conduct or behavior which (a) violates the District's policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in the Student Handbook; (c) is disruptive, dangerous or unruly; (d) which otherwise interferes with the ability of the teacher to teach effectively; or (e) which is incompatible with effective teaching and learning in the class.

**a) Behavior that violates the District's policies on suspension and expulsion.**

The District Policies regarding suspension and expulsion are set forth in Sec. 8L (3) (4). It should be noted that decisions regarding suspension are made by building administrators, and recommendations for expulsion are made by the District's central administration. Thus, a teacher's decision to remove a student from class for behavior that violates the District's policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.

**b) Behavior which is disruptive, dangerous or unruly**

Notwithstanding any inconsistent or contrary provisions in the District's policies regarding suspension and expulsion the following behavior may be determined to be disruptive, dangerous or unruly so as to warrant removal from class:

1. Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching or grabbing.
2. Inappropriate verbal conduct intended or likely to upset, distract or annoy others, such as name calling, teasing or baiting.
3. Behavior that may constitute sexual or other harassment.
4. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other student, presentation by visitor) or during quiet (study) time.
5. Throwing any object, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.
6. Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation inciting others to walk out.
7. Destroying the property of the school or another student.
8. Loud, obnoxious or outrageous behavior.
9. Wearing of hats **at any time** within the school building.

**c) Behavior which interferes with the ability of the teacher to teach effectively.**

Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's non-compliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. A student may be removed for behavior, which constitutes:

1. Open defiance of the teacher, manifest in words, gestures or other overt behavior.
2. Open disrespect of the teacher, manifest in words, gestures, or other overt behavior.
3. Other behavior likely or intended to sabotage or undermine instruction.

**d) Behavior which is inconsistent with class decorum and the ability of others to learn.**

In addition, there may be grounds for removal for behavior, which is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively. Such behavior may include, without limitation, CHRONIC sleeping in class, blatant inattention, or other overt refusal to engage in class activities.

## CHEATING AND ACADEMIC MISCONDUCT

Cheating and academic misconduct is an act in which a student:

- a. submits a paper or assignment as one's own work when any part of the paper or assignment is the work of another
- b. uses a close imitation of the language and thoughts of an author as one's own work
- c. cheats on an examination through using unauthorized notes/materials, electronic devices, looking off another's test, or using stolen answers
- d. obtains and uses unauthorized test information or course materials
- e. participates in collusion
  - Collusion occurs when students who are preparing individual assignments or projects work together and submit similar work for assessment. Any student who allows another to use his or her materials is also guilty of collusion. Collusion does not occur if students have been assigned group projects.
- f. accesses and/or uses any work from another student with intent to submit/use information as his/her own work
- g. knowingly and intentionally assists another student in any of the above

Any student found doing any of the above will receive a "0" for that assignment or test and other appropriate consequences as stated in the Co-curricular Code of Conduct, with a minimum penalty of 25% of the season. If this results in a failing grade in the course, the student will be responsible for gaining credit by retaking the course during the school year or in summer school.

## CONDUCT ON TRIPS

The Algoma Board of Education must approve all out-of-state/country trips at least **two (2) months** in advance of the trip.

- A. Ski Club/FFA/Forensics/One Act Play/Destination Imagination /Academic Competition Trip/FBLA
  1. Possession and/or use of controlled substances and/or alcohol on school grounds or at any point during the trip. (See Student Conduct and Discipline)
  2. Inappropriate Conduct: Conduct deemed inappropriate while on trips, including those which are overnight may result in disciplinary action that may include removal from any further trips, including those which are overnight for a period of one year, in addition to other appropriate consequences.
- B. Senior Class Trip
  1. Any student found guilty of possession or use of any kind of illegal and/or controlled substance and/or possession or usage of alcoholic beverages may be sent home at parent's expense and will not be permitted to participate in or attend graduation ceremonies.
  2. Any misconduct deemed to be of a serious nature by the chaperones would be called to the attention of the Principal with a recommendation for an appropriate penalty. This will also result in suspension from participation in or attendance at graduation ceremonies.
- C. Other
  1. Students may also be denied the privilege of participating in any of the above trips, or other field trips, if they have a previous school record of school violations that indicates they may be

detrimental to the school if they were a part of the trip. This may include a past record of use of controlled substances and/or alcohol or inappropriate conduct to include classroom discipline problems, skipping school, theft, etc.

2. School Policy for all trips: Regular school policy will also be followed along with the above in terms of suspension from school, or other penalty as deemed appropriate by the Principal.

### **TOBACCO**

Students are not allowed to use or have on their person any form of tobacco or smoking paraphernalia while on school property or at a school function. State law prohibits smoking on any school grounds in the state of Wisconsin. A City Ordinance also prohibits the possession or use of tobacco by anyone under the age of 18 in the city of Algoma. Students in violation will be subject to school disciplinary measures; loss of items, restriction to the building during lunch period and suspension. In addition the police will be notified.

### **INTERPERSONAL RELATIONSHIPS**

Passionate public displays of affection in terms of hugging, kissing, and long embraces are not condoned by the school, nor is it considered appropriate behavior in a school environment. We ask students to refrain from such behavior. Disciplinary actions may be taken for failure to comply with such requests.

### **STUDENT HARASSMENT**

The District is committed to the provision of a democratic learning environment free of any form of harassment or intimidation toward and between students. It will not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it.

### **SEXUAL HARASSMENT**

Any student found to be sexually harassing another student or teacher will be subject to disciplinary action. Any student may seek assistance by contacting the Guidance Counselor or the Principal.

### **VALUES AND BELIEFS**

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

### **COMMUNITY SERVICE**

In certain disciplinary situations students may be offered community service time in lieu of other disciplinary action, if the principal deems it appropriate.

## **SUSPENSION**

Violations of certain rules or continuous refusal to abide by school rules will result in suspension from classes or school for a period up to five (5) days. Duration and type of suspension depends on the severity, type and occurrence of the student's actions and will be determined by the Principal. Parents will be notified by phone and/or in writing of the situation and actions taken.

### **IN SCHOOL SUSPENSION (ISS)**

A student will be suspended from his/her normal classes and be placed in the ISS (area) under staff supervision and not be allowed to socialize with his/her peers or leave the ISS room during the day. It will be the student's responsibility to turn in the make-up work within the time the teacher provides.

### **OUT OF SCHOOL SUSPENSION (OSS)**

A student is suspended from school (property, functions, etc.). If the student is seen on school grounds or at school functions, trespassing charges will be brought against the student. Students will be reinstated only after a parental contact (conference, phone, etc.) is held with the Principal/Guidance Counselor.

## **EXPULSION**

Expulsion is the total removal of a student from the school or bus, this includes all school activities such as athletic contests, concerts, dances, or other school programs. Expulsion is done only through a school board procedure. This is used in cases of endangerment to school property, health or safety of others.

## ***Student Activities Information***

### **POLICIES FOR SPECIAL EVENTS**

The below policies and procedures that concern all students have been adopted for the school year based upon the recommendation of a student-parent-faculty sounding committee.

#### **A. Class Dues/Fundraising**

1. The dues charged for normal operation of the class and for the class project shall be limited to a maximum of \$10.00 per year for Freshmen and Sophomores. \$15.00 per year for Juniors and Seniors
2. Students who are financially unable to pay their dues may contact an advisor to their class indicating this inability and a faculty-student committee may designate an alternate method of meeting this obligation.
3. Only those who have met their class dues obligations may vote on class projects and be eligible for selection to the Homecoming Court, Prom Court, or other activities of that type.
4. Each class is required to keep accurate records of all transactions and all work or selling records of each student within the class. Students who have not participated in the class activities may "buy in" at any time and be a part of the project goal selected (i.e. class trip) by the class, based

upon the per student cost at the time they wish to rejoin or belong to the class so as to gain the benefits of the class.

**B. Prom Court**

1. Shall not exceed eight junior couples, plus crown bearers and the past year's king and queen.
2. The procedure of selecting the junior couples shall be determined by the class.
3. In order to be eligible for selection to the Prom court, students must have paid all of their class dues to date of selection.
4. Students must be passing all classes and have no unexcused absences.

**STUDENT COUNCIL**

The student council is charged with representing the student in matters of school policy directly affecting students. If you have suggestions or complaints, contact your student council representative and make your feelings known.

**STUDENT CO-CURRICULAR ACTIVITIES**

A.H.S. students are encouraged to participate in the many extracurricular activities offered. The following opportunities are available:

**CLUB OR ORGANIZATION**

Math Team  
Forensics  
One Act  
F.F.A. (Kewaunee)  
Musical  
Jazz Ensemble  
National Honor Society  
Ski Club  
Student Council  
Yearbook  
FBLA  
Destination Imagination

**SPORT**

**FALL**

Cross Country (Coed)  
Football (Boys)  
Volleyball (Girls)  
Soccer (Coed)

**WINTER**

Basketball (Boys)  
Basketball (Girls)

**SPRING**

Baseball (Boys)  
Softball (Girls)  
Track (Coed)

## **ATHLETIC/CO-CURRICULAR PRACTICE TIMES**

**Athletics/Co-curriculars may not begin before 3:15pm.** Students are not allowed to suit up until school is out. Academics take priority over athletics/co-curriculars; therefore, a teacher can deem it necessary for a student to miss part or all of practice in order to work with them to remain in good academic standing.

## **RESPONSIBILITIES OF STUDENTS AT ATHLETIC CONTESTS**

Interscholastic athletics exist for their educational value, and spectators are guests at this experience. Spectators and fans must uphold the ideals of good manners and sportsmanship.

Prohibited activities at co-curricular activities include but are not limited to the following: alcohol consumption, name calling, taunting, ridicule, official harassment, body passing, object passing, etc.

Any person violating these prohibitions or displaying unacceptable conduct will be subject to, but not limited to, the following:

1. Expulsion from the contest or event
2. Forfeiture of future attendance or participation privileges
3. Citation
4. Fine

### **A. General regulations at athletic contests**

1. Conference regulations prohibit the following at athletic contests:
  - a. Stomping and heel kicking of bleachers.
  - b. Throwing of confetti
  - c. Use of noisemakers unless used in conjunction with a bonafide school cheer and/or as a part of a school's pep song being led by cheerleaders.
2. Visiting schools shall conform to any host school policies and regulations not listed above.

B. A conference sportsmanship trophy is awarded to the conference school displaying the best sportsmanship throughout the school year. This award is voted upon by the principals of the conference based upon the input from each school's sportsmanship committee consisting of students, coaches, and spectators.

## **ATHLETIC/CO-CURRICULAR PARTICIPATION**

In order to participate in **ALL** Co-Curricular activities, which includes Prom and Homecoming Courts, students must meet the below standards:

1. Students are required to maintain a passing grade in all classes and must have earned no "F's" at the end of the most recent grading period prior to the start of a particular athletic or activity season. During the season, grades will be checked consistently by the Athletic Director and coaches/advisors as outlined in the Co-Curricular Code of Conduct. If any student is found not passing his or her classes, the probationary process will be followed according to the Code.



2. The parent/guardian of a student who wishes to participate in the above must attend a pre-season meeting conducted by the coach/s of the activity before the student will be permitted to participate.
3. All fees must be paid, along with any other fee, **before participation.**

Students who represent the Algoma High School in athletic and co-curricular activities are held to a higher standard and may receive discipline above and beyond students not involved in such activities.

### **NON-DISCRIMINATION POLICY**

The School District of Algoma is committed to equal educational opportunity for all students in the district. It is the policy of the School District of Algoma that no person, on the basis of sex, race, color, religion, national origin (including LEP), ancestry, creed, pregnancy, marital status, parental status, sexual orientation or physical disability, mental disability, emotional disability or learning disability/handicap or homeless status, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program. For more details see p.9 of Algoma School District's Student Series (400) policies, specifically policy 411.

### ***Miscellaneous Information***

#### **SCHOOL SONG**

It's your school and it's my school; We'll fight to bring it fame, And to show we have the spirit; We'll be at every game. We'll fight fair and we'll play square, And proudly we'll confess The one who cowers at defeat - Is not in A.H.S.

#### **ALMA MATER**

By old Michigan's proud waters Rolling waves of blue, Stands Wisconsin's fairest high school, Alma Mater true. Sing her praises, let the chorus Ring o'er land and sea. Hail, Algoma, Alma Mater, Hail, all hail to thee!

#### **CLOSED CAMPUS – LUNCH**

Algoma High School has a closed campus lunch hour. All students at AHS will be assigned to a lunch period after 4<sup>th</sup> hour. During this time, all students will be expected to report to the cafeteria for lunch. Federal regulations prohibit any competition with the lunch program; therefore, lunches such as pizza, sub sandwiches, etc. cannot be delivered to the school from establishments. Students are not to share food. Glass bottles will not be permitted in the lunchroom. Inappropriate behavior will lead to assigned seating or cleaning.

At all times, students must check in/out at the office and have parental permission to leave the campus. Students leaving campus without permission will be considered truant.

## **LUNCH ACCOUNTS**

Effective January 5, 2015 the Algoma School District will only refund lunch/breakfast money to students if their balance is over \$5.00 when they leave the district or graduate. Amounts \$5.00 and under will not be refunded unless a written request is made to transfer lunch/breakfast money to a sibling's account.

## **WEATHER ANNOUNCEMENTS**

In the event severe weather conditions require school to be called off before starting or through early dismissal, this information can be obtained by listening to radio stations WCUB, WLTU, WSRG, WAUN, WDOR, WBDK, WRKU, WRLU, WIXX, WGEE, WAPL, and WZOR or television channels 2, 5, 11, 26, and 32.

## **HOMELESSNESS**

Many circumstances facing families can fit the definition of homelessness. Free lunch and other accommodations can be offered to families in this situation, Call the Homeless Liaison, Nick Cochart, at 920-487-7001 extension 3403 for information.

## **DRESS AND GROOMING**

The following may cause disruption or is a safety hazard and are not allowed:

1. Any clothing with writing, pictures, or symbols, which enhance the image, or through direct appeal, promotes the use or consumption of tobacco, drugs, and/or alcohol.
2. Any clothing with writing, pictures, or symbols which are suggestive, obscene, or distasteful.
3. Halter tops, half shirts, and muscle shirts. *[e.g. Any clothing that does not completely cover the back, shoulders, chest, or midriff is considered inappropriate]*
4. Outdoor attire (jackets, vests, etc.) are not permitted in the classroom.
5. Wearing of caps, hats, bandanas, scarves, etc.
6. Shorts and "ripped" clothing are permitted, at the discretion of the parents, with the following stipulations:
  - a) No shorts that conform to the body contour (Lycra-Spandex) unless covered by other shorts.
  - b) No shorts or pants with rips and tears shorter than mid-thigh.
  - c) No shorts shorter than mid-thigh.
7. Going barefoot, stocking foot, or wearing bedroom slippers.
8. Wallet/Pocket Chains.

If a teacher feels that a student is improperly dressed or groomed, the student may be sent to the office. If the student's appearance is deemed inappropriate, action will be taken to include changing the clothing, reprimand and/or notifying parents and asking for their cooperation.

## **BACKPACKS**

While we recognize the need for students to use backpacks to transport school material to and from school, we also recognize that backpacks need to be kept in the individual's locker during the school day.

## MOTOR VEHICLES

Each student driving a motor vehicle to school must register the vehicle in the High School Office by Friday of the 1st week of school. Students who acquire their driver's license during the school year and begin driving to school must register their vehicle at that time. Motor vehicles must be registered regardless of how often they are driven. Only motorized vehicles licensed for highway travel are permitted on school grounds.

**Vehicles parked inappropriately may be ticketed or towed at the owner's expense.** Vehicles parked on school property are subject to searches where reasonable suspicion of violation is present. **Vehicle traffic is not allowed to use the South exit after school due to bus safety issues.**

*Parking in the school lot is a privilege and may be lost due to violations of school expectations.*

## SKATEBOARDS AND SCOOTERS

Because skateboards and scooters on the school's parking lot and grounds present an element of danger to drivers and pedestrians, skateboard/scooters and wheel shoes will not be permitted on school grounds. Students who violate this regulation are subject to disciplinary action.

## CANS AND BOTTLED BEVERAGES IN SCHOOL

No open beverage containers may be brought into the building. Only juice and water sold in plastic bottles may be consumed in the building, and its **consumption shall be contained in the cafeteria area.** For sanitary and health reasons, all empty beverage containers shall be deposited into the trash container marked "RECYCLABLES ONLY". Failure to comply with this policy may result in the closing of commons and/or removal of the beverage machines. The period of time the machines will be open, shall be determined by the Principal. Food and drinks are allowed in classrooms at teacher's discretion.

## ELECTRONIC DEVICES

Electronic devices with or without headsets will follow "My Time/Your Time" policy with the consent of the instructor and/or principal. The use or display of cell phones is limited to the "My Time, Your Time" policy during hours of instruction (7:55AM – 2:55PM). Cell phones may be used only when the teacher indicates "Your Time." Students who abuse this privilege are subject to disciplinary actions and/or loss of cell phone.

## INTERNET AND COMPUTERS

Any student who wishes to use the INTERNET and/or computers must agree to all terms of the District's Media Acceptable Usage Policy and have a password.

## DISRUPTIVE MATERIAL

Objects and materials which cause a disruption or are a safety hazard are not permitted on school grounds. Students who violate this regulation are subject to disciplinary actions.

## OFFICE PROCEDURES AND MISCELLANEOUS ITEMS

**Office phones are for conducting school business only.** You will be allowed to use an office phone only in an emergency.

All food purchases must be prepaid in the office.

**The office will not be making change or cashing checks for cash.** However, the office will accept checks written for payment of lunch tickets, book and athletic fees, etc.

## LOCKERS

Lockers are the property of the school, which are loaned to the students for the school year and may be inspected at any time. It is for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school related material and students are not to use them for any other purpose. **Changes for any reason must be cleared through the office.** Objectionable pictures are not allowed in lockers. A fee will be assessed to students for damage to their assigned lockers. Students will be held responsible for the cleanliness of the locker both inside and outside. **Do not give your combination to anyone.** Penalties in terms of fines and/or detentions may be given for lockers found unclean or defaced in any manner. In order to maintain a Drug Free School environment, police canine units may be used to inspect student lockers at any time.

## BUILDING CLEANLINESS/SAFETY

All students share responsibility in keeping the building clean and safe.

1. Throw trash in proper containers.
2. Pick up any paper on the floors.
3. Do not tamper with fire extinguishers
4. Obtain advisor and principal authorization before posting any information throughout the school

## USE OF THE LIBRARY

The library has been established and designed to help you in attaining your education and has the main purpose to provide a place to read, to do research and to study quietly while utilizing the available materials.

- A. OVERDUE MATERIALS  
No additional material may be checked out until all overdue material is returned or paid for.
- B. FINES  
Fines may be issued for overdue material. The student will also lose all library privileges until overdue materials are returned or paid for if lost.
- C. STUDENT COPIER  
Located in the Library.

## STUDENT TRANSPORTATION

Students who violate bus regulations will be subject to disciplinary action, the least of which may be the suspension of their privilege of riding the bus for a period of time. Parents will be notified of rule infractions and the disciplinary action taken. Conduct on busses for a special trip is expected to be the same as on daily trips to and from school.

The school also provides transportation for students to attend school-sponsored events or field trips held away from the school. Students who participate are required to ride the bus to the event and to return by bus from the event. Special permission may be granted if special arrangements are made in advance between the parent, teacher in charge of the event, and the principal.

### BUS RIDER REGULATIONS

1. ALWAYS walk to the side of the road facing the traffic when approaching the bus stop.
2. DO NOT play on the road while waiting for the bus.
3. BE ON TIME! The bus has a definite schedule and cannot wait.
4. Wait for the bus to come to a complete stop before attempting to board.
5. On entering the bus, avoid crowding and disturbing others.
6. Do not tamper with the bus or any of its equipment. Damage done to seats or equipment must be paid for by the rider.
7. When the bus is in motion, DO NOT stand, extend your arms out of the window, move about or change seats.
8. Remember that loud talking, laughing and unnecessary confusion diverts the driver's attention and makes the task of providing safe transportation extremely difficult.
9. While on the bus, you are in the bus driver's charge and must obey him/her. Failure to comply may prohibit you from riding the bus.
10. The bus driver will assign pupils to certain seats or all pupils to specific seats when he/she deems it advisable.
11. Always treat your fellow pupils with courtesy.
12. Help keep the bus clean. Dropping paper, apple cores, lunch bags, etc. on the floor of the bus is prohibited. There are wastebaskets provided for this material.
13. Throwing of objects such as caps, pens, rulers, paper airplanes, etc. is strictly prohibited.
14. DO NOT throw anything out of the bus windows.
15. Water guns and water balloons are strictly taboo.
16. Keep books, packages, coats, band instruments, and all other objects out of the aisles.
17. Smoking, scuffling, fighting, drinking and obscene language will not be tolerated.
18. Under no circumstances will the emergency door be opened, except as directed by the driver in case of emergency. Keep absolutely quiet when approaching a railroad crossing.
19. Remain on the bus in case of a road emergency unless directed to do otherwise by the bus driver.
20. Eating or drinking on the bus is prohibited unless special permission has been granted by the driver and only on special occasions.
21. The bus driver will not discharge riders at places other than the regular bus stop, at home or at school, unless by proper written authorization from parent or school officials.
22. If it is necessary to cross the road when leaving a bus, cross at least ten feet in front of the bus.
23. If you live on a dead-end road, etc. notify the driver directly or through friends at times when you do not plan to ride the bus.
24. If your student is going to be bringing friends home, check with the driver first to see if there is room. A permission slip stating the day or days and the name of the student riding home is also needed.
25. No animals allowed on the bus.
26. At the loading zone BACK PARKING LOT stand behind the yellow line until the bus comes to a complete stop. Busses leave the H.S. at 3:00 PM.