

# **ALGOMA MIDDLE/HIGH SCHOOL**



# **STUDENT HANDBOOK**

Revised March 2020

# Algoma Middle/High School Student Handbook

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## ***Introductory Information***

### **BOARD GOALS**

***Board Goal #1: HIGH STUDENT ACHIEVEMENT***

We will offer every student with relevant instruction, workforce skills, and experiences using technology and innovation so that all of our students attain the knowledge and mental strategies to be successful.

***Board Goal #2: THRIVING WORKFORCE***

We will promote a work culture that attracts, develops, and retains top talent and empowers innovative teaching methods.

***Board Goal #3: OPPORTUNITY FOR ALL***

We value every student in our district, recognizing that each student is unique. We will provide a safe, supportive learning environment that rewards individual effort, creativity, and critical thinking, while providing a meaningful, well-rounded education.

***Board Goal #4: FISCAL RESPONSIBILITY***

We will facilitate a mutually supportive environment that is focused on achievement for all learners, and manage resources and policies in order to maximize success on the school's instructional improvement practices.

***Board Goal #5: COMMUNITY & WORLD CONNECTIONS***

We will create an environment that embraces character building and cultural awareness through authentic experiences, learning with and from one another, to meet the changing needs of our community and world.

### **NONDISCRIMINATION POLICY**

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. [School Board Policy 2260.](#)

### **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**.

## 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
Zero Hour	2:58 - 3:48

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

## ***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
Health and Wellness Education <ul style="list-style-type: none"> <li>• Health</li> <li>• Wellness Offerings (Physical Education)</li> </ul>	.5 credits 1.5 credits
STEAM/CTE	1.5 credits
Employability Skills/Personal Finance	.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. See instructor for CAPP and NWTC courses grading scales.

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

- A --- 90 - Advanced Proficient
- B --- 80 - Proficient
- C --- 70 - Basic
- D --- 60 - Minimal
- 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 at the end of Quarter 1 and Quarter 3. Progress can be monitored throughout the year on PowerSchool: <https://powerschool.alghs.k12.wi.us/public>. The district code for the PowerSchool app for smartphones is **CQBT**.

## ***Attendance Information***

### ATTENDANCE

For the attendance policy, reference [School Board Policy 5200](#). Access policies through the Algoma School District website under District -- Policies -- Enter Public Site.

**It is the responsibility of the parents/guardians of the absent student to telephone the High School Office (920) 487-7001 ext 2302 on the day of the absence to inform school officials of the absence and the reason for it.**



## **HABITUAL TRUANCY**

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student.

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. [School Board Policy 5200.](#)

## ***Student Conduct Information***

### **STUDENT CODE OF CLASSROOM CONDUCT**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events. [School Board Policy 5500.](#)

### **DISORDERLY CONDUCT**

The Board of Education recognizes the right of each student to attend school for the purpose of receiving an education. The disruption of the educational program of the schools by disorder or any other purposeful activity will not be tolerated.

For purposes of this policy, disorder shall be any deliberate activity by an individual or a group, whether peaceful or violent, which is reasonably likely to disrupt the normal operation of the school. [School Board Policy 5520.](#)

### **STUDENT DISCIPLINE**

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- conform to reasonable standards of socially-acceptable behavior;
- respect the person and property of others;
- preserve the degree of order necessary to the educational program in which they are engaged;

- respect the rights of others;
- obey constituted authority and respond to those who hold that authority. [School Board Policy 5600.](#)

## **DRUG PREVENTION**

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

For purposes of this policy, "drugs" shall mean:

- all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- all chemicals which release toxic vapors;
- all alcoholic beverages;
- any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- "look-alikes";
- anabolic steroids;
- any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event. [School Board Policy 5530.](#)

## **WEAPONS**

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. [School Board Policy 5772.](#)

## **TOBACCO**

The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with second hand smoke, are well- established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute or simulated forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. This policy also prohibits the use of other products containing nicotine, including but not limited to nicotine patches and nicotine gum. Accordingly, the Board prohibits students from using or possessing tobacco or nicotine in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events. [School Board Policy 5512.](#)

### **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.

### **STUDENT HARASSMENT**

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Characteristics, through its policies on bullying. [School Board Policy 5517 & 5517.01.](#)

### **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.

### **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. Behavior and attendance policies on any school affiliated trips or activity are consistent with daily standards set forth by school board policy.

### **SUSPENSION AND EXPULSION**

The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats. [School Board Policy 5610.](#)

### **IN SCHOOL DISCIPLINE**

In-school discipline will only be offered at the discretion of the building principal for offenses found in the Student Code of Conduct. [School Board Policy 5610.02.](#)

## ***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**

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 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 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.

#### **C. Homecoming Court**

1. In most cases, students should have participated in four semesters of fall sports.
2. Where numbers are an issue, a class may vote to change requirement #1.

### **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.

## 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  
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 3:30pm.** 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.

## ***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. 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**

Information regarding the food service program is updated annually on our district website.

All lunches must be paid for in advance. Payments can be made at the school office, mailed to 1715 Division Street, Algoma, WI 54201, or paid online:

1. Go to Algoma School District's web page: [www.algomawolves.org](http://www.algomawolves.org)
2. Click on Families, eFunds for Schools
3. Click on Fund Lunch
4. Login as a guest, or create an account. (If you need to know your Lunch ID, please contact the school).

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 School Messenger, listening to radio stations WDOR, WBDK, or television channels 2, 5, 11, and 26.



## 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 2303 for information.

## DRESS AND GROOMING

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. [School Board Policy 5511](#).

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- present a hazard to the health or safety of the student himself/herself or to others in the school;
- interfere with school work, create disorder, or disrupt the educational program;
- cause excessive wear or damage to school property;
- prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

## 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.

## ELECTRONIC DEVICES

Students may possess cell phones and/or personal electronic devices as long as they do not interfere/distract their learning and/or the learning of others. Students may use personal technological devices (cell phones, tablets, laptops, etc.) in instructional settings during instructional time for educational purposes. Classroom teachers and supervisors have the authority to create and enforce their own specific guidelines involving cell phone and/or electronic device usage for their specific learning environment. Interference/distraction will be interpreted and determined by supervising staff or administrator with staff input. In general, abuse of this privilege will lead to restriction.

## 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.

## 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 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 students attain their education. Conduct in the library is held to the same standards as the classroom.

## VISITOR INFORMATION PROCESS

All visitors must report to the High School main office during school hours in order to receive authorization to visit elsewhere in the building. Any person other than a student or staff employee is regarded as a visitor and must report to the building office to check in and pick up a visitor's ID badge. Visitors should check-out in the main office when departing.

## STAFF DIRECTORY

<b>Name</b>	<b>Position</b>	<b>Email</b>	<b>Ext.</b>
Matthew Abel	Technology Education	mabel@algotaschools.org	2116
Jamie Allen	Business Education	jallen@algotaschools.org	2211
Erin Ballone	Family & Consumer Economics	eballone@algotaschools.org	2108
Jeffrey Buczek	Mathematics	jbuczek@algotaschools.org	2101
Amy Cochart	Special Education	acochart@algotaschools.org	2118
Nick Cochart	MS/HS Principal	ncochart@algotaschools.org	2303
Kristen Dombeck	MS HS Spanish	kdombeck@algotaschools.org	2206
Alexis Gauger	Special Education/Pathfinder	agauger@algotaschools.org	1400
Robert Graf	Special Education	bgraf@algotaschools.org	2217
Kasie Holloway	Guidance, At-Risk Coordinator	kholloway@algotaschools.org	2306
Katie Horn	Special Education Director	khorn@algotaschools.org	2120
Michael Kruis	Social Studies	mkruis@algotaschools.org	2102
Nanette Kulm	Special Education	nkulm@algotaschools.org	2109
Penny Lemberger	MS HS Science	plemberger@algotaschools.org	2207
Clarissa Louis	MS English/MS HS Art	clouis@algotaschools.org	2216
Jennifer Massey	Instrumental Music District Wide	jmassey@algotaschools.org	2121
Eric Nelson	Science	enelson@algotaschools.org	2209
Erin Olson	School Secretary Assistant	eolson@algotaschools.org	2301
Brenda Pairolero	MS HS English & BETA Facilitator	bpairolero@algotaschools.org	2202
Aaron Renquin	MS HS Social Studies	arenquin@algotaschools.org	2215
David Robertson	Vocal Music & Activities Director	drobertson@algotaschools.org	2111
Christopher Robinson	Chemistry/Physics	crobinson@algotaschools.org	2203

Steven Schmiling	English	sschmiling@algotaschools.org	2201
Kari Stewart	School Nurse	kstewart@algotaschools.org	1110
Wade Vandervest	Mathematics	wvandervest@algotaschools.org	2103
Heather Vande Walle	MS HS Mathematics	hvandewalle@algotaschools.org	2212
Alex Van Lanen	Social Studies	avanlanen@algotaschools.org	2104
Hayley Vaske	School Psychologist	hvaske@algotaschools.org	1228
Wendy Vlies	School Secretary	wvlies@algotaschools.org	2302
Anna Westmark	Health and Wellness Education	awestmark@algotaschools.org	2215

### 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.**