

Welcome to Brookwood Jr/Sr High School

Welcome Back!

I hope you are enjoying a wonderful summer. I also hope you are relaxed, recharged and ready to start a new school year. I am so delighted that you are part of our amazing school community. I welcome and value your positive energy and dedication to excellence.

Brookwood Jr/Sr High School mission is "Every Student, Every Day." And our vision, "We will demonstrate a personal commitment to academic success for all students and assist all students to their greatest potential." These are the words that we strive to achieve.

All signs point to another incredible and great and productive school year. Our skilled and devoted staff is already planning and preparing for your success. Our enthusiastic office team, our hard working and conscientious custodians have spent the entire summer getting ready for the new school year. We are so lucky to have a caring community with the common goals of nurturing responsible, caring students and promoting high-level learning.

Have a great year.....Mr. Pettit

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BROOKWOOD JUNIOR & SENIOR HIGH SCHOOL STAFF

ADMINISTRATION

Kelly Burhop	District Administrator
Brad Pettit	7 – 12 Principal / District Assessment Coordinator
Gayle Luebke	4-K/6 TH Grade Elementary Principal / Title I Coordinator
Cindy Springborn	Director of Special Ed/School Psychologist

ADMINISTRATIVE ASSISTANTS

Shirley Gibson	Administrative Assistant - Food Service / Special Education
Rachel Pasch	7 – 12 Guidance Counselor Secretary
Mary Prielipp	District Fiscal Agent /Administrative Assistant
Sarah Watters	7 – 12 High Secretary

JUNIOR & SENIOR HIGH SCHOOL STAFF

Pamela Bennett	10 – 12 Learning Disabilities
Doug Brieske	8 – 12 Physical Education, Health
Jeanine Brieske	Social Studies 7, Psychology, Social Problems, U.S. History I
Jeremy Mack	Adv. Math, Algebra 2, Calculus
Denise Buckbee	Spanish 1, 2, 3
Dale Buechel	Chemistry, Advance Science, Earth Science
Pamela Campos	ESL, Algebra B, Applied Math, AP Prob & Stats, Applied Geometry
Josh Curtis	Jr/Sr High Band
Andrea Cwiak	7-12 Guidance Counselor
Deb Ferries	Keyboarding, Computer App., Accounting, Desktop Publishing, Personal Finance
Teresa Gibson	English 9, English 11, Written Communication, AP Lit.
John Hansen	General Biology, Adv. Biology, Environmental Science
Bailey Hart	7 – 12 Agriculture
Jan Hesson	English 7, Lit. 7 & 8, Social Studies 7
Patricia Holte	7 – 12 Art
Heidi Kelly	7-12 CD Teacher
Amy Langner	Science 7 & 8
Renee Mayne	English 10, World History
Harvey Menn	7 – 12 Industrial Technology
Gidget Moore	7 – 12 Instructional Media Center
Deb Molstad	7 – 12 Vocal Music
Steve Nelson	Physical Education 7
Paul Olbert	English 8, English 9, Sports Lit
Ashley Palmer	7 – 12 Family & Consumer Education
Tara Palmer	7 – 8 Grade Math
Heidi Quella	7 – 9 Learning Disabilities
Lisa Stoikes	US History II, Social Studies 8, Driver's Ed. (Summer)
Sarah Schmitz	Algebra I, Geometry, Algebra A
Kelly Wallace	Physical Education, Weight Training & Conditioning
Holly Ziegler	District Technology Coordinator
Custodial Staff	Doug Schmitz, Joanna Brueggeman, Tina Gnewikow, Charles Bulmer, Wendy Wallace
Food Service Staff	Vicky Wathke, Maranda Berry
Transportation Services	Charlie Neumann, Heather Gartzke, Steve Vieth, Jim Kuderer, Mike Luethe, Marv Johnson, Shannon Leis, Travis Taylor, Jim Summerfield, Curt Brieske, Rob Ross & Mike Wolf

Important Telephone Numbers & Extensions

BROOKWOOD HIGH SCHOOL PHONE NUMBERS

High School Office	337-4401 337-4402
Fax Number	337-4759

NOW ELEMENTARY PHONE NUMBERS

Elementary Office	337-4403 337-4420
Fax Number	337-4348

High School/Junior High Bell Schedules

<u>HIGH SCHOOL SCHEDULE</u>			<u>JUNIOR HIGH SCHEDULE</u>		
1 ST HOUR	8:00	8:44	Breakfast	8:00	8:10
Breakfast	8:44	8:57	1 ST HOUR	8:13	8:57
2 ND HOUR	9:00	9:44	2 ND HOUR	9:00	9:44
3 RD HOUR	9:47	10:31	3 RD HOUR	9:47	10:31
4 TH HOUR	10:34	11:18	4 TH HOUR	10:34	11:18
AT	11:21	11:41	(AT)	11:21	11:41
5 TH HOUR	11:44	12:28	Lunch	11:41	12:05
Lunch	12:28	12:53	5 TH HOUR	12:08	12:53
6 TH HOUR	12:56	1:41	6 TH HOUR	12:56	1:41
7 TH HOUR	1:44	2:28	7 TH HOUR	1:44	2:28
8 TH HOUR	2:31	3:15	8 TH HOUR	2:31	3:15





2018-19 SCHOOL EVENTS

August 28	Teacher In-Service
August 29	Teacher In-Service
August 30	Teacher Workday/ Back to School Night (6:00 PM – 8:00 PM)
September 3	LABOR DAY - NO SCHOOL
September 4	Classes Begin for Students – 8:00 AM
September 12	Picture Day
September 21	Homecoming vs. Necedah @ 7:00 PM “Theme – “TBA”
September 22	Homecoming Dance – (8:00 PM – 11:45 PM)
September 26	Early Dismissal – 1:30 PM
TBA	FFA Blood Drive (Blood Center)
October 24	EARLY RELEASE FOR STUDENTS @ 1:30 PM
October 25	Picture Retakes
November 2	End of 1st Quarter
November 5	Start of 2 nd Quarter
November 8	Parent/Teachers Conf. 4:00-8:00 PM (supper break 6-6:30)
November 9	PARENT/TEACHERS CONF. 8:00- NOON – NO SCHOOL
November 22 & 23	THANKSGIVING BREAK – NO SCHOOL
December 5	EARLY RELEASE FOR STUDENTS @ 1:30 PM
December 21	EARLY DISMISSAL AT 1 PM – WINTER BREAK BEGINS
December 24 – January 1	WINTER BREAK
January 2	School Resumes
January 18	End of 2 nd Quarter/ End of First Semester
January 21	Teacher Workday / NO SCHOOL FOR STUDENTS
January 22	Start of 3 rd Quarter/Start of 2nd Semester
February 6	EARLY RELEASE FOR STUDENTS @ 1:30 PM
February 15	WWEC CONVENTION – NO SCHOOL FOR STUDENTS
March 20	EARLY RELEASE FOR STUDENTS @ 1:30 PM
March 21 – 26	SPRING BREAK – No School
March 27	School Resumes
April 2	End of 3 rd Quarter
April 3	Start of 4 th Quarter
April 19	No School
April 26	Forensics State UW Madison
April 27	Prom (8:00 PM – 11:45 PM)
TBA	FFA Blood Drive (Red Cross)
May 24	Last Day for Seniors (Full day for Seniors)
May 24	Graduation starting @ 7:00 PM
May 27	MEMORIAL DAY, NO SCHOOL
June 6	Last Day for Students – End of Second Semester
June 7	Work day for Teachers



FALCON FIVE MATRIX



Objective	Classroom	Hallway	Cafeteria	Bathroom	Bus	Parking Lot	Extracurricular Events
 Be Ready	*Attend school every day and stay awake *Bring needed materials to class *Be on time *Eat breakfast *Bring your planner	*Keep moving *Keep a direct route to your destination	*Be in designated lunch area when the bell rings	*Use closest restroom *Use restroom during passing time	*Be on time to your bus	*Allow time for safe driving *Take all needed items	*Pass quickly through the hallways *Take seat promptly
 Be Respectful	*Appreciate differences *Raise your hand *Listen while others are talking *Use manners *Maintain personal space *Keep hands, feet to yourself *Comply with teachers request	*Be aware of personal space *Use appropriate language *Use quiet voice *Listen to teachers in the hallway *If you see garbage, pick it up and throw it away *Be aware of classes in progress	*Wait your turn in line *Be polite and patient *Say please and thank you	*Wash hands *Throw away trash *Respect privacy	*Use appropriate language and voice *Follow request of driver and supervisor *Share space *Keep hands and feet to self *Say please and thank you	*Park in assigned areas *Be patient *Follow rules of the road *Display parking pass	*Listen *Use appropriate language *Keep quiet
 Be Positive	*Help someone *Participate in class *Smile and say hello	*Help others *Greet people with a smile☺	*Help others *Keep area clean *Make new friends	*Help keep area clean	*Help bus driver *Speak nicely to others on the bus	*Assist others *Keep parking lot clean	*Participate *Show school spirit *Recognize the privilege
 Be Responsible	*Be accountable for your actions *Resolve conflicts with maturity *Use time wisely *Study *Clean up after yourself	*Be in assigned area when bell rings *Store jackets/coats, backpacks and electronic devices in locker (7:45-3:15)	*Pick up after yourself *Place equipment in assigned areas *Resolve conflicts with maturity *Recycle	*Use only what you need *Conserve paper and water	*Take items with you *Resolve conflicts with maturity *Ride your assigned bus	*Lock car	*Show maturity *Be a good representative of the school

SCHOOL HOURS

The high school building will be open to the students at 7:45 AM unless prior arrangements have been made with a staff member. Teachers' rooms open at 7:45 AM. School is dismissed at 3:15 p.m. and students will be leaving the building at that time. Students staying after 3:15 MUST be under direct supervision of a staff member.

SCHOOL CLOSING

The closing of school because of emergency conditions will be announced on the following radio and television stations:
WJJQ – Viroqua -810 AM / 92.5 FM; WCOW – Sparta 97.1 FM; WTMB – Tomah 1460 AM; WIZM – LaCrosse 1410 AM / 93.3 FM; WBOG – Tomah 94.5 FM; WKBT – LaCrosse TV Channel 8; WXOW - LaCrosse TV Channel 19

ACADEMIC TIME (AT/ACP)

AT is a time for students to get one-on-one academic assistance from their assigned teacher and give the students extra reinforcements to understanding or finish work. Other benefits include – a focus on student learning and achievement, additional learning outside the normal class schedule, educational enrichment and a focus on student academic goals.

Student Expectations –

1. Bring student planner and other academic materials to AT.
2. Independent study.
3. Be on time. Use restroom, etc. before the start of AT.
4. Being late or not having proper materials will result in additional 10 minutes after AT.

GRADING GUIDELINE 1:

- Grades relate to established achievement indicators.
- Grades will be aligned to unit objectives, the instruction provided, and academic preparedness of the students in class.
- Grades will be more than just letters or numbers. Clear descriptions and explanations will accompany formative and summative grades.
- Students earn the grade when they meet the achievement indicator. During the year students may have the opportunity to make corrections and re-take major summative assessment. (Not the exact assessment, not all the time).

GRADING GUIDELINE 2:

- Grades are separate from other valued attributes.
- Student attendance, work habits, participation, social skills and citizenship will be reported in a different manner (parent communication, reporting comments, etc.).
- Student grades will be only be based on individual, not group, achievement unless included in course standards or unit objective.

GRADING GUIDELINE 3:

- Students will be assessed formatively throughout the instructional process.
- Multiple formative assessments will be implemented to grade instruction.
- Generally, formative scores will be shared on a weekly basis to inform students and parents of course progress.
- Rubrics, assessments, checklists, and other types of scoring guides will be used for key course objectives.
- Students who do not complete formative assessments due to an absence will be allowed to make up this work within two days, for no penalty, as outlined in the student handbook.
- Extra credit assignments will be rarely (if at all) given and can only be used as an assignment grade. No assessment grades will include extra credit. An alternative assignment may be given as long as the assignment aligns to the unit learning objective(s).
- Students identified as Tier 2 or 3, as well as students with IEP's, will be given a minimum of five school days to turn in late homework and should not be penalized.
- After 10 days, a zero may be given without a chance for makeup of work.

GRADING GUIDELINE 4:

- Grades will be weighted in a manner that strikes an appropriate balance between the “lesson practice and activity” portion and the “unit and course / grade level understanding and performance” portion.
- Summative assessments should account for no less than 65% of course final grades. Examples of summative assessments include: Unit assessments, end of the unit tasks (projects products, performances, essays, artwork, oral presentations, lab experiences, live or recorded performance), or final exams.
- Formative assessments should account for no more than 35% of course final grades. Examples of formative assessment include: independent practice (daily or homework) or brief progress checks (small quizzes, reviews, warm-ups, exit slips, admit slips).
- Adjustments can be made to this guideline in accordance with accommodations or modifications outlined in a student's individual educational plan (IEP).

GRADING GUIDELINE 5:

- Summative assessment will be provided on a regular basis.
- In certain instances, multiple opportunities for the student to demonstrate what they know will be provided.
- No extra credit on summative assessments.
- Students will be required to complete corrective action (personal study / practice, tutoring, extra worksheet, or test remediation) before being allowed a “second chance” opportunity.
- The practice of providing multiple assessment opportunities does not mean second chances will automatically be given for students for every assessment.

- “Second chance” opportunities will be made available to all students. It is up to the discretion of the teacher on how to record the new test score.
- Accept late summative assessments, no more than five (5) days past the due date for all students. The late summative work must be submitted during the quarter that it was assigned. The highest grade that can be attained for a late summative assessment is 75%.
- Students missing summative assessments at the end of a grading period will receive an incomplete and have two weeks to make up missing assessments before recording the final grade.

GRADING GUIDELINE 6:

- Assessments, grades and reporting policies will be communicated to students.
- Students will be informed at the beginning of the year the assessment and grading policies for each course.
- Students will have the opportunity to ask questions about how their grade will be determined.
- Generally, grades will be updated on a weekly basis.
- Parents will be contacted if student performance is low or if there are multiple missing assignments.

GRADING GUIDELINE 7:

- The intent of Skyward Family Access Grade Book is to communicate grades to all interested parties in an efficient and timely manner. In order to ensure proper and accurate communication, the following common guidelines will be used:
- Name of assignments will be clear and in student / parent friendly language.
- Scores for assignments will be entered after the completion date.
- The abbreviation “A” will be used to note an assignment that has not been turned in due to an absence. Students will have the opportunity to make these assignments up for full credit, as long as they are completed in accordance with the student handbook assignment policy. Until the assignment is in, the grade will be treated as a zero.
- A “CHECK” in the box for missing assignments will be used to note an assignment that has not been turned in. Students will have the opportunity to turn in late assignments until the assignment is in, the grade will be treated as a zero. At the end of the grading period, all “CHECKS” will be converted to zeroes.
- All grades will be entered into two categories:
 - Summative (weighted no less than 65%).
 - Formative (weighted no more than 35%).
- Grades and scores will be entered into Skyward on a weekly basis.
- Only teachers are to enter grades into Skyward. Student’s access (even via smart board) is not acceptable.

GRADING GUIDELINE 8:

- Anything written in a student’s IEP supersedes the requirements of the grading policy.

GRADING GUIDELINE 9: ACADEMIC INTEGRITY

Academic integrity is very important at Brookwood Jr/Sr High School. Plagiarism and cheating are not tolerated. Plagiarism and cheating occur when a student uses another person’s or student’s ideas, words and/or work as their own, without giving credit to that person. As a student, you are responsible for understanding and avoiding all forms of plagiarism and cheating. The following describes the forms and levels of plagiarism and cheating with consequences.

Cheating is a serious offence and therefore earns a serious consequence. Episodes of academic misconduct will be tracked through the discipline referral process and will be cumulative in all classes.

Consequences

First Offense

1. Student will be allowed to complete or redo assignment or assessment for a possible grade of 75% of the original points.
2. Teacher contacts the parent/guardian.
3. Office Disciplinary Referral Form to the Office.
4. Teacher, student and Principal meeting

Subsequent Offenses

1. Zero on assignment/assessment.
2. Parent meeting with teacher and Principal.
3. In-School Suspension (ISS)

Offenses of any academic misconduct may affect membership in honor societies, extra-curricular activities, and scholarship considerations. Also violations of Academic Integrity will be subject to athletic referral(s) and athletic suspension.

GRADING SCALE

A	100-95	C+	82-80	D	70-68
A-	94-92	C	79-77	D-	67-65
B+	91-89	C-	76-74	F	64
B	88-86	D+	73-71		
B-	85-83				

(The grading scale is based on 65%)

HONOR ROLL REQUIREMENTS

The Honor Roll, compiled at the end of each nine weeks, contains the names of those who have shown academic excellence.

(Those students who have a D or an F in that grading period will not be placed on the honor roll.)

High Honor Roll	Honor Roll	Honorable Mention
4.0	3.99 – 3.5	3.49 – 3.00

Any student who is on the Honor Roll 7 quarters (not necessarily in consecutive quarters) will receive a letter “B”. A “Star” to be inserted in the letter will be issued for that quarter and each additional quarter that a 3.67 is achieved.

FAILURE RULE

All issues involving failing grades refer the 7-12 athletic code handbook.

REQUIREMENTS FOR GRADUATION (CLASSES OF 2018-19)

Students shall receive a signed diploma only if they satisfy all requirements for graduation.

1. Earned 26 credits – Math 3, English 4, Science 3, Social Studies 3, .5 Person Finance, Physical Education 1.5, Health .5 and 10.5 electives.
2. All debts, fines, detentions, lunch account, etc. must be satisfied.
3. All discipline issues MUST be resolved.
4. Only students who are eligible to receive a diploma may participate in the district’s graduation ceremonies.
5. Due to Special Circumstances that may develop two months prior to graduation, the situation will be evaluated by school administration.

Core Curriculum Requirements	Credits
English	4.0
Social Science	3.0
Mathematics	3.0
Science (Biology & Physical Science)	3.0
Physical Education	1.5
Health	.5
Personal Finance	.5
Electives (Combination from any Curricular Area)	10.5

GRADUATION CEREMONY GUIDELINES

Appropriate attire will be worn at the graduation ceremony by seniors who will be participating in the exercise.

For Females - A dress or dress slacks or skirt with an appropriate blouse or shirt and dress shoes.

For Males - Dress slacks with appropriate shirt and dress shoes.

(NOTE: Dress shoes Do Not include sneakers and/or tennis/athletic shoes.)

Mortarboards and robes will remain on during the entire graduation ceremony.

If there is inappropriate behavior by one or more students during the graduation exercises, that student will be asked to leave, or if a group, the graduation exercise will be terminated at that point and the students may pick up their diplomas at the District Office. Those students who do not comply with these regulations will not be allowed to participate in the graduation exercises.

SCHEDULE CHANGES

A student can only add or drop a course if extenuating circumstances exist. An extenuating circumstance is defined as:

1. A change in a student’s career plan which requires a change in a student’s course selection.
2. A student tries an advanced course, has given an honest effort and is failing.
3. A change in the student’s IEP.
4. A student decides they want to participate in vocal music or band and section changes are required to make vocal music or band available.
5. A very rare and extreme circumstance or situation as determined by the Building Principal.

Any extenuating circumstance will have final approval/disapproval of the Building Principal.

In order to drop/add a course, the student needs five signatures. One from a parent, one from the teacher whose course is being dropped, one by the teacher whose course is being picked-up, one from the School Counselor and one from the Jr. & Sr. High Principal. Drop / Add will only be considered the first three (3) days of the semester.

PASSES

Students who are in the halls during periods other than between classes are to have their “own” Student Planner signed by an authorized staff member. Students wishing to leave a study hall to report to a teacher for an assignment or class activity must obtain a pass prior to the study hall from the teacher to whom they are to report. A sign out sheet will be used by study hall teachers to allow students to go to and from the library.

Technical College Course Program (343.4) The Norwalk-Ontario-Wilton School District recognizes the obligation it has under s.38.12(14) Stats., to provide technical college course opportunities to specific pupils enrolled at Brookwood High School.

Student Eligibility and Responsibility

- Student must have completed the 10th grade and be enrolled at the Norwalk-Ontario-Wilton School District.
- The student must qualify and be accepted for admittance to the Technical School.

- The student must meet the requirements and prerequisites of the course(s) applied for as determined by the Technical School.
- There is space available in the course as determined by the Technical School.
- The Technical College District Board may deny participation of a student if the student had a record of poor attendance and disciplinary problems.
- The student is in good academic standing at Brookwood High School as determined below;
- Successfully has accumulated 13 credits at the end of the student's 10th grade year.
 - Has a GPA of 2.0 at the end of the student's 10th grade year.
- The student is not in risk of graduating.
- The student must notify the High School Principal of the student's intention to enroll in a Technical College under the Technical College Course Program. (The form is available in the High School Guidance Office)
- Notification must include the title(s) of the course(s) in which the student intends to enroll.
- The number of credits for each course in which the student intends to enroll.
- Specify whether the student will be taking the course of high school credit, postsecondary credit, or both.
- Notice must be given to the High School Principal no later than March 1 for fall semester participation, no later than October 1 for spring semester participation.

Early College Credit Program (343.5) The Norwalk-Ontario-Wilton School District recognizes the obligation it has under s.118.55 Stats., to provide post-secondary opportunities at Institutions of Higher Education (IHEs) to pupils enrolled at Brookwood High School.

Student Eligibility and Responsibility

- Student must be attending grades 9 through 12 at the Norwalk-Ontario-Wilton School District.
- Student must qualify and be accepted for admittance to the IHE.
- Student must meet the requirements and prerequisites of the postsecondary course as determined by the IHE.
- There is space available in the course as determined by the IHE.
- The student must notify the High School Principal of the student's intention to enroll in an IHE through the Early College Credit Program. (The form is available in the High School Guidance Office)
- Notification must include the title(s) of the course(s) in which the student intends to enroll.
- The number of credits for each course in which the student intends to enroll.
- Specify whether the student will be taking the course of high school credit, postsecondary credit, or both.
- Notice must be given to the High School Principal no later than March 1 for fall semester participation, no later than October 1 for spring semester participation and no later than February 1 for summer participation.

If interested see Mr. Pettit or Ms. Cwiak for policy and requirements.

Virtual Education Courses

Brookwood students in grades 10-12 may have the opportunity to participate in correspondence or virtual education courses. The school district will only cover the cost for students who meet the participation guidelines as follows:

1. Students must be enrolled as a full-time student in the Brookwood School District.
2. Courses taken must not be ones offered at Brookwood.
3. Students must be in good academic standing, no failing grades from current school year.
4. Students must have prior approval from the School Counselor and the Principal.
5. Students who receive a failing grade or fail to complete the course, in which the school has already made payment, are required to reimburse the district for all costs related to the course.
6. Textbooks and other materials must be returned to Brookwood Schools at the completion of the course or the student will be expected to reimburse the cost.

NATIONAL HONOR SOCIETY

The Brookwood Chapter of the National Honor Society is composed of students in grades 10 - 12. Membership in the chapter is an honor bestowed upon a student. Selection for membership is based on outstanding scholarship, character, leadership, and service. Students with a grade point average of at least 3.50 are invited to be considered for membership in the chapter.

Screening, Selection and Admission Process

The Brookwood High School Faculty Council shall establish selection procedures consistent with the rules and regulations of the NHS. Procedures for screening and selecting candidates and admitting students to the local chapter address the following:

- a. Identifying students who meet the eligibility criteria regarding cumulative GPA= 3.00
- b. Once scholarship criteria have been met, the council will be conducting a review of each candidate based on character, leadership and service.
- c. The decision of the Faculty Council will then be communicated to students and parents.
- d. Students who have met criteria of not only scholarship, but also character, leadership and service will be invited for membership in the Brookwood High School organization.

Participation is an important aspect of National Honor Society. Members will be required to attend meetings and participate in chapter school and community projects. Each member and their parent(s) will sign an agreement stating that they will participate in required activities. Students who fail to maintain their duties as a National Honor Society member jeopardizes their membership and may be removed.

Discipline and Dismissal from National Honor Society

Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Brookwood High School chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

STUDENT COUNCIL

There shall be a student government whose membership shall consist of representatives of the entire student body of Brookwood High School. There shall be a Student Council which acts as the legislative branch of this government consisting of (18) members. The Freshmen class will have (3) council persons, each serving four years. The Sophomore class will add (1) council person, serving three years. The Junior class will add (1) student council person, serving two years. The Seniors class will add (1) council person, serving one year.

All council persons will be chosen from volunteers. If more students volunteer than there are openings, his or her class will conduct a secret ballot election choosing the necessary number from the volunteers. This shall be done within the first two weeks of the school year.

Students are encouraged to bring concerns about school to their class representative in order that these concerns be discussed at meetings and presented to the administration for consideration. A student must be a member of his/her class and may be a class officer and Student Council Representative during the same year.

ACTIVITIES

Brookwood Jr/Sr High School offers an extensive and varied program of extracurricular activities for participation by our students. Each activity or organization has its own special rules for membership or participation. While you do not want to get so involved in activities that your schoolwork suffers, neither do you want to miss all the fun, friendliness and valuable training to be derived from a well-balanced interest in activities. All students are encouraged to be involved.

ATHLETICS - Baseball, Basketball, Cross Country, Football, Softball, Track, Volleyball & Wrestling

CHEERLEADING – Football, Wrestling, Basketball

DRAMATICS – High School Play

FORENSICS - Local, Sub-District & State Competitions

MUSIC - Pep Band, Marching Band & Vocal Music

ORGANIZATIONS & CLUBS - Student Council, Class Organizations, Honor Society, FCCLA, FFA, Letter Club, Diversity

PUBLICATIONS - Yearbook

TELEPHONE USE

The use of the telephone will be for emergency use only and made through the HS office.

CELL PHONES

1. Students will be allowed to carry cell phones with them during the school day.
2. Students will be allowed to use cell phones during the following times:
 - a. Before classes - 8:00 AM
 - b. Between classes.
 - c. During Breakfast.
 - d. During Lunch.
 - e. After Dismissal – 3:15 PM
3. During the Class Period cell phone will be turned off and placed in the classroom “parking area”.
4. Cell phones are prohibited in locker rooms and bathrooms
5. Students who violate this policy will give the staff member their cell phone and –
 - a. 1ST Offense: Student may pick up phone in the high school office at the end of the school day.
 - b. After the first offense, parents **MUST** pick cell phone up in the high school office.

INTERNET ACCESS / COMPUTER USE

Internet access is now available to students and teachers in the Norwalk-Ontario-Wilton School District. Each student with Internet access will be given a copy of school Board Policy 363.2 - “Acceptable Use of Internet”. Students and parents should go over this information, sign and return the “Internet Use Agreement” section. Sharing of passwords is prohibited. No games, e-mail or instant messaging. Violating the internet policy will result in loss of privileges.

SUPERVISION OF STUDENTS

Smooth operation of the school requires the cooperation of the student body and all school personnel.

ALL SCHOOL-HIRED PERSONNEL HAVE THE AUTHORITY TO HELP MAINTAIN DISCIPLINE.

WORKING STUDENTS

According to Wisconsin’s Employment Laws, the only employer a student under 18 years of age can have is his/her parents if the employment hours are during school time. Any employer who hires a student less than 18 years of age during school time will be reported to the State Industrial Commission for legal action.

WORK PERMITS

Brookwood High School **WILL BE** issuing work permits this year. To obtain a work permit you may come to the high school office with the following:

- * Birth Certificate (which will be returned to you).
- * Written Parental permission slip.
- * A letter from your future employer starting the job you will have.
- * Social Security Number.
- * \$10.00.

ATTENDANCE PROCEDURES - SERIES 400 – STUDENTS Attendance – 430

Student Attendance Guidelines (431 – Rule) Students will be required to attend all their scheduled classes, activities, and study halls unless they have legal permission and a pass approved by the building administrator.

A student may be excused from school attendance for the following reasons:

- 1) Absences authorized solely by the parent/guardian: A student is excused from school attendance if the parent/guardian notified the school prior to the student's absence from school. A student may be excused under this provision for not more than ten (10) occurrences in a school year.
Examples include:
 - a) Personal time and family vacations.
 - b) Attendance at special events of educational value not sponsored by the school (College visits, Driver's appointments).
 - c) Health appointments (medical, dental, chiropractic, optometrical)
 - d) Court appearances or other legal proceedings or matters.
Students must complete an advanced make-up form and return it to the office when receiving prior approval from a parent/guardian for being absent for one or more days.
- 2) The school attendance officer or designee is empowered to approve a legal excuse to any student for the following reasons:
 - a) Personal illness. At the discretion and request of the Building Principal, personal illness that result in more than seven (7) days in a semester be supported with a note from the health care provider.
 - b) Illness or injury to a student resulting hospitalization or medical ordered home rest. Administration reserves the right to require a note from the student's health care provider or treatment director for more than five (5) days of absence in a semester.
 - c) Accidents or death in the immediate family.
 - d) Suspension from school.
 - e) Religious observances.
 - f) School-sponsored activities.
 - g) Quarantine as imposed by the public health officer.
 - h) Special circumstances that show good cause. Such circumstances shall be considered on a case by case basis by the school attendance officer.
- 3) Students whose absence from school does not fall under the reasons listed above shall be considered unexcused (truant).
- 4) Students who leave school grounds without notification and authorization will be considered unexcused (truant).
- 5) When a student is absent from school, the parent/guardian should telephone or e-mail the school by 9:00 a.m. to inform the school of the absence, and the reason for the absence. Failure to contact the school by 9:00 a.m. will result in the school contacting the parent / guardian through Skyward Family Access.
 - a) Elementary office – (608) 337 – 4420 (Ext. 354) or e-mail torlikowski@now.k12.wi.us
 - b) JH / HS office – (608) 337 – 4401 (Ext. 222) or email swatters@now.k12.wi.us
- 6) If there has been no contact by the parent of a student's absence, and if the school's attempt to contact the parents has failed. Parents/guardians will be expected to provide a written explanation of absences at the time the student return to school.
- 7) Four tardies will be treated as one unexcused absence.
- 8) Students who are absent as a result of a suspension shall be permitted to make up any school work missed as a result of the suspension. The student will be given an equal number of days as the length of the suspension to complete any missed school work.
- 9) Students will have the number of day's absence plus one to make up missing school work. It is the student's responsibility to see the teacher about the work missed and to have the homework turned in on time.
- 10) The District reserves the right to ask why the student is absent from school.
- 11) Athletic Code attendance requirements may differ on the details of the student absence to determine eligibility for a contest. In those cases, the School Board approved Athletic Code requirements will take precedent over this policy.

Truancy Definitions

Truancy – Truancy is defined as any absence from school for reasons other than those identified as excused absences in this Board Policy.

Habitual Truant – Habitual Truant is defined as a student who is absent from school without an acceptable excuse for part of or all of five or more days on which school is being held during a school semester.

Procedures for Dealing with Truancy

1. A student who has been truant will be subject to school discipline which may include detentions, suspensions, or other discipline as determined by the building administrator
2. The student will be given a truancy notification from building administration.

3. When a student has been truant from school for a minimum of four (4) days during a semester, the building administrator will notify the parent that one more truancy during the current semester will cause the student to be classified as a "Habitual Truant".

Procedures for Dealing with Habitual Truancy

When it has been determined by the building administrator that the student has been a Habitual Truant, as defined above, the building administrator will initiate the following procedures:

- 1) Immediately send written notice of the habitual truancy to the parent or guardian of the student.
- 2) The building administrator will attempt a "Good Faith" effort in setting up a meeting with the parent/guardian of the habitual truant student. This meeting will be held within ten (10) school days of sending the letter to the habitual truant's parent/guardian. The meeting will determine if the student's schedule or the school's curriculum would resolve the student's truancy or if there are learning problems that are affecting the student's attendance.
- 3) The building administrator will then initiate a legal referral of the habitual truant to the appropriate county or municipal authorities if either of the following occurs:
 - a. A meeting with the habitual truant's parent/guardian is held and subsequent to that meeting the student is again truant from school during the semester.
 - b. The parent/guardian failed to contact the school or attend the meeting set by the building administrator as described in item #2 above.

Legal Reference: Section 118.16(5), (5m) Wisconsin Statutes

BLUE SLIP

Students who will be leaving early must bring a note from home and pick up a 'blue slip' from the office before 10:00 a.m. Upon the return to school, students must get a 'white admit to class slip' from the office. The admit to class slip should be shown to and signed by each teacher and, when completed, returned to the office.

DETENTION

A student is officially notified of his/her detention once they have received a detention notice from the principal; a copy of the detention notice will be sent home to notify the student's parent of the infraction and the date the detention is to be served. If detention is assigned after school, parents may be asked to provide transportation home, or the student will have to ride the late bus. The student is to report to the detention hall no later than 3:20 P.M. and will stay until 4:30.

EVENING ACTIVITIES

Students who are absent more than one half day are not permitted to attend or participate in school activities, except in very extenuating circumstances. Mid-point in the day is designated at 12 noon. Students who go home any time during the school day because of illness are not to attend or participate in the evenings or weekends co-curricular activities. Scheduled medical appointments may be excused as determined by the Principal. Students who are excessively tardy will not be permitted to attend evening activities, as determined by the Principal.

SCHOOL NURSE

The school nurse is here from 8:30 a.m. – 2:30 p.m. every day. Feel free to visit her office to discuss with her any problems you may have in the health line.

What to do if you are ill: A cot is provided in the sick room for the relief of temporary illness. If you wish to use it, report to your teacher and ask permission to come to the office. In the event of serious illness, arrangements must be made for parents to pick up their student. Students that are sick in the morning are encouraged to stay home. It is school policy for students to stay home for **24 hours** after a fever breaks and last episode of vomiting and/or diarrhea; also 24 hours after starting an antibiotic. The reason your child needs to stay home is they are contagious and can spread their illness to other students and staff.

A medical information form must be signed in order for OTC medication to be administered to your child. A school medication/procedure form **must** be filled out and signed by parent and physician if prescription medication is to be administered at school.

New Immunization Information

School Year	Varicella	Tdap
2009-2010	K, 1, 6,7, and 12	6, 7, 9, 10, and 12
2010-2011	K THRU 2, 6 THRU 8, 12	6 THRU 12
2011-2012	K THRU 3, 6 THRU 9, 12	6 THRU 12
2012-2013	K THRU 4, 6 THRU 10, 12	6 THRU 12
2013-2014	K THRU 12	6 THRU 12

Parents: These are new immunizations which are required by Wisconsin State Law. Please have your child immunized appropriately prior to next fall. Any questions please contact me or your primary doctor

COMMON COMMUNICABLE DISEASES

Any communicable disease, such as Chicken Pox, Strep Throat, Pink Eye, Influenza or condition of infestation (head lice) should be reported to the school nurse. The nurse will advise the family regarding need for temporary exclusion from school. Communicable diseases in which state law prohibits school attendance must be verified by a physician or school nurse and will not be counted against

the requirement of attendance policy. Other illness requiring out of school recovery that is verified in writing by a physician will not be counted against their requirements.

CARE OF SCHOOL PROPERTY

School property is public property. Destroying, mutilating, losing, and/ or defacing school property will result in the student paying for the property as well as possible school and/or legal disciplinary action.

PUPILS RECORDS

Pupil progress records refer to grades, course of study, attendance records, and extra-curricular activities. Pupils must also have a Personal Data Sheet on file with social security number.

Behavioral records are records relating to achievement tests, ability and behavioral records. Normally progress reports are made on a regular basis to parents while behavioral records are kept in confidential files. According to 118.25 of Wisconsin State Statutes and current Board of Education policies, all pupil records will be kept confidential. Parents, legal guardians or adult students desiring to review pupil records should contact the administrator for proper procedures.

ERRANDS

On rare occasions students will be permitted to run an errand in connection with a class or for a pressing personal reason during study hall when unable to go before or after school. The student must have permission from the teacher involved and the office before going. A note in advance from the student's parents or permission by the telephone is required.

FEES

*Student Fee – Student Planners/Handbook, Locker Rent, Towels, etc. will be \$10.00. This covers locker, supplies, and assembly programs. This does not include special class assessments or unwarranted damage to books.

*Student Planners will be required for each student Grades 7-12. The replacement cost will be \$7.50.

*Students using school owned instruments will be assessed a fee for maintenance and repair of these instruments. This fee is payable at the beginning of each new school year.

* Lost combination lock is \$10.00

* Driver Education fee is **\$300.00 (MUST BE PAID PRIOR TO TAKING DRIVING PERMIT TEST)**

The Norwalk-Ontario-Wilton School District has contracted with Driving Stars, LLC in Tomah, WI for the Behind-the-Wheel part of our Driver's Education program. Contact Ryan Steinhoff (608)343-8917 – steinry@gmail.com.

*Student Parking pass is \$5.00.

* Class Dues – To be determined by class advisor/class

Students are issued textbooks on a rent-free basis. These books are to be given the best possible care by the student. It is suggested that books be covered. Fines will be imposed for lost or damaged books.

All fees, dues, lunch, etc. can be paid on line. Please Visit the district Web Store at [https:// now.revtrak.net](https://now.revtrak.net) to make payments. Our Web Store accepts debit or credit cards from Discover, Visa, and MasterCard (MUST HAVE FAMILY ACCESS LOGIN/PASSWORD)

BREAKFAST

Breakfast will be offered for grades 7-12. The cost for breakfast this year for students in grades 7-12 will be \$1.00 per day.

LUNCH

2018-19 lunch price for students in grades 7-12 will be \$2.75. All students may eat in the school lunch program. Money will be credited to each family's account; there will be single account for each family. Any combination of weeks or months of prepayment is suitable.

We will also be offering more choices in the lunch line. These choices will include a second choice for school lunch. This will be implemented in 4K – 12th grades. We also will be serving ala carte items at breakfast and lunch. All ala carte items are not included in the national school lunch program and therefore are not eligible for free or reduced prices. All students may purchase these items at their own expense.

During the lunch time students will stay in the cafeteria and may use the rest rooms. Also, students may go outside in front of the school (stay away from the cars and the front parking lot). All other areas are 'off limits.'

SCHOOL BOARD POLICY - 760 FOOD SERVICE MANAGEMENT – FOOD SERVICE COLLECTION AND DENIAL OF ACCESS TO FOOD SERVICE PROGRAMS DUE TO NON PAYMENT (762.1)

The Norwalk-Ontario-Wilton School District uses an automated lunch accounting system to record food service payments and to monitor food purchase transactions. Parents and guardians are expected to maintain their lunch account in a positive status. All lunch payments must be paid to Ms. Gibson in the high school office. If you have any questions regarding the lunch program you may call Ms. Shirley Gibson at 337-4401 ext. 225.

Parents or guardians who claim that the financial condition of their families are such that they cannot afford to pay for the cost of their children's meals shall be invited to complete or submit an application for free and reduced meals. Free and Reduced Lunch forms may be found in both the high school and elementary offices. You can also find these forms on our web site, www.now.k12.wi.us. If you have any questions regarding this form please speak with Ms. Shirley Gibson by calling 337-4401 ext. 225.

Collection of Food Service Related Charges

The Superintendent or designee is expected to protect the taxpayers of the Norwalk-Ontario-Wilton School District by making every effort to collect all food service related charges due to the School District. The School District will have procedures in place that identify the criteria for use of collection agencies or writing off the debt.

FOOD AND BEVERAGES AT SCHOOL

Pop and candy are **NOT** allowed. Food is not allowed in the classroom, study hall or in student lockers. Water, Juice and Milk from the machines may be allowed in study halls and classrooms on "special occasions".

ELECTRONIC DEVICES

Cell phones, head phones, iPods, Game Boys, CD players, radios, Lap Tops and Palm Pilots. Such devices may be used for classroom use with permission from a teacher or administrator.

VISITORS

Students may have a visitor come to school if the following steps are made – The principal is informed in writing, signed by both parents/guardians; request is approved at least 24 hours prior to visit; all teachers must be notified in advance; visiting student must do so only if their school is not in session; no visitors will be allowed at the end of a grading period. The principal has the right to deny any visitor.

GYM AND WEIGHT ROOM REGULATIONS

Students using the gym or weight room must always be under the supervision of a faculty member.

VEHICLES

Students may drive to school on a regular basis - subject to the following conditions:

1. Completion of the vehicle registration and permission card by the parent/guardian.
2. Registration at the office of the vehicle license number and ownership.
Students must pay a \$5.00, registration fee and will then be issued a Brookwood parking tag. **Keep this information up-to-date!** (Failure to register your vehicle may result in the loss of driving privileges).
3. Possession a valid driver's license.
4. Each car a student's drives must be registered in the office. If students change cars in the middle of the school year, they will need to complete another registration card.
5. Parking only in the student parking area as designated by the administration.
6. Vehicles will not be used as a place to sit, loiter, or drive during the noon hour.
Cars and bikes must remain parked in the assigned area during the entire school day unless the student has been given expressed permission to use his/her vehicle or bike. Violation of this will result in suspension of driving privileges.
7. Driving through the parking lots in front of the school or on the gravel by the fuel pumps is strictly prohibited.
8. Damage to school district lawn(s) will result in the person paying for all damages and may result in suspension from school. Legal authorities may also be contacted.

ANY WILD DRIVING - EITHER BEFORE OR AFTER SCHOOL - OR FAILURE TO ABIDE BY THE CONDITIONS STATED ABOVE WILL LEAD TO THE LOSS OF THE DRIVING PRIVILEGES, AND WILL BE REPORTED TO THE PROPER AUTHORITIES.

Note: forms for registering motor vehicles are available in the office.

FUND RAISING PROJECTS

Fund raising projects must have prior approval of sponsors and final approval of the administrator. Funds raised by individual classes or organizations must be deposited in the activity account and credited to the individual class. If selling food items, must sell nutritious foods that have the approval of the District Administrator.

As member of an organization, it is your responsibility to complete your obligation during the fund raising project. Money must be turned in promptly so all accounts may be cleared. Failure to do so will result in your ineligibility for any extra-curricular school activities or events.

PUBLIC DISPLAY OF AFFECTION (PDA)

Students are expected to use good judgment as it relates to public display of affection. Open kissing or other personal displays of affection are considered personal and private. Violations will be subject to **School Board Policy – 447 Student Discipline**.

RESTRICTED AREAS FOR JUNIOR/SENIOR HIGH SCHOOL STUDENTS

High School students are not permitted in the Junior High area without administrative approval prior to entering for any reason. The same applies to the Junior High School students. They are not permitted into the High School area without administrative approval prior to entering for any reason. Students violating this policy may be referred to the office and the Consequences for Student Misbehavior may be considered.

STEALING

Any student who commits or attempts to commit a theft or breaking and entering at school will be suspended and referred to the authorities. Theft includes stealing property from school faculty, school employees or other students. Breaking and entering includes the school building, lockers, other locked rooms or other areas prohibited to you because of time or specific reasons. Stolen or lost property should be reported to the principal office immediately. If you wish, you may have the secretary place any valuable or large amount of money in the office for safe keeping until the end of the day although it is advised that such items are best left at home.

CONDUCT FOR SCHOOL BUSES

Students are given the privilege to ride a bus to school and to be dropped off at their home. No child will be dropped off at a different location or ride a different bus without prior parental permission. Should this situation arise, the parent must call or send a note to the office, and a bus pass will be made out. Students are expected to follow all bus rules and regulations established by the Norwalk-Ontario-Wilton School District.

Drivers are instructed to report violations of bus regulations to the administration. Failure to observe these rules will result in parent notification and possible loss of riding privileges.

A **late bus** will be available for students participating in after school activities, such as athletics, forensics and drama. Students other than, the regular athletics who will be riding the late bus should sign up in the office no later than the end of 5th period and designate their reason for staying after school. All students must be out of the building at bus departure time, 5:45 PM or time determined by the coaches/advisors. Coaches and advisors are expected to check to see that all students under their supervision are out of the building.

SERIES 400 – STUDENTS - Student Rights and Responsibilities – 420 - Student Conduct on School Buses (443.2)

The Norwalk-Ontario-Wilton School District, in cooperation with Wilton Bus Service expect all bus riders to conduct themselves with established student behavior standards. These rules are made to afford bus riders with a safest ride, to and from school that is possible. Therefore it is expected that all riders will adhere to the rules in this policy.

WHILE WAITING FOR THE BUS

The bus driver will pick students up at the same time every day unless the bus is delayed by weather or mechanical trouble. Students must be at their pick-up point on time. Students are to wait for the bus off the roadway.

If the bus stops on the side of the road where students are being picked up, students must wait for the bus to come to a complete stop and the bus door opens before walking toward the bus. If the bus door is on the opposite side of the road where the student is being picked up, the student must wait until the bus driver signals the student to cross the road, even if the bus is stopped and the red lights are flashing.

WHILE LEAVING THE BUS

If the rider lives on the same side of the road as the bus door, the rider should move directly to their home.

If the rider must cross the road/street after exiting the bus, they should:

- 1) In the country, wait for the bus driver to signal you across the road where you live.
- 2) In town, walk to the sidewalk, wait for the bus to leave, then walk to the nearest crosswalk to cross the street.

BUS CONDUCT

While on the bus, all passengers receiving district transportation to or from school, for district field trips, or co-curricular activities are expected to follow all rules established in the Student Handbook, and policies established by the Norwalk-Ontario-Wilton School District and Wilton Bus Service. Four basic rules for bus riders are outside of individual bus driver's rules are:

Student Conduct on School Buses (443.2)

- 1) Students must remain seated at all times when the bus is moving.
- 2) Students are not to throw any objects while riding the bus.
- 3) When windows are open, students must keep all body parts inside the bus.
- 4) Appropriate language must be used at all times.

Violation of bus conduct rules may result in disciplinary actions. It is the bus driver's main responsibility to get students from one point to another as safely as possible. Student cooperation is vital to this.

BOARD OF EDUCATION POLICIES

This handbook does not cover all the policies of the Board of Education. Additional policies will be presented to you as they become pertinent. Should questions arise on a topic not covered in this handbook, please ask the administrator for facts and interpretations.

SERIES 400 – STUDENTS - Student Rights and Responsibilities – 440 -

Student Dress Code (443.1)

School attire is primarily a matter of personal preference and family guidelines. However, school dress should be appropriate to the school environment and must comply with state health laws. School dress may not be disruptive, unsafe, and obscene nor should it promote alcohol, drug or gang involvement. Dress that is disruptive to the educational process is not permitted. Those whose style of dress is inappropriate for school will be subject to consequences.

This dress code is meant to cover any and all times when a student is under the care or supervision of school employees. These times include: during school hours, at practice, at sports competitions when not in school issued uniforms, school trips. Exceptions to this policy include, but are not limited to class trips to places where swimwear is expected, school dances, when you are at a school function as a spectator or other circumstances as determined by the building Principal.

The following is NOT PERMITTED:

The following list is to serve as a guide; it is not intended to be all-inclusive.

1. Clothing with alcohol (including bar related), tobacco or drug promotions, sexual references and innuendoes, vulgar, sexist or racist sayings or gang insignia.
2. Accessories which could be considered weapons, such as spiked wrist wear or ankle bands, spiked rings or lengthy chains of any size including chains attached to wallets.
3. Underwear, bras, or boxers must not be visible.

4. Strapless, off-the-shoulder or revealing garments/undergarments, bare midriff tops, halters or strapless tube-tops; this includes men's shirts with large sleeve openings that reveal torsos. Strapless dresses without jackets and spaghetti straps (anything less than 2 inches is considered a spaghetti strap).
5. The display of cleavage, breasts or buttocks, low cut blouses, tops, sweaters, etc. with plunging necklines. Transparent and/or see through material is considered unacceptable.
6. Shorts, skorts, and skirts shorter than fingertip length when the student's hand is fully extended down the side of the student's leg.
7. Spandex or tightly fitting bottoms, including yoga pants. (These may be worn only if covered with another layer of clothing, such as a shirt, shorts, or skirt that adequately covers one's full torso area). (Sometimes wearing spandex is part of an athletic uniform. Very short and extremely tight spandex will not be allowed by the school district. The District Administrator, High School Principal and Athletic Director will determine what is too short and too tight. Parents/Guardians of student athletes will determine the length and tightness of the spandex on their own children deemed suitable by School District Administration).
8. While clothing with holes and tears may be in fashion, the holes should not show bare skin or undergarments in the designated areas of shoulder to mid-thigh.
9. Hoods, hats, and sunglasses. Hats include visors and bandannas.
10. Footwear is required at all times.

The student body will be notified by the Building Principal when certain exceptions for Spirit Dress-Up days apply.

Clarification regarding apparel should be obtained PRIOR TO WEARING IT TO SCHOOL; this can be obtained through the Building Principals. Students in violation of this policy will be subject to disciplinary action as determined by the school's administration.

Teachers, building Principals, school district employees and students are charged with the responsibility of enforcing student dress code in their classes, in the hallways, and within the school building. Teachers shall follow school procedure for discipline referral regarding dress code violations. The Falcon Five disciplinary measures will be followed.

No attempt will be made to dictate fashion styles as long as they are in keeping with school policies. It should be noted, however, that it is the responsibility of the student and parent/guardian that the student adhere to the dress code.

If an article of clothing is "borderline" or "debatable," it should not be worn. A general rule of thumb is to maintain a conservative, neat appearance.

STUDENT DRESS CODE DISCIPLINARY MEASURES: (Will follow school wide Falcon Five rules):

Students who do not meet dress code standards face disciplinary action. The offense, and subsequent consequence, does not change because a student is able to alter his or her clothing after he or she has been confronted.

If a student's parent(s) or legal guardian feels their child was inappropriately reprimanded for their dress by the designated school staff, the parent should first contact the administrator that reprimanded the student in an attempt to bring resolution to the reprimand. If the parent is not satisfied with that result, the parent should then contact the District Administrator who will make the final decision over the interpretation of this policy.

First and Second Offense(s):

- Upon faculty/staff referral, any student who is in violation of the dress code will not be allowed to attend classes until dressed appropriately. His/her parent/guardian will be notified.
- After the student changes, he/she will return to his/her assigned class.
- First and second offenses are considered Minor Problem Behaviors based on the Falcon Five procedures.

Subsequent Offenses:

- After two minor Dress Code referrals, subsequent violations are considered a Major Problem Behavior.
- Students who receive a Major violation of not meeting the dress code standards will face a one-day in-school suspension, and the parents will be notified.
- Repeated violations will result in progressive discipline for the student.

Legal Reference: Section 120.13(1) Wisconsin Statutes -

Cross Reference: Policy 443.8, Gang Related Behavior Approved: 9/17/07

SCHOOL BOARD POLICY – 447 STUDENT DISCIPLINE

The Norwalk-Ontario-Wilton School District shall not discriminate in administering student discipline, including detentions, suspensions or expulsions, on the basis of sex, race, religion, national origin, color, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability or handicap. Discrimination complaints will be processed in accordance with established procedures.

Disciplinary actions may be taken against any student who is guilty of gross disobedience or misconduct on school grounds, during school time or during school sponsored activities. Gross disobedience or misconduct is defined as:

- 1) Willfully disobeys reasonable orders, instructions, or requests relating to the health, safety, or educational process of children, issued by a teacher or student teacher, administrator or any other person in charge of the student at the time such order is given.
- 2) Disturbs the educational process.
- 3) Causes interference with the rights of others.
- 4) Disrupts, disturbs, walks out on, or assaults another student or school employee.
- 5) Throws objects.

- 6) Interrupts or interferes with any school operations or classroom sessions, school sponsored activities, or school sponsored field trips.
- 7) Defaces damages, destroys, or threatens to deface, damage or destroy school property, equipment, school buildings or grounds.
- 8) Is habitually tardy to school or classes.
- 9) Uses foul, abusive or obscene language.
- 10) Brings onto school property anything considered a weapon that could cause damage or injury.
- 11) Drinking or in possession of alcohol, use or possession of illegal drugs, use or possession of prescription drugs not checked into the school office or nurse's office, use or possession of tobacco products.
- 12) Gambling.

The administrator in charge of discipline will always inform the student of why the discipline is taking place.

Discipline may include, but is not limited to: Warnings, Detentions, Noon hour detentions, In-school Suspensions, Out-of-school Suspensions, and Expulsions.

SCHOOL BOARD POLICY – 447.3 STUDENT SUSPENSIONS

Students guilty of gross disobedience and misconduct as described in Board Policy 447 may face suspension as a disciplinary action and will be suspended when required by law. Regulations and procedures for suspending a student at the Norwalk-Ontario-Wilton School District are:

- Suspensions may be out-of-school suspensions. Out-of-School suspensions include the student not being able to be on school property during the time of the suspension.
- Suspensions may be in-school suspensions. In-school suspensions include the student being placed in the office area away from the regular student body for a given period of time. Students will work, read, or curriculum centered assignments during the in-school suspension period.
- Only a person hired as a building level or district level administrator by the Norwalk-Ontario-Wilton Board of Education and holding a DPI approved Principal or District Administrator's license may suspend a student.
- Prior to the suspension, the student shall be advised of the reason for the suspension.
- The parent/guardian of a minor student will immediately be notified of the suspension and the reason for the suspension.
- Any suspension will not exceed five days; unless an expulsion hearing is pending in which case a student may be suspended out of school by the length of time permitted by law.
- Students will be allowed to make up all homework, activities and examinations while under suspension.
- A parent/guardian may appeal the suspension in accordance with state law.
- While under in-school or out-of-school suspension, students are prohibited from attending or participating in school events.

SCHOOL BOARD POLICY – 447.4 EXPULSIONS

The Norwalk-Ontario-Wilton Board of Education has the exclusive authority to expel a student from the School District. The Norwalk-Ontario-Wilton Board of Education may expel a pupil from school if they are satisfied that the best interest of the school demands the pupil's expulsion or the expulsion is required by law. Actions by students that can lead to expulsion are:

- Repeated refusal or neglect to obey school rules.
- Finds that the pupil 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 any school property by means of explosives.
- Finds the pupil engaged in conduct while at school or while under supervision of a school authority which endangered the health, property or safety of others.
- Finds that the pupil, while not at school, or while not under the supervision of a school authority engaged in conduct that endangered the health, property or safety of others at the school or under supervision of a school authority.
- Or endangered the health, property or safety of any employee or board member of the school district in which the pupil is enrolled.
- A student at least sixteen (16) years old, repeatedly engaged in conduct while at school or under 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 an activity supervised by school authority, and such conduct does not constitute ground for expulsion as outlined above.

Expulsion Procedures

Once an expulsion hearing for any student is needed as determined by the administrator in charge of that particular student, the building administrator must contact the District Administrator. At this point, the District Administrator will make the final determination that an expulsion hearing will proceed. If the student is identified as a special education student, legal procedures for that particular student will be followed. At this point:

- 1) The District Administrator will contact the school district's legal counsel to handle the case from here on.
- 2) The District Administrator will contact the Norwalk-Ontario-Wilton School Board President to set up a special meeting date and time for the expulsion hearing.
- 3) If a student is expelled, a parent/guardian can appeal the expulsion to the State Superintendent of Public Instruction.

SCHOOL BOARD POLICY – 446.1 LOCKER SEARCHES

Student lockers and desks are the property of the Norwalk-Ontario-Wilton School District. Therefore, the Norwalk-Ontario-Wilton School District expects students to assume full responsibility for the security of their lockers and desks. The Board of Education of the Norwalk-Ontario-Wilton School District retains ownership and control of all student lockers and desks on school property. Therefore, authority is given by the Board of Education to the school building administrators or their designees to conduct searches of lockers or desks in order to protect the safety and welfare of the students and school personnel. Searches are usually conducted where

there are reasonable grounds to believe the search will provide evidence that the student has violated or is violating the law or school rules. Student consent or a search warrant is never needed or required to do a locker or desk search as determined as necessary or appropriate by school building administration.

SPECTATOR CONDUCT - EXTRACURRICULAR ACTIVITIES

The School Board, through policy, sets the expectations for spectator behavior at all events, both at home and away.

1. Spectators (adults and students) at all extracurricular events-- home or away: Extracurricular events are an extension of the classrooms of the Norwalk-Ontario- Wilton School District. An individual or group who willfully interferes with or interrupts the proper order or management of a public school or sponsored extracurricular event by act of violence, boisterous conduct, threatening language, unsportsmanlike conduct, or disobeying of board policies or administrative rules (harassment and/or discrimination) shall be asked to leave the premises by the School Board or their designee(s) and may be prohibited from further attendance for a period of up to six weeks. Individuals thus prohibited from attendance may follow established grievance procedures.
2. Spectator conduct at away events: Adults and students represent the Norwalk-Ontario- Wilton School District while attending away functions. While in another school's facility, we are expected to respect their conduct codes, showing courtesy by good sportsmanship at all times.

Students wishing to attend athletic events during the school day MUST ride the fan bus, if there is a bus provided or ride with a parent, with written parent permission.

SCHOOL BOARD POLICY – 443.6 STUDENT USE AND POSSESSION OF DANGEROUS WEAPONS IN THE SCHOOL FIREARMS

No student shall possess or bring a firearm or destructive device onto school property. Any student who has been determined to have brought a firearm or destructive device to school shall be referred to law enforcement. As required by Wisconsin Statute, sec. 120.13(1)(c)(2m), any student who is determined to have brought a gun to school or while under supervision of school authority will be expelled for a period of not less than one year. In this provision, "to school or while under supervision of school authority" is defined as school grounds, school buildings, school recreation areas, school sponsored field trips, buses, and athletic sites.

According to Section 921(a) (3) Of Title 18 of the United States Code, the following are firearms:

Any type of weapon (including a starter gun) which will or is designed to, or may readily be converted to, expel a projectile by an action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device.

Ammunition is also not permitted on school grounds, school buildings, school recreations areas, school sponsored field trips, buses, and athletic sites.

OTHER WEAPONS

No student shall possess or bring any weapon onto school premises. Any student who is determined to have brought a weapon other than a firearm or destructive device as defined above to school shall be referred to law enforcement and may be referred to the Norwalk-Ontario-Wilton Board of Education for expulsion proceedings.

The term weapon for this policy, means a device, instrument, or material that is used or intended to be used for, or is readily capable of, causing death or serious bodily injury, including, but not limited to knives, pellet or air propelled guns, electric weapons and similar items. Examples of items that are considered dangerous weapons include, but are not limited to, knives, razors, martial arts equipment, and metal buckles.

EXCEPTIONS

- Weapons under control of law enforcement personnel are permitted.
- Weapons, other than firearms, approved for educational purposes within the curriculum are approved and are under supervision of the instructor in charge. Examples would be archery instruction and biology dissection instruction.

Students in violation of this policy will be subject to disciplinary action.

SCHOOL BOARD POLICY – 443.6 TOBACCO USE BY STUDENTS

The Norwalk-Ontario-Wilton Elementary School along with Brookwood Jr. and Sr. High School are tobacco free facilities. All students are prohibited from consuming or being in possession of any tobacco products while attending school, while being on school property, while attending or participating in school sponsored events, or while riding on district owned transportation. Students who violate this policy may be subject to disciplinary measures.

The Norwalk-Ontario-Wilton Board of Education recognizes that it has a responsibility in educating students regarding the effects of tobacco use. Tobacco education is integrated into the curriculum, where appropriate, with the aid of health teachers, guidance counselors, knowledgeable others, and outside professionals and consultants as available.

SCHOOL BOARD POLICY – 443.4 STUDENT ALCOHOL AND OTHER DRUG USE

Mission Statement

The mission of the Norwalk-Ontario-Wilton School District concerning alcohol and other drug use is to increase the capacity of the school and surrounding communities to create a safe and healthy environment that supports the healthy growth and development of the whole child; and, in particular, to eliminate the demand for, and use of alcohol and other drugs by young people.

Definition of Terms

Distribution – Giving, trading or selling an illegal substance, mood or mind altering substance, or prescribed medicine, drug paraphernalia, or controlled substance to another.

Possession – The student having an illegal substances, mood or mind altering substances, or controlled substances or drug paraphernalia in his/her possession or stored in the locker or similar area assigned to the student.

Use – The student’s consuming or having consumed an illegal substance, mood or mind altering substance, or controlled substance, which can also include recent consumption prior to attending school, or prior to a school event after school hours.

Illegal Substances or Controlled Substances and Drug Paraphernalia – For the purposes of this rule, the definition shall be the same as the definition which appears in Chapter 961 of the Statutes for the state of Wisconsin. Other mood or mind altering substances not technically classified as illegal or controlled shall also be included in this definition.

Policy Statement

Students are prohibited from engaging in the manufacture, distribution, possession, consumption or use of an illegal substance, controlled substance, prescription medications, controlled substance analogs, drug paraphernalia, inhalants or other mood and mind-altering substances, or alcohol on school premises, motor vehicles owned or consigned by the school, or at any school sponsored activity. Look “alike” substances are also prohibited. Prescribed medication being taken by students for whom the medication has been prescribed and is taken in a manner and amount prescribed is exempt from this provision.

Any student who intentionally aids and abets another student or who is a party to a conspiracy with another student to violate, or avoid detection of a violation of the alcohol and other drug use policy and distribution rules is in violation of this policy. This includes but is not limited to acting as a lookout and providing verbal warnings.

Students in violation to this policy may receive disciplinary action anywhere from detentions, suspensions, and possible expulsions.

SCHOOL BOARD POLICY – 446 STUDENT SEARCHES

There are times when a search of a student’s person or personal effects such as purses, pockets, duffel bag, etc... are necessary due to reasonable suspicion by school building administration. Searches of a student’s person or personal effects should only take place if there is reliable information that the student may be in possession of a weapon, drugs, tobacco, alcohol, or any other item that is judged to be dangerous to the safety and welfare of students and staff. The administrator or designee, when conducting the search, will have at least one other adult witness present. School officials must remain sensitive as to not to invade the privacy of the student any more than is necessary to achieve the purpose of the search.

Strip searches are not allowed under any circumstances. If a more detailed search of a student needs to be done, law enforcement and the student’s parent(s) or guardians should be contacted to conduct the search.

If there are any items found during the search that include weapons, drugs, tobacco, alcohol, or any other item that is judged to be dangerous to the safety and welfare of the students and staff, the building administrator or designee will contact law enforcement, the student’s parent(s) or guardian, and pursue proper disciplinary measures.

THE ADMINISTRATION HAS THE AUTHORITY TO ASSESS REASONABLE PENALTIES FOR ANY OFFENSE THAT MAY OCCUR. ACCORDING TO THE SEVERITY OF THE OFFENSE. THIS MAY INCLUDE REFERRAL TO LAW ENFORCEMENT. PARENTS WILL BE INFORMED OF ALL PENALTIES, WHICH INVOLVE SUSPENSIONS.

SCHOOL BOARD POLICY – 411 – STUDENT HARASSMENT

The Norwalk-Ontario-Wilton School District seeks to provide a learning environment free from any form of harassment, or intimidation of students by other students, or by employees. Therefore, the Norwalk-Ontario-Wilton School District will not tolerate harassment in any form, and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders.

Harassment or intimidation can arise from a broad range of physical or verbal behavior which can include, but is not limited to, the following: physical or mental abuse, racial insults, ethnic slurs, religious slurs, unwelcome sexual advances and touching, sexual comments or jokes, sexually explicit derogatory comments, or discriminating remarks and behaviors which are offensive or objectionable to the recipient or which affect the recipient’s academic growth and performance.

SERIES 400 – STUDENTS RIGHTS AND RESPONSIBILITIES – 440 Bullying (448)

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

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. 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.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft).
2. Verbal (e.g. threatening or intimidating, language, teasing or name-calling, racist remarks).

3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using internet – also known as cyber bullying).
4. Between students and students, students and adults, or adults and adults.

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

It is the responsibility of all school staff members, students and concerned individuals who observe or became aware of acts of bullying to report these acts confidentially to a school staff member or administrator designated by the Board of Education to recipient of such reports. All such reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

School Board Policy 448 – Bullying, Continued Procedure for Investigating Reports of Bullying

An investigation to determine the facts will take place in a timely manner to verify the validity and the seriousness of the report. Affected parents and/or guardians will be notified that a report has been made. The district shall keep the complaint confidential to the extent required by law for both the accused and accuser.

Sanctions and Supports

If it is determined that students participated in bullying behavior in violation of this policy, the principal may take disciplinary action, including: detention, suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

Students found in violation of the bullying policy may be referred to pupil services staff for counseling or other educational programming designed to prevent repetitive bullying behavior. Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by this policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice.

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the Norwalk-Ontario-Wilton School District, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy to any person who requests it.

Record will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

INITIATION - HAZING

Any informal initiation-hazing is STRICTLY FORBIDDEN. This includes initiation of freshmen and new members of any school organization. State law prohibits “hazing.”

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**PLEASE NOTE THAT NOT ALL SCHOOL POLICIES ARE IN THIS HANDBOOK.  
ANY QUESTIONS PLEASE CONTACT MR. BRAD PETTIT, 7-12 PRINCIPAL OR DR. KELLY  
BURHOP, DISTRICT ADMINISTRATOR FOR ADDITIONAL SCHOOL DISTRICT POLICIES.**

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**2018-19
Falcon Pride
"Academics, Arts, Athletics"**

NONDISCRIMINATION POLICY

It is the policy of the Norwalk-Ontario-Wilton School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap as required by section 118.13 of the Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments 1972 (sex), Title VI of the civil Rights Act. of 1964 (Race, color and national origin) and Section 504 of the Rehabilitation Act of 1973 (Handicap)

Any concerns regarding possible discrimination should be referred to;

Mr. Kelly Burhop, District Administrator
Norwalk-Ontario-Wilton School District
28861 Hwy 131, PO Box 130
Ontario, WI 54651
Phone:(608) 337 - 4403

Title IX Complaints can be filed with the Office for Civil Rights:

Office for Civil Rights - Region V
300 South Wacker Drive, 8th Floor
Chicago, IL 60606
Phone:(312) 353 - 2520

All students attending Norwalk-Ontario-Wilton Schools may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education (homemaking & consumer education, trades & industrial education, business & office education, etc.) regardless of race, color, national origin, religion, age, handicap or sex.

TITLE IX

Federal law stipulates that local education agencies comply with a nondiscriminatory practice on a basis of sex in its educational programs and activities or employment practices. The Board of Education adopted such a policy in 1975 as well as establishing procedures for resolving complaints. In general, students should forward their complaint to the appropriate administrator for action. Likewise, full board policy is available for your review.