

# Florence Middle/High School Student Handbook

## Attendance

### General:

The more a student stays away from school, the more difficult it becomes for him or her to feel that they are a vital part of the school. When returning, the student's classes are often discussing new and different subject matter and there is a double burden of current and back lessons to prepare for. Often times a student loses heart, is unnecessarily absent again, becomes swamped with work, drops a subject from their program, or leaves school altogether.

**Keep in mind that attendance records are recorded on a student's cumulative record which colleges and industry require. Absence is probably the greatest single cause for failure, both in school and in the workforce.**

### Responsibilities:

The responsibility for regular school attendance of a student belongs to many people. School personnel, designated social service and law enforcement officials, parents or guardians, students, all have a part to play in this responsibility. **However, the major portion of responsibility for regular school attendance must fall on the shoulders of the parents or guardians and the students.**

### Compulsory Student Attendance:

All children between the ages of 6 and 18, and those enrolled in kindergarten, in the School District of Florence County must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse.

Ordinances and/or legislation developed at the municipal, county, or state level shall be adhered to as it affects school attendance.

Any child who has reached the age of 16 may be excused from school attendance with the consent of his/her parent or guardian and the approval of the Board. The Board shall not excuse a child who is 16 years of age or over from school attendance unless an alternative educational program has been made available to the child, and the child and his/her parent or guardian have rejected the alternative program. A child who withdraws from school under the law has the right to be readmitted to school upon request so long as the student remains of school age. The Board shall specifically inform the student who withdraws from school of this right for re-admittance.

### Student Attendance Procedures:

1. School Attendance Officer
  - a. The principal or designee shall serve as the school attendance officer for each school in the district. The school attendance officer shall deal with all matters relating to school attendance and truancy.
  
2. Student Absences and Excuses
  - a. The responsibility for regular school attendance for a student rests upon the student's parent(s) or guardian(s).

- b. Daily Excused Absences – All daily excused absences require parent/guardian/legal custodian verification which is to be submitted to the school attendance officer or designee on the day of the absence via correspondence in person, electronically or via phone unless the absence has received prior approval of the school attendance officer or designee. If the parent/guardian/legal custodian does not notify the school of their child’s absence, they have 24 hours to reply to the school attendance officer from the time of initial contact from the school.

Pre-Plans - Anticipated absences for three (3) or more consecutive days shall require students to bring a note from their parent or guardian and obtain a pre-plan form in the office. This form shall be completed and returned to the office three (3) days prior to the scheduled absence. All assignments are the responsibility of the student. Any students not handing in the completed pre-plan may be marked unexcused for that day.

A student’s academic progress may be taken into consideration prior to an absence being approved as pre-excused. The recommendations of the classroom teacher(s) will be given the highest of consideration by the building principal. Previous attendance history and “on-track readiness” will be factors in this decision. The parent’s right to pre-excuse his or her child’s absence in writing for any reason for up to ten (10) days in a school year will also be taken into consideration.

The school attendance officer is empowered to approve a legal excuse to any student beyond five (5) days in a semester or ten (10) days in a school year for the following reasons:

- (1) Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request the parent / guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed thirty (30) school days.
- (2) An emergency in the family or other crisis which requires the absence of the student because of family responsibilities.
- (3) Medical, dental, chiropractic, optometry or other valid professional appointment. Parents or guardians are requested to make the appointments during non-school hours. Verification of appointment needs to be given. (i.e. doctor’s note, appointment card)
- (4) A death in the immediate family funerals for relatives or close friends.
- (5) Religious holidays.
- (6) Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parent(s)/guardian on a vacation which cannot be scheduled when school is not in session. A parent/guardian and student

shall be required to complete a pre-plan absence form three (3) days prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student vacations or trips without parent / guardian accompaniment are not excused absences without specific prior approval of the school attendance officer.

- (7) A court appearance or other legal procedure which requires the attendance of the student.
  - (8) A quarantine as imposed by a public health officer.
  - (9) Attendance at special events of educational value as approved by the school attendance officer or designee.
  - (10) Approved school activities during class time.
  - (11) Special circumstances that show good cause which are approved by the school attendance officer or designee
- c. Excessive Absences – Parents / guardians shall be notified in writing where students have accumulated three (3) absences, then again at five (5), eight (8) and ten (10) absences. After ten (10) absences parent guardian may be required to meet with building principal. This shall be done whether the absences are excused or unexcused, unless the student is under doctor's treatment and a written statement from a physician or licensed practitioner is on file.
- d. Parents will need to furnish a medical excuse for any excused absences beyond ten (10) days (building administrators are to use their discretion). If no excuse is provided the absence is unexcused.
- e. Truancy/Unexcused Absences – “Truancy” means any absence of part or all of one or more school days during which the school has not been notified of the legal cause of such absence by the parent / guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. Parents / guardians shall be notified when a student has an unexcused absence(s). Notices shall be made by personal contact, mail or telephone call of which a written record is kept. Notice by personal contact or telephone shall be attempted prior to notice by mail.

Consequences for unexcused absences shall be determined by the building principal.

- f. Habitual Truancy – “Habitual truant” means a student who 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 semester. Part of the day will be defined the first 30 minutes of instruction.

The parent / guardian of a student who is a habitual truant shall be notified by certified or registered mail when the student initially becomes a habitual truant.

Proceedings may be brought against a parent / guardian in the form of a formal referral to the Florence County Department of Social Services, Florence County Sheriff's Department and citations in accordance to Wisconsin state statutes.

- g. Make-Up Assignments /Examinations – All students with excused absences shall be given the opportunity to make up examinations and work missed as outlined in the student handbook.

**Tardiness:**

Tardiness is the unexcused absence from a class for less than half of a class period. A teacher who detains a student from reporting to his next class at its assigned starting time will issue a pass to the receiving teacher. Students are reminded, however, that once they arrive late to their assigned class, they will not be permitted to leave to obtain a tardy excuse, therefore, they must remember to obtain one beforehand, if they anticipate being late. **Detentions will be issued for students that are tardy.**

**General Disciplinary Policies**

**Behavioral Tracking Form:**

A Behavioral Tracking Form will be filled out for every student sent to the office for disciplinary action. Such a referral is to explain the circumstances involving the misconduct, and is to be dated and signed by the teacher. A copy of the disciplinary referral form is to be kept on file in the school office during the duration of the student's attendance in the School District of Florence County, but is to be destroyed at the end of one year after the student has left the system.

Students referred to the principal will receive disciplinary action at their discretion, but at least to the minimal extent outlined on the removal form. If circumstances merit, additional disciplinary action beyond the minimum may be imposed.

The principal or school staff member will have the option of using any or all of the following alternatives in dealing with any individual discipline problem.

**Detention:**

Detentions are given for minor infractions of school rules. These may include, but are not limited to being in the halls without a pass, being in unauthorized areas of the school, first offenses of the dress code, disrespect. Staff maintains the right to use discretion when issuing a detention.

Minor Offenses – Minor offenses will continue to be handled by the classroom teacher. Staff decisions will include conference with student, modification in classroom, loss of privilege, parent contact, referred for administrative contact, re-taught expectation, re-directed behavior, gave material, and gave a planner sheet

#### Tier 1

Three Minors in the Same Category – Noon detention, student is given the option of taking a school bag lunch or bringing their own. Student must have work or a book and be quiet. No electronic devices allowed. A student not attending or being defiant will result in a disciplinary referral and the student will be assigned a Saturday School. After receiving two Noon Detentions the student will be assigned Tier 2 detentions.

#### Tier 2

Major Offense – Before or after school detention for 30 minutes the day following the offense. Expectations are that the student brings homework or something to read. Students may choose to make up the time on the Saturday of that week due to work schedule or athletic event leaving during school hours. Electronic devices will not be allowed unless it is used for an educational purpose. If a student does not attend or are defiant they will be issued a Discipline Referral and a Saturday School.

#### Tier 3

Saturday School – 4 hours. Earned for offenses such as: fighting, harassment/bullying, skipping class/school, off-campus w/out permission, defiance/non-compliance/insubordination, and property damage. If a student is assigned a Saturday School the parents will be notified by mail the week prior. Students need to report to the High School by 8:00 a.m. If a student does not attend, they will be issued a Disciplinary Referral and the student and parent/guardian will be required to meet with the Principal to discuss the offense and possible further action.

#### Tier 4

Out of School Suspension – Use/possession of tobacco, alcohol, drugs, weapons, or any look-a-like materials. Putting self or other's safety at danger (this could include fighting, assault, harassment, etc.). OSS may be issued for up to five days. During OSS students receive zeroes in their classes, may not participate in or attend extra-curricular activities and is restricted from being on school property. Tier 4 offenses could lead to an expulsion hearing.

Major offenses are defined in the PBIS handbook.

#### **School Board's Power of Expulsion:**

In accordance with Wisconsin Statute 120.13(C), the School Board may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules, or finds that a 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, or finds that the pupil engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, or finds that a pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority, and is satisfied that the interest of the school demands the pupil's expulsion. The Board will follow the most current Wisconsin State Statute regarding expulsion.

### **Behavioral Tracking Forms (BTF)/Disciplinary Referrals:**

Behavioral Tracking Forms/Disciplinary Referrals are given for failure to follow school rules or after multiple detentions have been issued. Disciplinary referrals will be dealt with in the following manner:

1. First referral - will be handled at the discretion of the principal as circumstances merit as outlined in student handbook
2. Second and Third Referral - will result in a 1 week restriction for all students and a 1 contest penalty for athletes (Conduct Unbecoming of an Athlete). For group 2 activities (drama, forensics, etc.), the consequence is five hours of school service.
3. Fourth and Fifth Referral - will result in a 2 week restriction and a Saturday School for all students and a 2 game contest penalty for athletes (Conduct Unbecoming of an Athlete). For group 2 activities (drama, forensics, etc.), the consequence is ten hours of school service.
4. Sixth referral – On the sixth referral the student will be required to meet with the Board of Education and an individualized plan will be developed for them. Depending on circumstances suspension up to five days or expulsion could be recommended.

### **Restriction:**

The student is restricted from all attendance in extra-curricular school activities, for which they are not participating in, and will lose all privileges such as out of class passes and off campus passes for a period to be determined by the principal. Students are restricted from being on school property during a restriction other than to attend school during school hours or to attend the County Library.

### **Prohibition of Tobacco Products on School Property/School Related Events:**

Students are not to bring any tobacco products onto school property or to school related events. Such products, if noticed by school personnel, will be confiscated immediately. The student will be issued a Saturday School and referred to the Sheriff's Department for Minor in Possession. It is emphasized that the school administration has the legal right (on the basis of the legal concept of in loco parentis), to search all of the students possessions, including on their own person, if there is probable cause.

### **Chewing Tobacco/Smoking:**

Chewing of tobacco and smoking on school property or in areas under school jurisdiction by students is prohibited. This applies to any type of school function, whether it is on or off school property. Students who violate these rules are subject to the following penalties.

1. First offense during academic year – Saturday School, two week restriction, parental contact, and legal action.
2. Second offense during academic year – Three day OSS from school, six-week restriction, parental contact, legal action, and the student will be presented with a statement by the principal which states that one more violation could result in a referral to the board of education for expulsion. The statement must be signed by the student. One copy is given to the parents and the other stays in the students file.
3. Third offense during academic year – Immediate three-day OSS, two Saturday Schools, one semester restriction, legal action, and possible referral to the board of

education for expulsion. Parents will be contacted by mail and the situation explained. The parent must sign and return the letter and.

**Alcohol:**

The possession or drinking of alcoholic beverages by students on school property, at school events, in areas under school jurisdiction is forbidden. Any student who gives evidence of being under the influence of alcohol will not be admitted to class or to any school sponsored event. Students who violate these rules are subject to the following penalties.

1. First offense – At least a three-day suspension from school, a six-week restriction, and possible referral to the Board of Education for Expulsion. If Expulsion is not recommended, a student and parent must also sign a statement that stipulates that one more offense of this type will result in a referral to the board of education for expulsion.
2. Second offense – Immediate referral to the board of education for expulsion.

**Note: First and second offenses refer to the entire four-year period of high school.**

**Illegal Substances:**

Students using, possessing, buying or selling an illegal substance (as defined in Section 161.30(1) (2) of the Wisconsin Statutes, 1969) will be immediately referred to the Sheriff's Department, suspended from school, and referred to the board of education for expulsion. If expulsion is not ordered by the board of education the board will determine restrictions that are to be placed on the student.

Drug –detecting dogs may be used during the school year.

**Fighting:**

Fighting in school or on school property will not be tolerated, hence, any student attempting to inflict bodily harm on another student, or provoking a fight may be sent home and will be suspended for at least one day. In addition, since it takes two to have a fight both students are to be suspended unless overwhelming evidence can be proven that it was a one-sided altercation.

**Dangerous Weapons:**

No one shall possess a dangerous weapon or look-alike weapon on school property (before, during or after school), on school buses, in school vehicles, or at school sponsored activities. A dangerous weapon is defined in Wisconsin State Statute 939.22 (10) as any instrument that is used to cause bodily injury or death.

A dangerous weapon(s) taken from a student will be reported to the parent/guardian and law enforcement. The student will be immediately suspended and referred to the board of education for expulsion and referred to law enforcement.

The following are exceptions to this policy:

1. Weapons under the control of law enforcement personnel are permitted.
2. Weapons that are registered and handled in a legal manner for the purpose of education may be authorized by the Principal.

3. Weapons properly registered and handled during the community use of school facilities may be permitted.

**Insubordination:**

Insubordination is defined as any act of disobedience or disrespect and will not be tolerated if directed at any employee of the School District of Florence County. The first violation will merit at least a one Saturday School or OSS, depending on the situation, with subsequent violations meriting additional consequences up to and including expulsion. In addition, the student will be placed initially on one-week restriction, with additional weeks for subsequent violations.

**Theft:**

Taking something, however valuable, that does not belong to you will not be tolerated in our school. Students who are caught stealing will be subject to the following penalties:

1. First offense – At least a one-day OSS from school and restitution for the stolen item(s). Depending on the circumstance it may be referred to law enforcement.
2. Second offense – Two days OSS from school, three-week restriction, and referral to law enforcement, meeting between student, parents, and principal prior to the student returning to school, and restitution.
3. Third offense – Referral to the Board of Education for expulsion. If expulsion is not recommended, student will receive three days OSS and three days ISS and restriction for the remainder of the year. The matter will be referred to law enforcement and restitution will be paid.

**ATTENTION: The school provides locks for both hallway and gym lockers. Students are to keep them locked. The district may not be responsible for items that are left lying around or taken from an unlocked locker.**

**Student Use of Electronic Communication Devices and Cell Phones:**

Because of the fast development of technology and the possible negative uses of these devices, use of such devices is prohibited from the time a student enters the building or boards the bus until the end of the school day. The device must be locked in the student's locker or left in their vehicle.

1. First Offense – Item will be confiscated until the end of the school day and the student will receive a detention.
2. Second Offense – Item will be confiscated for the remainder of the school day and the next full day (If a Friday or holiday, the device will remain at school until the next school day, unless the parent picks up the device.) Student will be issued a Saturday School.
3. Third Offense – Item will be confiscated until the parent/guardian and student meet with the building principal.
4. Subsequent Offense – will result in possible suspension or expulsion, dependent upon the student's use of the device.

**Search and Seizure:**

A locker is provided to each student by the school for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, personal items, and school



materials. No student shall use a locker for storing any prohibited substance or article. All lockers are school property and may be subject to inspection by school officials at any time. All prohibited material will be confiscated and will not be returned to the student. In addition the student may receive disciplinary action based on the nature of the prohibited material.

### **Social Conduct:**

Acceptable social conduct is spelled out in actions which show good taste at all times and thoughtfulness for others. These actions are evident in every phase of school life and you are asked to use good judgment in behavior on school property. Littering in the cafeteria, classroom, hallway, or on school grounds results in an unsightly school environment and cost tax payers additional money for school maintenance, hence, should be strongly discouraged. Vandalism, any acts of violence, or threats of violence against the school personnel or fellow students is not only an extremely serious violation of school rules, but also a violation of the criminal code. Hence, such acts will not be tolerated and will be quickly and severely dealt with. If the circumstances of an individual case merit it, the school will work closely with the proper legal authorities to achieve a resolution to the problem.

### **Public Display of Affection:**

Students are allowed to hold hands only in school. Any other physical contact will result in a detention.

### **Academic Dishonesty (Cheating):**

Academic honesty is important to success in school and, ultimately to success in life. Cheating is the dishonest acquisition of material, be it homework, assignments, tests, etc., information or answers that others had to find/do/obtain on their own. This also includes voluntarily giving such material to another student who otherwise would have had to acquire the material on his/her own.

More specific examples include, but are not limited to:

1. Copying another person's work for your own use.
2. Using "crib notes" or "cheat sheets".
3. Taking answers from a teacher for personal use without that teacher's knowledge.
4. Plagiarizing from any written, printed, or computerized material.
5. Allowing another person to copy your written or computerized work.

It is the teacher's right and responsibility to determine whether or not a student has cheated and proceed with the necessary action according to the school policy. If, according to the judgment of the teacher, cheating has occurred, the following policy will be followed:

First Offense – F on the assignment and parental notification

Second Offense – F on the assignment, a Saturday School, and parental notification

Third Offense – F for the marking period, two Saturday Schools, and parental notification

### **Classroom rules:**

Teachers will send home a course syllabus at the beginning of the year or semester describing classroom rules that may vary from the district's core of rules. Examples may be: gum in class, food in class, and certain distractions to the educational process.

**Student Dress:**

Proper student dress and grooming is basically a responsibility of the student and his/her parents, however, a student's dress and grooming must be in the best interests of themselves and the school. Therefore, all students will be expected to attend school in neat, clean, and modest clothing. Grooming is an indicator of personal pride and growing maturity. In addition, many educators believe that there is very real correlation between the way student dresses and the way they behave and achieve.

Neat, clean, and modest clothing includes, but is not limited to:

1. Proper undergarments must be worn and not visible. Tops must cover undergarment straps
2. Skirts must not be shorter than the student's fingertips when their arms are held straight down along their sides.
3. Shorts must have a two inch in-seam.
4. Bare midriffs (any gap between the pants and shirts) are not permitted.
5. Low-cut tops, blouses, or dresses are not permitted.
6. Sleeveless shirts may be worn if they are hemmed or neatly cut. Excessive cuts will not be permitted.
7. Clothing shall not be so tight it is revealing or so loose that it is inappropriate.

The following styles or manner of dress are prohibited:

1. The wearing of any head gear
2. Clothing that advertised alcohol, drugs, tobacco, sex, contains vulgarity, or suggests a double meaning
3. Mutilated clothing (excessive tears or holes that reveal undergarments, too much skin, or inappropriate body parts).
4. Sunglasses, studded chains and jewelry

Back packs and jackets in the classroom will be left to the discretion of the classroom teacher.

**Student Automobile Use:**

Students who drive private vehicles to and from school may not use them during the school day without specific permission from the principal. Students may be restricted from bringing a vehicle on school property if unsafe practices are observed on or around school property.

**Study Hall Regulations:**

Study halls are used for the purpose of quiet studying. Students will be given a list of study hall regulations by the teacher. During study hall students may go to another teacher's room or the library depending on their needs and/or behavior. To go to another teacher's room a student must obtain a pass from that teacher prior to reporting to study hall.

**Lunchroom Regulations:**

1. While lining up for lunch students will not be permitted to run, push, shove, or display disruptive behavior.
2. Cooperation with the faculty lunchroom monitor, cooks, and helpers is expected.
3. Throwing of food or befouling tables is forbidden and will be severely dealt with.

4. Before leaving the lunchroom students must clean debris from table, return trays and utensils, and place all waste in the wastebasket.
5. Books and personal belongings must be brought back to lockers, not brought into the lunchroom.

Students may go outside during the lunch period, but only in front of the High School building. Students may not go to sit in the parking lot. If they need to retrieve something from their vehicle they must get permission from the lunch hall monitor.

### **Open Campus:**

Seniors and those students that have permanent passes to go home or to a relative's house during lunch are the only students allowed leaving school property during the lunch period. If students begin arriving to school tardy or not returning at all without proper notification to the school office will at first receive detentions for tardies and Saturday School for not returning. If this continues their privilege to leave will be suspended or revoked. **Students leaving campus without permission will receive a Saturday School.**

### **Corridor Passes:**

No student is permitted in the hallways during class time unless they have a written pass with them or are under the direct supervision of a teacher. Students wishing to go to another teachers room must secure a pass prior to the start of the hour. They will not be allowed to go during class time.

### **Student Behavior at Dances:**

All school sponsored dances must be approved by the building principal.

1. Dances are only for the designated grades of 7-8 or 9-12.
2. All dances are closed dances, open only to students of Florence High School or alumni (past graduates – up to age 20). Students that attend other high schools are permitted to attend as dates of Florence High School students with written permission from the office.
3. Students who are suspected of drinking alcoholic beverages or being under the influence of illegal substances will not be permitted and the proper authorities will be notified.
4. Students are not allowed to re-enter the dance once they leave.
5. Any disruptive behavior will result in the involved students being asked to leave.
6. Students are not permitted to loiter in the commons area or on school grounds during the dance.
7. Guests that are approved to attend the dance are expected to follow the same rules.
8. Violations of any of these rules will result in the involved individuals being barred from future dances or other school sponsored activities depending upon the severity of the incident.

The above rules, other than 1, 2, and 7 also apply to all other extracurricular school events.

**Due Process:**

During all conferences related to student disciplinary action, the student has the right to be represented by council and will be informed of the charges and will be shown documentation or evidence related to the charge.

**School Bus/Extracurricular Bus****Loading the Bus:**

1. Be on time at the designated bus stop.
2. Stay off the road at all times while waiting for the bus.
3. Do not move toward the bus at the school loading zone until the buses have been brought to a complete stop.
4. Wait until the bus comes to a complete stop before attempting to enter the school bus.

**Expectation While on the Bus:**

1. All riders are to remain in their seats. Keep entire body inside the bus at all times and follow the directions of the driver and supervisor.
2. Refrain from any action that may distract the driver (ex. yelling, screaming, boisterous behavior).
3. School rules that apply to fighting, smoking, drinking, and use/possession of illegal substances also apply to the bus.
4. Any damage to the bus must be paid for by the offender.
5. Never tamper with the bus or any of its equipment. Keep belongings and other objects out of the aisles. Do not throw any object out of the bus window.
6. Remain in the bus in case of road emergency unless directed to do otherwise by the driver.
7. Keep absolutely quiet while approaching a railroad crossing.

**After Leaving the Bus:**

1. Cross the road at least 10 feet in front of the bus only after checking to be sure no traffic is approaching and/or after receiving a signal from the driver.
2. Riders are not permitted to leave the bus at any other stops unless written permission from a parent/guardian is submitted to the office and a bus pass is obtained.

**Consequences:**

Drivers may issue detentions for minor offenses. More serious offenses may result in a bus conduct referral and parent notification. Second offenses of or repeated minor offenses may result in a student being suspended from the bus for up to three days. After the second offense the student may be suspended from the bus for up to a semester.

**General Information****Corridor Lockers:**

Each student is assigned a book and coat locker. It is in their best interest that they keep the locker locked and the combination to themselves. The school is not responsible and cannot replace or pay for anything stolen from the lockers. Students must only use the locker assigned to them. All personal items and books when not in use are to be kept in lockers. **Students must not tamper with another locker.**

Students are reminded that lockers are school property; hence, they cannot expect their lockers to be free from inspection if they administration considers a search necessary to maintain the integrity of the school environment and to protect other students.

### **Health (Sick) Room:**

If a student becomes ill during the school day these procedures should be followed:

1. Inform your classroom teacher and obtain a pass to the office.
2. Check with the office to see if sick room is available.
3. If seriously ill you may ask the office to contact a parent/guardian or an alternate contact that is listed on the student's information form. Unless contact has been made a student is not permitted to check out of school.

### **Student Accidents:**

The school carries a minimal accident insurance policy on students. Supplemental insurance can also be purchased. Forms are provided by the office.

### **School Medication Policy:**

Students requiring medication at school shall be identified by the parents to the school office. Forms are available for parents to fill out allowing the school to administer the medication. **All medication must be stored and administered in the school office.** Students having special health problems which might affect their academic performance or general behavior must also be identified to the school office by the parents. This should also include a name and contact information for a physician. School personnel will not, under any circumstance, provide aspirin or any other medicine to students without the proper forms completed and on file in the school office. Diagnosis and treatment of illness and the prescribing the drugs are never responsibilities of a school and will not be practiced by any school personnel.

### **Student Fees:**

Middle/High School students are required to pay a service fee for the use of books and lockers. Parents will be notified of this amount at the beginning of the school year.

### **Telephone Calls:**

No calls may be made from the school office except in cases of emergency or real personal need, and can only be made with the approval of the principal or his designated representative. Students may not use classroom phones for outgoing calls. No students will be located for incoming calls other than in cases of emergency. A pay phone is located in the high school entry.

Students will not be called out of class to receive phone calls unless it is an extreme emergency. Messages will be taken and the student will be called down between classes.

### **School Visitors:**

In most cases we do not allow students to bring visitors with them to class. If a student was to bring a visitor they must first get written permission from the office in advance.

**Announcements:**

Announcements will be read daily at the beginning of third hour.

**Posters:**

No poster can be put up by any organization or individual until it has been approved by the principal and bears his/her signature.

**Student Meetings:**

Advisors may call or hold meetings during the school day if it is approved by the principal and proper notification has been given to staff.

**Academics**

**Dropping a Class:**

It is realized that a student may sign up for class and then decide that it is not what they wanted once they experience it. Therefore, students have four school days to drop and add another class in its place without adversely affecting their academic record. This will allow for them to switch classes while not missing too much material from the class they desire to add. A form is available in the office and must be completed and returned prior to being admitted into the new class. A student may still drop after the four days, but will receive an "F" in the class.

**Class-Standing Requirements:**

A student must have earned a minimum of four (4) credits to be Sophomore, ten (10) credits to be a Junior, and sixteen (16) credits to be a Senior.

**Grading and Honor Roll:**

1. The value of grades in computing student grade point average is as follows:

A.....	4.00
A-.....	3.67
B+.....	3.33
B.....	3.00
B-.....	2.67
C+.....	2.33
C.....	2.00
C-.....	1.67
D+.....	1.33
D.....	1.00
D-.....	.67
F.....	00

2. A student's grade point average is determined by adding the total number of letter grades and dividing by the number of grades earned.

3. Honor Roll is determined as follows:

Superior Honors.....	4.00
High Honors.....	3.50-3.99
Honors.....	3.00-3.49

**Seniors and Graduation:**

Seniors and their parents are strongly reminded that courses do not end until the end of second semester. Therefore, while the school cannot assure seniors, one way or the other, of a passing grade in a course until after the semester has ended. Further, the school is not responsible for problems which may arise if graduation plans are made and the student fails to meet graduation requirements. Graduation by seniors is not automatic nor a foregone conclusion and it is the student's responsibility to ensure that they meet the graduation requirements. Graduation signifies more than simple attendance, it signifies that the student, in the eyes of instructors, has mastered certain basic competencies. To permit graduation on any other basis is to demean education, as well as students.

**Early Graduation:**

Since the total high school experience is an important aspect of the maturation and socialization process of any student, the Board of Education of the School District of Florence County discourages early graduation. As a consequence, this privilege will be granted sparingly, and then, only for one reason; to facilitate the early enrollment of a student in a post-secondary educational setting or the early placement of a student in a specific military training program. The following points outline the early graduation policy:

1. Students must have completed all graduation requirements.
2. The student or guardian (if under 18) must submit a dated letter requesting that he/she be permitted to graduate early and stating the educational plans necessitating early graduation.
3. Confirmation from a school, college or university that the student has been accepted by the institution and has paid any required fees.
4. Students will only be permitted to graduate one semester early. Any students petitioning to graduate earlier than one semester must obtain Board approval.
5. Students graduating early will not receive their diploma until the rest of their class receives their diplomas. In the interim, the student will be given a letter confirming that they have met all graduation requirements and has graduated early, but that the diploma is being withheld until confirmation that the student has used the extra semester (or year, if approved by the Board) to further their education.

**Business Internship Attendance Requirement:**

Students who would like to participate in the Business Internship Program in their senior year of high school must have no more than 10 absences and/or tardies from school during their junior year. These students must also possess academic initiative and exhibit a strong work ethic.

**Network/Internet Acceptable Use Policy:**

In order for a student to be assigned a user password for the district network and Internet access, the student and his/her legal guardian must read and sign the district Acceptable Use Policy. Should the student violate any of the terms of the policy, discipline will be determined according to policy.

**Cases Not Covered by Specific Regulations:**

It is understood that these regulations and policies are not all inclusive. The Board of Education and the Administration shall take such action as is necessary to ensure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school and especially the safety of those within its jurisdiction, regardless of the existence or nonexistence of a rule covering the offense.

**Academic Honors Awards:**

To emphasize the importance of academic achievement, students can earn academic honors awards for achieving academically at a specified level for a given length of time. Students will earn a framed certificate with different decals for the year and level of achievement. The color of the decal is determined by the GPA as follows:

Gold Medal– Superior Honors .....	4.00
Silver Medal– High Honors.....	3.50 – 3.99
Bronze Medal– Honors.....	3.00 – 3.59

**Student Clubs and Organizations**

**Pep Band and Jazz Ensemble:**

Band is active throughout the year, playing at pep rallies, athletic events, concerts, and music competition.

**Spanish National Honor Society:**

The SNHS promotes the use and appreciation of the Spanish language and an understanding of Spanish-Speaking cultures throughout the world. Students eligible for membership are those who have been enrolled in the Spanish program and attained a high average.

**Student Council:**

The Student Council is the representative arm of the student body. Through this organization, the students let their views on issues affecting the school be known. Any student who has a “C” average or better is eligible for membership. To run, a student must secure the signatures of twelve classmates and three faculty members on their nomination papers. Each representative is elected for a one-year term and can be removed by a 2/3 vote of the Student Council.

**National Honor Society:**

The Florence High School Chapter of the NHS is a charter member of the National Association of National Honors Societies. The main purpose of the Society is to recognize students for outstanding achievements. Members are selected by a faculty committee on the basis of scholarship, leadership, character, and service. Students are not eligible until their sophomore year. A member may be omitted from the Society if they stop exhibiting the four qualities that were the basis for admittance.

**Forensics:**

The purpose of Forensics is to involve student in visible and audible communications, develop a full understanding of good literature and a more thorough understanding of speech programs.



**Hi-Q:**

The Hi-Q Team consists of four regular members and four alternate members who compete in academic competition with teams from other area schools. Competition involves the answering of questions in a wide range of subjects.

**Athletic Participation**

**In order for a student to participate in athletics they must sign and follow the Athletic Code**

**School Spirit:**

School spirit may be divided into three categories:

1. Courtesy – toward teachers, fellow students, and the officials of school athletic activities.
2. Pride – in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship – the ability to win and lose gracefully.

**School Football Song (Go You Northwestern):**

Come on and go Florence Bobcats  
Pass right through that line  
With you colors flying,  
We will cheer you all the time  
U-Rah-Rah  
Go Florence Bobcats  
Fight for victory  
Fight for the fame of our fair name  
Fight you Bobcats, win this game

**Athletic Programs:**

Baseball, Boys and Girls Basketball, Football, Boys and Girls Track, Volleyball, Wrestling, Softball, Cross-Country, Golf

**Special Awards**

**Valedictorian** – Ranked first in the graduating class

**Salutatorian** – Ranked second in the graduating class

**Most Outstanding Student of the Year** – Selected by the faculty from the entire student body on the basis of academic achievement, school leadership and involvement, and cooperation and contribution to the school.

**Most Outstanding Student** - Awarded in different academic areas

**D.A.R Good Citizenship Award** – Given to a senior boy or girl for demonstrating outstanding service to school and community, with qualities of good citizenship.

**Most Outstanding and Most Improved Athlete Award** – Awarded in each sport.

**Male and Female Athlete of the Year**

**Bobcat Spirit Award** – Given to one senior boy and girl who have demonstrated outstanding school spirit for four year at Florence High School. Nominations are made by the faculty with final selection made by a majority vote of the Student Council.

**Scholar Athlete Award** – Given to any student who participates in at least two sports during the year and is on the honor roll for the first, second, and third marking periods.

**Four Year Scholar Athlete Award**

**Perfect Attendance Awards**

#### **Non-Discrimination Clause**

The School District of Florence County does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, or handicap.

The district encourages informal resolution of complaints under this policy. If any person believes that the School District of Florence County or any part of the school organization has failed to follow the law and rules of s. 118.13, Wis. Stats., or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the administration office at the following address:

School District of Florence County  
PO Box 440  
Florence, WI 54121