



Lake Holcombe School

STUDENT/ PARENT HANDBOOK

2018-2019



SCHOOL DISTRICT OF LAKE HOLCOMBE
27331 262nd Ave
HOLCOMBE, WI 54745
715-595-4241
www.lakeholcombe.k12.wi.us

WELCOME TO THE LAKE HOLCOMBE SCHOOL DISTRICT!

On behalf of all staff and administration, we would like to welcome you to the Lake Holcombe School. We are proud of the fine history of academic and extracurricular accomplishments that your predecessors have established here at Lake Holcombe, and we eagerly look forward to helping you achieve your goals.

This student handbook has been designed to acquaint you with the many services, organizations, and activities available at the Lake Holcombe School. While minimum expectations are outlined, research tells us that students who utilize time constructively through maximum participation and whose commitment to learning allows them to take advantage of our dynamic programs, find school a meaningful and rich experience.

If you encounter difficulties during your school experience, seek out any of our trained professionals, and we will do our best to help you. As a staff, we are here to make your school years as successful and educationally challenging as possible.

We welcome the opportunity to help you and look forward to applauding your successes as you build assets through your educational career.

Joni Weinert, Superintendent

*Lake Holcombe
Student Expectations*



Be Safe

Be Respectful

Be Responsible

Be Productive

FOREWORD

This handbook has been collectively put together by School Board, Administration and Staff so that all students and parents in the Lake Holcombe School district have access to the information and expectations the District has for its students. It is the hope that all students and parents read this document and live up to the expectations outlined in the handbook. Additional policies and information can be found in other handbooks and codes of the District.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information. This handbook is always available on the Lake Holcombe School website for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

MISSION STATEMENT

The Lake Holcombe School District will promote high levels of learning and growth by adapting to the needs of all our students.

VISION STATEMENT

A **SMALL** school that makes a **BIG** difference by opening the doors to the future.

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's race, color, creed, age, physical, mental, or emotional disability, sexual orientation, marital or parental status, religion, gender, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with free appropriate public education (FAPE) in educational services or programs. Students may be considered as having impairment or disabled under this policy, even if they are not covered under the district's special education policies and procedures. Parents who have questions about FAPE should contact Mr. Porter.

The District encourages informal resolution of complaints under this policy. If any person believes that the Lake Holcombe School District or any part of the school organization has failed to follow the law and rules of SS. 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: 27331 262nd Ave. Holcombe, WI 54745.

SECTION I – GENERAL INFORMATION

SCHOOL YEAR OFFICE HOURS

The school office is open from 7:45 to 3:45 p.m., Monday – Thursday and 7:45 – 3:15 on Friday. The office number is 595-4241.

STUDENT WELL-BEING

Student safety is the responsibility of staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.

All doors are locked during the school day. People must arrive and leave through the front doors by using the doorbell. There are also video cameras placed in hallways for security reasons.

SAFETY DRILLS

The School complies with safety laws and will conduct drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly drills.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

School emergency drills may also be conducted during the school year.

VISITORS

All visitors, including parents, are invited to visit the school and must obtain a Visitor Pass from the Central office.

SCHOOL CLOSINGS AND DELAYS

In case of school closing due to inclement weather or any other emergency, please listen to the following stations between the hours of 6:30 and 8:00 AM in the morning, along with having contact with the school website for information. Our Instant Alert system will also be used to inform families of any school closing.

CLEAR CHANNEL RADIO

B95 (WQRB-FM), WJBL – 93.1 FM
Rock 92.1 (WMEQ-FM), WLDY – 1340 AM
Z-100 (WBIZ-FM), WAQE, WJMC, WKFX
Moose Country (WATQ-FM), WWIB
WMEQ-AM 880
Sports Radio 1400 (WBIZ-FM)

TV

WKBT - TV
WQOW - TV
WEAU - TV

CENTRAL RADIO GROUP

WAXX – 104.5 FM; WAYY – 790 AM; WIAL I-94 FM – 94.1 FM
WECL - COOL 92.9 FM; P 99.9 FM

In case of an announced early dismissal caused by an unforeseen event, the students will be delivered as though it were the end of the school day.

HEALTH SERVICES

Illnesses and medical issues may arise while a student is at school. In these instances, the students will be given a pass to the school office. When the student arrives at the office, a determination is to be made to see if the student is in need of health services. If the student needs health services, the parents will be notified. Any direct contact from a physician, clinic or hospital is to be done during an emergency situation or contact with parents/legal guardian. Please remember to keep your children's health records and contact cards up to date.

MEDICATION

If a parent/guardian wishes the school to administer any medication, permission must be received in writing from the parent/guardian before the school may administer medication (prescriptive or non-prescriptive). If a student needs to take medication/inhaler during the school day, this medication must be sent to school in the original container identifying the student, the medication, and instructions as directed by the physician and pharmacist, and accompanied by a written note signed by the parent. Forms are available on the school website and in the main office for parents to fill out.

A note is good for a period of two weeks for administering non-prescriptive medication. No aspirin or over the counter medication will be distributed to students without a current permission form on file in the main office. All medications will be dispensed from the main office.

HEADLICE POLICY (Policy 453.6)

It is important to understand that head lice are not discriminatory and may be found on any child/employee without regard to economic or social levels. The Lake Holcombe School District recognizes that head lice infestations do not pose a health hazard, are not a sign of uncleanliness, and are not responsible for the spread of any disease. It is the position of the District that the management of head lice should not disrupt the educational process.

Based on current research, the School District endorses a head lice procedure that prevents unnecessary absences and potential negative effects on academic performance and social well-being of a student. The District feels that the communication of information to parents and students is a necessity. The District will:

1. Distribute information on head lice at the beginning of the year and at each parent/teacher conference.
2. Have a Public Health/School Nurse, trained volunteer, parents, and/or teachers that have the ability to screen students for head lice periodically throughout the school year.
3. Refer students with repeat infestations to the Chippewa County Public Health Department or Rusk County Health Department, depending upon home residence location.
4. Advise students not to exchange the wearing of clothing and hair equipment.

The principal/designee reserves the right to inspect the student suspected of lice along with their siblings and other contacts attending the school in an effort to stop outbreaks in other classes. The inspection is to be limited to these people unless a larger group is justified. The examination is to be done unobtrusively and in private.

Parents, guardian or emergency contact person will be notified of the condition of head lice in a student. They are asked to treat the student and advised to check all members of the family. Immediate removal of the student from school is not necessary, but the school is obliged to remove the student if the parent elects to remove the child early to initiate treatment. If the parent requests that the child be removed, they are to provide transportation home for the student. If that is not the case, the student has the right to ride the bus at the end of the day but is to be restricted from activities involving close contact (hugging) or sharing of personal items (hats, clothing, brushes). The parents/guardian/emergency contact person will

be provided with instructions and treatment for student and the home environment. This may be done to a larger group if the principal/designee feels it is justified.

The student may return to school after treatment, but is to be checked before being allowed to go to the classroom. The parent is to be notified of the school's findings, and if nits (lice) are found, the parent is to notify the school of its decision of having the student stay in school. Parents are asked to report any infestations that they find to the school.

DRESS AND GROOMING

A role of the School District of Lake Holcombe is to provide a healthy, safe, orderly school environment, where distractions to learning are minimized. Therefore, the development of a dress code is for the protection, health, and safety of all of the learning community. While fashions change, the reason for being at school does not. Students are in school to learn. Any fashion that disrupts the educational process or presents a safety risk is not permitted.

Personal expression is permitted within the guidelines stated below:

1. All clothes need to cover the student from the shoulders to the mid-thigh of the leg.
2. Spaghetti straps, tube tops, halters, low cut or see-through tops are not permitted.
3. Waistbands are to be worn at or above the hips.
4. Undergarments are not to be visible.
5. Pants must be appropriately sized for width and hemmed to a safe length, not hindering a student's ability to move about easily and safely.
6. No student is permitted to wear, possess or display any gang insignia or identifiers that are normally associated with a gang or gang-related activities such as, gang-related colors, clothing, accessories, head-wear, tattoos, medallions, and jewelry.
7. No student is permitted to wear clothing or accessories that contain pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, symbols or innuendoes/double meanings, profanity and/or illegal drugs.
8. Upon entering the school building, hats, caps, bandannas, head coverings, and sunglasses are to be removed. These items along with coats, jackets, book bags, other outer clothing, and accessories, are to be placed within the student's locker as soon as possible after entering the building. These items are not to be worn or carried anywhere within the building unless special conditions exist where the administration has given permission.
9. Accessories such as jewelry with spikes, dog collars, wallet chains, chains worn as belts, or other items that may cause injury to another student are not to be worn to school or school functions.
10. Shoes must be worn with laces tied at all times.
11. Safety standards dictate the type of footwear/clothing/accessories to be worn in the classroom.
12. Individual classes such as Tech. Ed., Phy. Ed. and Science may have additional clothing requirements for safety and health reasons. If a student enrolls in such a class, all classroom rules referring to clothing or safety attire must strictly be followed.

The administration has the final authority on all matters relating to dress code. This code is in force during the school day, in school vehicles, and at all school activities.

LOCKERS

Each student is issued a locker at the beginning of the school year. Lockers are not the personal property of the student but of the school, and are subject to periodic inspection by the administration at times deemed necessary to insure the health and safety of the students and to protect school property.

The lockers must be kept closed and clean at all times. The student is responsible for his/her own personal belongings. All decorations must be inside the locker and acceptable by school standards or they are removed without question. Open food and drink are not allowed.

The district reserves the right to use canines trained for drug detection accompanied by law officials for purposes of the exploratory sniffing of outside of lockers, vehicles parked on school property, and any other areas of school property deemed appropriate. This activity is carried out on a random or periodic basis and/or when reasonable suspicion exists.

The school is not responsible for any items taken from the lockers; therefore students are not keep items of value in the locker. Student are encouraged to lock their locker. Locks are available in the central office. It is student's responsibility to keep your code confidential.

CARE OF SCHOOL PROPERTY

Lake Holcombe students are to take pride in their school. This means students must go out of their way to help maintain a clean and orderly school by:

- Being respectful and responsible with all district property and equipment used.
- Being responsible for all books checked out to them.
- Being financially responsible for all equipment lost or damaged.

GUIDANCE

Guidance Department services are available to all students and their parents as a resource in solving issues which may arise. Please feel free to use these services in addressing current issues and for planning future vocational and educational goals.

PERSONAL MESSAGES

The office will receive emergency personal messages from student's parents by phone or in person. Unless the message is very urgent, the student will not be called out of class to answer the call. Rather, a message will be transmitted to the student and the student will be asked to return the call between classes or during unscheduled time.

LOST & FOUND

The school maintains a box of lost and found items. Bring all articles found in and around the building to the office. Losses should be reported promptly to the office. Students are reminded that all personal items brought from home remain their responsibility.

VOLUNTEERS

The school is always in need of volunteers to help students, assist teachers, provide one-to-one tutoring, help with special projects, and just help in any way possible. If a person is willing to help in any way, contact the school office.

COPYRIGHT

A student is to follow applicable standards under the law and School Board Policy 361.7 (Copyright Policy) and School Board Policy 361.7-Rule (Copyright Policy Guidelines) in the reproducing or use of printed, video, or computer material.

PARENT TEACHER CONFERENCES

A parent may call the school (595-4241) any time during the year and request a Parent/Teacher Conference with any or all teachers. There is a scheduled open house at the beginning of the year and scheduled parent-teacher conferences during the year. Check your school calendar for these dates.

FIELD TRIPS

Classes may take field trips at the permission of the administration. Permission slips will be sent home to the parent to notify the parent of the field trip and to request permission for the student to take the field trip. If a student does not return the signed permission slip by the time specified by the teacher, the student is not to be able to attend the field trip, but is not excused from school.

GRADING

Philosophy:

The District believes that its reporting structure be a reliable system that ensures that each student's "grade" accurately reflects his/her degree of progress in achievement of the identified learning goals and standards. The importance of grades in the evaluation of student achievement is to be a fair, accurate, objective, consistent and meaningful process by involving the professional judgment of the instructor.

Academic achievement is the primary factor in any grade and is defined as the student's ability to exhibit progress in his/her ability to perform tasks, demonstrate skills, and apply knowledge to real world problems and situations. Achievement includes subject-specific content, thinking and reasoning skills, as well as general communication skills.

The Lake Holcombe Board of Education recognizes the importance of grades in the evaluation of student achievement and is aware that grading involves the professional judgment of the instructor.

The District recognizes its responsibility for providing a system of assessing student achievement that assists the student, teachers, and parents in understanding progress toward the learning goals and standards of the District's curriculum.

The Board believes that:

1. Grades reflect the most significant learning objectives of a course curriculum.
2. Teachers must assess students according to fairly defined standards and learning outcomes that are clearly communicated to the students at the beginning and during the course of study.
3. Accepted methods of graded as stated in the policy are implemented in a fair and equitable manner.
4. Tests, which are questionable because of the results being skewed too far to the right or left on the standard deviation scale, are either re-taught or the test is revised.

The Board directs the District Administrator to work with the Principal and staff to develop procedures for assessing and reporting progress which reflect the most significant learning objectives of a course curriculum by:

1. Developing clear and consistent criteria.
2. Reflecting growth toward life-long learning.
3. Separating academic and nonacademic factors in the reporting of grades (Ex. – behavior or lack of application of student ability).
4. Providing for different "grading" options for different grade levels or programs.
5. Providing frequent opportunities for each student and parent to obtain information regarding progress toward the learning goals and standards of his/her courses or program.
6. Providing students the opportunity to self-assess achievement toward the learning goals and standards of courses and programs.
7. Recognizing that student understanding or skill is to increase over time.

8. Assessing students according to fairly defined standards and learning outcomes that are clearly communicated to the student at the beginning and during the course of study.

The grading system is to be subject to continual review by staff, students, and parents. A revision is made to assure validity, reliability, or clarity in grading. A teacher who is responsible for a student's instruction in a particular course or program determines the student's grade. That grade may not be changed without the teacher's consent unless overruled by the administration.

Definition of Grades:

A+ to A-	This grade represents superior achievement and ranges from excelling in all desired outcomes (A+) to meeting all desired outcomes leaving some room for improvement (A-).
B+ to B-	This grade represents very good achievement and ranges from meeting almost all desired outcomes (B+) to above average achievement (B-).
C+ to C-	This grade represents expected or average achievement and ranges from high average performance (C+) to a low average performance (C-).
D+ to D-	This grade represents below average achievement. It ranges from a lower average performance (D+) to just above failing (D-).
F	This grade represents a failure to meet the minimal course requirements.
I	(incomplete) - Work has not been finished at the time of entering grades
W	(withdrawn) – Student has chosen to get excused from the class prior to time grades have been required.
M	(medical—no credit given) – Student has been given a medical excuse for not being able to participate in the class.
E	(passed—credit only)

Homework/Practice:

The Lake Holcombe Board of Education recognizes that homework has a valid educational purpose, is to pertain to the objectives of the unit under study of the course being taken, is necessary for the scholastic growth of students; therefore, the Board encourages the use of homework to meet these objectives.

Homework is assigned to practice skills and concepts taught in the class. It's assigned to a student to be completed independently for the purpose of enhancing student knowledge of course material and relates directly to course objectives. Parental involvement is encouraged but need not be a factor in its completion.

Homework/practice can be completed during work time in class, during a study hall, or outside of school. Focus on time management by students to use all available time in school to complete homework/practice will reduce the amount needed to be completed outside of school. The amount of homework/practice assigned to a student is dependent on the student's age and course rigor.

Since the design of homework/practice is to be formative in nature, 20 percent or less of a student's grade shall come from this area. Work completed in other areas such as: labs, classroom participation, projects, or in stages with teacher supervision and feedback is not considered homework/practice.

Student Progress Reports to Parents:

Parents are to be made aware of any serious scholastic or behavioral problems of their children at the time of the problem. By instituting a program of documented parental contact, school officials and parents are able to work more effectively toward their common goal of successfully educating children.

Progress reports are sent to parents in the middle of the quarter when students are in danger of failing a class.

Parent Conferences are held twice during the school to:

1. Supplement the report card.
2. Serve as other means of reporting to parents.
3. Promote good relations between the home and the school through an interpretation of the school's program.
4. Share information about the student's success and accomplishments, problems, and vital information.

BREAKFAST-LUNCH-SCHEDULE-REGULATIONS

The lunch/breakfast program is offered to all students. The school has a No Charge policy for breakfast or lunch. If a student is not on free lunch, payments must be made in advance if a parent wishes to have their child(ren) participate in the program. Any unused money in a student's account at the end of the year will be carried over to the next school year. The cost of breakfast and lunch are set by the Board. Information about the District meal program is distributed at the beginning of the year along with applications for free and reduced lunch.

If a student is on free or reduced meals the previous year or a parent feels that the family qualifies for the current year, they must fill out an application for free and reduced meals and return it to the school. The District encourages all households to apply, as this help the school in other areas including grants and special programs.

Parents will be notified when their child's account falls below \$10.00.

During lunch time, students in grades 7-12 must be either in the cafeteria or the gym, not in the halls.

The school permits a student to leave the school grounds during the student's scheduled lunch time if all the following are met:

1. The student lives within walking distance of the school.
2. A "Lunch Release Form" is signed by a parent and is on file in the office. This form must be signed every year.
3. Students released cannot use vehicles to leave the school grounds.
4. This permit to leave rule is not to be interpreted as open campus.

Any questions should be directed to Administration.

ACTIVITY FEES

An activity fee of \$25.00 is to be charged to every participant in extra-curricular activities.

There is a \$75.00 limit per family. The fee is to be collected at the beginning of the first activity that the student participates in during the school year and is to cover all subsequent activities.

Nonpayment of activity fee is to result in non-participation in an activity.

BOOK FEES, FINES, AND CHARGES

The fee for lockers, books and classroom materials is \$20.00 for middle school and high school students and \$10.00 for elementary students. This fee is payable on the first day of school. All fees in this category are not refundable.

Each student is responsible for the textbook issued to him/her. Students are to write out a description of the book at the time the book is given to them. The student and the parent are to sign this form. At the end of the school year, the teacher determines the condition of the book and whether there is a damage fee to be assessed when the book is turned in, based on the book description that the student wrote at the beginning of the school year. If there has been extensive use beyond the normal wear, the student is assessed the following:

1. Full cost of the book
 - a. Loss of book
 - b. Covers missing
 - c. Damaging beyond repair
 - d. Missing pages
 - e. Breaking a book cover
2. $\frac{1}{2}$ Cost of the book
 - a. Mutilating of pages
 - b. Damaging of books, but repairable
3. $\frac{1}{4}$ cost of the book
 - a. Ripped Covers
 - b. Binding is unglued
4. \$2.00 assessment per page – marking of page and not erasable
5. Any other assessment will be at the teacher's discretion
6. The teacher is to make a decision as to assessment of damages at the time the book is turned back in after use.
7. Nonpayment of book fees or not returning of school materials are to result in withholding of report cards and the possibility of not being able to attend or participate in extra-curricular activities.

ELECTRONIC AND NUISANCE ITEMS

Section 118.258 of the state statutes provides that each school board may adopt policies prohibiting a student from using, possessing electronic communication devices while on the premise owned, rented by or under the control of a public school. In the hopes that all people within the school area constantly think of the welfare of others and follow the rules set down for electronic devices:

- A. Electronic games, boom boxes, cell phones/2-way communication devices, laser pointers, or any other electronic instrument/gadget are required to be turned off;
- B. Cards, roller blades, skateboards or any other items that have been put on the market that may be considered a hazard, distraction or nuisance at school, in the classroom, or at school sponsored events are secured out of sight during the instructional day or at school events when deemed necessary;
- C. It is to be understood that any of the devices listed below or new devices are allowed to be used during the school day with the knowledge and permission of administration, class-room instructor, or because of medical requirement:
 1. Computers, CDs, DVDs, floppy discs, memory sticks, palm pilots, headphones, iPods, cell phones, eReaders, or other electronic external storage devices used for the transportation of student work for an individual class if it is compatible with existing school technology or software.
 2. Beeper/pager for medical, educational, vocational or other purposes as deemed appropriate and approved through district administration.
 3. Students with disabilities and other students with special needs that may require assistive technology devices to help them benefit from their individual educational

program (IEP) and achieve related standards and goals. This is determined on a case by case basis.

4. Cell phone use is allowed during lunch hour and passing times between classes.

This policy allows high school students who have personally owned laptops or other electronic devices the ability to access the school's wireless network during the school day as a means of enhancing the students' educational experience. It also allows students in grades 6-8 the ability to use eReaders for the sole purpose of promoting reading. An eReader is defined as a digital device whose primary function is to store books, periodicals, magazines and other printed material. The permission to bring and use a personal laptop or an eReader is contingent upon adherence to the District Internet Policy as well as the following conditions that provide for students in grades 9 to 12 to bring a personal laptop or students in grades 6-8 to bring eReaders to school for use as an educational tool.

Student use of wireless network/eReader requires consent of the student and parent/guardian by signing and returning the Parent/Student Agreement Form and the approval of the District Principal. This approval can be withdrawn at any time.

Students are responsible for securing the any electronic device when not in their possession. These devices are to be taken home on a daily basis. Any loss or damage to these devices are not the responsibility of the school.

1. Students can use their personal laptop or eReaders in adult supervised areas only (classroom, study hall or commons) where a teacher or an aide is present. It can only be used for educational purposes during these times. The playing of games or other noninstructional activities is prohibited.
2. Teacher's discretion also dictates use for only specific activities, such as internet access, word processing, note taking or reading.
3. Students must turn off and put away a personal laptop/eReaders when requested by a teacher or aide.
4. The use of the laptop/eReader is solely limited to support the instructional activities currently occurring in the instructional environment.
5. All sound must be muted unless sound is granted by the teacher for the use of sound associated with the instructional activities, or the use of headphones.
6. The personal laptop owner is the only person allowed to use the laptop.
7. The use of any device during test taking is at the discretion of the Instructor.
8. The use of any electronic device carries no right or expectation of privacy. The Lake Holcombe School reserves the right to monitor and review the subject matter, and restrict the use of any electronic device at any time.
9. All eReaders must have cellular and network capabilities turned off while the device is on school property, at a school function or on school time unless permission has been given by an Instructor.
10. The failure to comply with these guidelines results in the confiscation of the laptop and/or future loss of use of laptop privileges.
11. Seizure is considered reasonable if there is a clear violation of school board policy. Seizure is defined as:
 - A. Confiscation or more by an employee of device on the first offense depending on the severity of the offense. Device can only be used in the future at teacher's/administration's discretion.
 - B. Confiscation of device on second offense with parent having to come and get the device or more depending on the severity of the offense.
 - C. Confiscation of the device on the third offense with added discipline violations or more depending of the severity of the offense on every offense thereafter. Improper use of some of these items could also lead to breakage of State Statute.
 - D. Examples of violation of Board Policy are listed below but not limited to the following:
 1. Communicating test answers during class.
 2. Engaging in "cyber bullying (making cell calls or text messages that threaten,

- harass, or ridicule another student). (Policy 443.81)
- 3. Using camera cell phones or other electronic devices in bathrooms and locker room areas. (Policy 731.2)
- 4. Engaging in Cybernacking (Posting pictures of another individual on the internet). (Policy 443.82)

Be aware that laptops and other portable electronic devices are especially vulnerable to loss and theft. Students are to secure these items in a locked locker when not in use, and are to never leave any of these unsecured devices unattended.

Students who choose to bring any personal electronic equipment, gadgets or toys to school for use do so at their own risk, which means the owner takes on full responsibility for its care and security. The school is not responsible in full or part for any of these items. Students who bring these types of personally owned items on school property must assume total responsibility of these items.

Laptops/eReaders and all other portable or digital electronic items that are lost, stolen, or damaged are the responsibility of the student and their parents/guardians. The District does not accept responsibility for loss, damage, theft of any personally owned laptops or electronic devices brought on school property. The Administration does not search for lost or stolen items. The District's personnel is not to attempt to repair, correct, or be responsible for malfunctioning personal hardware or software. The District's personnel may examine the laptop and search its contents if there is reason to believe school policies or guidelines have been violated. Depending on the violation, the confiscated device may be turned over to local law enforcement and legal action may occur in accordance with the breakage of any law.

This policy and other rules pertaining to this policy are printed in the student handbook, which is found on the school website. The Board must annually provide each student enrolled in the school district with a copy of those rules.

INTERNET ACCESS & ACCEPTABLE USE

- I. **Mission Statement** – The Lake Holcombe Public School District provides staff members and students access to the Internet as a means to further the educational goals and objectives of the district.
- II. **Definition** – The Internet is the major global network for education, research, public service, business and information interchange. The Internet is a collection of thousands of interconnected computer networks around the world that make it possible to share information and educational resources. The networks are owned by commercial, research, governmental and educational organizations, as well as individuals.
- III. **Benefits and Responsibilities** – The Internet enables students to explore thousands of libraries, databases, research facilities and bulletin boards. Access to Internet provides students with the opportunities to exchange ideas and work collaboratively with Internet users throughout the world. The Lake Holcombe School District believes the benefits to students from access to the Internet, in the form of educational resources and opportunities for collaboration far exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using electronic resources. Some material on the Internet may contain items that are inaccurate or potentially offensive to some people. The Lake Holcombe School District supports and respects each family's right to decide whether or not to apply for independent student access to the Internet.
- IV. **Goals** – Through Internet, learners have the ability to:
 - 1. Access global educational resources.
 - 2. Enter into partnerships to expand their learning options.
 - 3. Broaden their research capabilities by using primary sources.
 - 4. Develop their higher level thinking skills.
 - 5. Differentiate and evaluate available resources.
 - 6. Gain employability skills needed for the 21st century.
- V. **District Internet and Rules** – The network is provided for students to conduct research and

communicate with others. Access to Internet services is given to students who agree to act in a considerate and responsible manner. Parental permission is required for independent access. (See 361.5 - Exhibit) Internet use is a privilege, not a right. Users are to comply and honor district standards and agreements they have signed.

Freedom of speech and access to information are rights to be exercised within the bounds of acceptable standards of the Lake Holcombe School District policies. Teachers and administrators have the right to review files and communications to maintain system integrity and ensure that students are using the system responsibly. Students are not to expect that Internet or general files stored on district computers are private.

Teachers are to guide students toward appropriate educational resources on the Internet. Parents and guardians bear the responsibility for supervision of Internet use outside of school.

The following behaviors are not permitted:

- Sending or displaying offensive messages or pictures,
- Using obscene language
- Using the internet for purposes without a clear educational value,
- Harassing, insulting or attacking others,
- Damaging computers or any items relating to the computer system
- Violating copyright laws, using another person's password
- Trespassing in another person's work or files
- Using the internet for commercial purposes

Depending on the severity of a violation, a student may lose the right to internet access as well as other disciplinary or legal action.

STUDENTS IDENTIFIED AS DISABLED UNDER IDEA

Students identified as requiring special education services under IDEA or Section 504 may have modifications to some rules and considerations, based on their disability. In particular, placement for such students is a decision of the Student's Individual Education team, which is to create an Individual Education Plan (IEP).

This plan is subject to stringent procedural safeguards and cannot be made unilaterally by teachers/administration. This plan is to address to what extent the student is expected to conform to the discipline plan applicable to non-disabled student's alternative consequences procedures for addressing the behavior issues.

IEP team's address these issues annually setting forth the expectations and consequences regarding the rules of the IEP.

Students identified as requiring special education services under IDEA or Section 504 may be temporarily removed from class under the same conditions as a non-disabled student. No change in placement for more than ten (10) school days may be for students with disabilities outside of the IEP process. The ten (10) day limit applies to suspensions or removal.

PRIVACY IN LOCKER ROOMS (Policy 731.2)

The District has the authority under section 120.13(35) of state statute to adopt rules applicable to persons who enter or remain in a building operated by the school board. Based on Wisconsin Act 118, Section 175.22 of state statute, all owners and operators of locker rooms, including school districts, are required to have a policy dealing with the privacy in locker rooms that specifies all of the following:

1. Who may enter and remain in the locker room to interview or seek information from an individual in the locker room.

2. What recording devices to be used in the locker room and the circumstances under which they may be used.
3. The privacy interests of individuals who use the locker room. No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room.

The District observes measures intended to protect the privacy rights of individuals using locker rooms by outlining the following provisions:

1. Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the district administrator/designee.
2. No one is permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside the locker room consistent with District policy.
3. The District considers the following acts done by students or adults as prohibited and subject to disciplinary action and/or legal ramifications:
 - a. Use of cameras, electronic devices (ex. - cell phones) or digital devices that could take a photographic image in areas where one would reasonably expect privacy (locker room, bathrooms).
 - b. Sharing and posting of prohibited personal information or images of any students and/or adults taking in areas considered private.
4. Administrators, faculty advisors, and coaches are to restrict the media or any other person access to student interviews on school property when they feel that it is not in the best interest of the student. Based on this, the following rules are put in place:
 - a. Under no circumstances is any adult or student not affiliated with the participating team allowed in the locker room before, during and after an event. Any person having to conduct business with coaches and participants must do so outside the locker room area.
 - b. No media is allowed on the floor or field for a pre-game interview.
 - c. Coaches and participants are to be made available for interviews or any business conducted by adults outside the locker room.

This policy is posted in every locker room in the District.

PARENT'S RIGHT TO RECEIVE TEACHER INFORMATION

Federal law requires that Districts share the qualifications of teachers in their School District with the public. There are questions parents may want to ask, including:

1. Is my child's teacher licensed to teach the grades or subjects assigned?
2. Has the state waived any requirements for my child's teacher?
3. What was the college major of my child's teacher?
4. What degrees does my child's teacher hold?
5. Are there instructional aides working with my child? If so, what are their qualifications?

All teachers in the Lake Holcombe School District have at least a bachelor's degree and are fully licensed for their assignments. Many have advanced degrees. If a parent/guardian wants to see the state qualifications for his/he child's teacher, you may ask the District or find it on the DPI website at www.dpi.wi.gov. The District may also have instructional aides qualified for their work. If you would like more information about the qualifications of the Lake Holcombe School personnel, feel free to call the school at 715-595-4241.

SECTION II – STUDENT ATTENDANCE & CONDUCT

GENERAL RULES OF CONDUCT

The Lake Holcombe School has high expectations for everyone entering our school – students, staff, parents, and all visitors. These expectations are:

- Be Safe
- Be Respectful
- Be Responsible
- Be Productive

ATTENDANCE

Philosophy

The School District of Lake Holcombe believes a student must be physically present to experience and interact with teachers, other students, materials and activities to receive a well-rounded and productive education. Classroom participation, direct involvement in learning experiences, and dedicated study are all necessary parts of a child's education. Regular attendance and promptness are essential for good performance on any job.

Attendance records are placed on report cards and remain in the student's permanent file. This is made available to college admissions officers as well as future employers.

Required School Attendance

State law requires the Board of Education to enforce the regular attendance of students.

Wisconsin Statutes 118.15 under Compulsory School Attendance states, "Any person having under their control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public, private, or tribal school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age." Also, child who is enrolled in five (5) year old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

A child can be excused for all or part of 5 days maximum per semester by a parent/guardian. When a child is not at school the absence is considered either excused or unexcused. At Lake Holcombe absences are measured in quarter day increments.

Excused Absences

The first five (5) absences of the semester will be excused once the office receives a written explanation, phone call, or verified email of the student's absence. The following absences are to be excused:

- a. Illness or professional appointment (medical, dental, legal)
- b. Hospitalization
- c. Doctor's order not to attend school.
- d. Religious observance day.
- e. Court ordered appearance.
- f. Funeral for a death in the family.
- g. Visits with parent/guardian who may be on military leave or about to be deployed into active service.
- h. Emergency or as approved by administration.

Seniors must have an attendance rate of 90% during the fourth quarter of their senior year, after excused absences, to participate in the graduation ceremony.

Unexcused Absences

An absence from school without a written excuse, phone call, or verified email from the parent/guardian after the five excused absences, is to be considered unexcused.

Consequences for Unexcused Absences in Grades 6-12

1. Each unexcused absence is to result in 30 minutes of make-up time for each half day of absence.
2. Make-up time will be scheduled with the principal.
3. The school does not provide transportation for students serving make-up time.

Tardy

A tardy is defined as not being in the classroom when the bell rings, unless the instructor receives a pass from the office or another instructor. Consequences will be assigned after multiple tardies.

Habitual Truant

A "habitual truant" is a student who is absent from school for more than all or part of 5 days on which school is held during a semester. The district will follow Wisconsin State Statutes. A habitual truant may be referred to juvenile court.

Make-up Work

1. All students with absences are expected to make up the assignments and tests missed.
2. Students will receive two (2) school days to complete the work missed for each absence.

Students Leaving School Prior To Age 18

A student who desires to leave school prior to the age of 18 years must meet all of the following criteria to satisfy school board and State requirements:

1. The student must be at least 16 years of age.
2. The student and parent/guardian must submit a written request to the Lake Holcombe School District requesting the student be excused from further attendance. This request is to become part of the student's permanent record.
3. The student and parent/guardian must also agree in writing that the student is to pursue further education in accordance with State law and requirements, until the student reaches 18 years of age. The name of the institution, exact date of enrollment, and a detailed plan for completion of the student's education leading to a high school diploma is required.
4. The written agreement is to be submitted and approved by a majority vote of the Lake Holcombe School Board.
5. The student and the parent/guardian must comply with the written agreement. Non-compliance by the student of the agreement requires the student to resume normal school attendance with the School District of Lake Holcombe or become subject to truancy petition under Wisconsin State Law.

The student and the parent/guardian must comply with the written agreement. Non-compliance by the student of the agreement requires the student to resume normal school attendance with the School District of Lake Holcombe or become subject to truancy petition under Wisconsin State Law.

STUDENT DISCIPLINE “YOU CAN’T HIDE YOUR LAKE HOLCOMBE PRIDE”

School Expectations

Lake Holcombe School has behavior expectations for everyone who comes into the school. This includes students, staff, parents, and visitors. Those expectations are:

- Be Safe
- Be Respectful
- Be Responsible
- Be Productive

Based on a statewide initiative to focus schools on student learning, a PBIS system has been adopted. Positive behavior interventions and supports include reteaching expected behaviors as well as consequences for unacceptable behaviors. Some behaviors are staff-managed and some are office-managed, depending on the severity. Those behavior categories are listed below with examples of unacceptable behaviors. The behaviors are not limited to these examples.

Staff-Managed Behaviors

- Academic Integrity
 - Student copies or shares minor assignments
 - Plagiarism on minor assignments
- Disrespect
 - Student talks back
 - Being rude or mean
 - Gossiping
 - Inappropriate Language or Gestures
 - Distracting others
 - Not being truthful
- Defiance/Noncompliance
 - Not following directions
 - Dress code violation
 - Challenge authority of staff
- Misuse of Property
 - Using materials for unintended purposes
 - Petty theft (taking someone else’s pencil, etc.)
 - Light graffiti
- Physical Contact
 - Interact roughly with others
 - Public displays of affection
- Technology
 - Using device for unintended purposes

Staff-managed behaviors will be handled in the following steps:

1. Redirect student. Reteach desired behavior to meet PRIDE expectations
2. Discuss behavior one-to-one with student. Review PRIDE expectations. Practice expected behavior.
3. Discuss behavior one-to-one with student. Review PRIDE expectations. Practice expected behavior. Contact parent/guardian.

Office-Managed Behaviors

- Academic Integrity
 - Student copies of shares on major assignments
 - Plagiarism on major assignments
- Verbal or Written Aggression
 - Abusive language
 - Lying
 - Taunting or threats
 - Harassment
- Physical Aggression
 - Fighting
 - Throwing
 - Taunting or threats
 - Harassment
- Misuse of Property
 - Forgery
 - Vandalism
 - Major Theft
 - Graffiti
- Bus
 - See Transportation section of student handbook
- Illegal and Look-Alike Substances
 - Tobacco
 - Alcohol
 - Drugs
 - Paraphernalia
- Technology
 - Using device for unlawful purposes
- Weapons/Dangerous Items
 - Gun
 - Knife
 - Ammunition
 - Lighter/Matches
 - Fireworks

Office-managed behaviors for Elementary students will follow this procedure:

1st Office Referral – Conference with principal, discussion, reteach behavior

2nd Office Referral – Conference with principal, reteach behavior outside of classroom time (during recess, lunch, etc.)

3rd Office Referral – Conference with principal, parent contact, additional consequences set by principal

Office-managed behaviors for students in Grades 6-12 will follow this procedure:

1st Office Referral – Conference with principal, parent notification, and possible detention

2nd Office Referral – 1 detention and parent contact

3rd Office Referral – 2 detentions and parent contact

4th Office Referral – 1 day suspension and parent contact

5th Office Referral – 2 days suspension and parent contact

6th Office Referral – Student and parents meet with school board

7th Office Referral – Expulsion hearing

Depending on the severity of the behavior, steps may be skipped for the administration to handle the situation appropriately. These behaviors can include, but are not limited to, possession of a weapon, illegal substances, fighting, illegal actions. Any infraction can be referred to law enforcement.

POSSESSION AND USE OF WEAPONS

The Board of Education and the Administration promote and preserve a healthy and safe environment for the students and staff at the Lake Holcombe School. No one is to possess or use a dangerous weapon or look-alike weapons in school buildings, or school grounds, in school vehicles, or at school-sponsored activities except as otherwise specifically provided. According to state law, any person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a misdemeanor or felony, depending upon the seriousness of the offense. A minor who violates this law is subject to the provisions outlined in Chapter 48 of the State Statutes, unless jurisdiction is waived. Students of the Lake Holcombe School District must be aware of the fact that acts of misconduct are not tolerated.

A dangerous weapon or look-alike weapon is defined in state statutes and includes a gun, knife, razor, Billy club, martial arts equipment, metal buckle, or any other object which, by the manner in which it is used, is capable of inflicting bodily harm. Any incident in which dangerous weapons are involved, disciplinary measures are to be taken which may include suspension, referral to law enforcement authorities, and referral for expulsion.

STUDENT/ALCOHOL DRUG ABUSE

A student may not knowingly possess, prepare, use, transmit, give away, sell, or be under the influence of any chemical including any narcotic, hallucinogen drug, amphetamine, barbiturate, marijuana, alcohol beverage, or dangerous drug of any kind or have in their possession drug paraphernalia as defined in Wisconsin Statutes.

A student may not possess alcohol or any chemical as defined in the first paragraph on the school property during school hours, the school property at any time when the school is being used by any school group, or off the school property at a school activity, function, or event.

Any student suspected of possessing and/or using alcohol or chemical products has the burden of proof. Under the influence or using are considered a major violation causing a suspension from school and/or cited by county authorities.

The use of a drug authorized by a medical prescription from a registered physician is not considered a violation of this policy.

POSSESSION OR USE OF TOBACCO

The purpose for having a tobacco policy is to provide a healthy environment and promote a healthy lifestyle to the Lake Holcombe students, to make students aware of the financial consequences when tobacco is used and the related health care costs, to conform to the legal regulations prohibiting tobacco use of school-age students, and to promote student participation in a tobacco cessation program provided to aid students who need assistance with tobacco addiction.

Students are not to have tobacco on their person or in their possession in the building, on school grounds, or at any school-sponsored activity. Any student suspected of possessing and/or using tobacco products has the burden of proof. Possession or use are considered major violation causing a suspension from school and/or cited by county authorities.

STUDENT INTERROGATIONS/ INTERVIEWS (Policy 445)

The school is considered an environment of safety for all students. For this reason the school is obligated to control the environment that the children are in for the length of the school day and/or activities being performed outside of the school day.

In the absence of parental consent, the building principal is to release students to law enforcement officials only if a warrant is issued, an arresting officer provides a written statement that he/she has seen the student commit a specific offense, or the officer is in "direct pursuit" of a student who has committed a crime.

Any student found engaging in conduct on school grounds, which, if student were an adult, would constitute criminal conduct, is to be immediately reported to the school administration to be interviewed by the administration and possibly law enforcement officials. If law enforcement personnel are to be called, an attempt is to be made to contact the parents so they can be at the school for the interview. If no parent can be contacted, the school administration is to attend the interview/interrogation by the law enforcement.

Under current existing Wisconsin Statute a parent/guardian does not have to be contacted or give consent for a child to be contacted, observed, or interviewed at school by a county department or agency when determining if the child is in need of protection or services.

School employees have the right to question students without parental approval on matters and information dealing with school policy, handbook, extra-curricular activities or any other matters that relate the rules governing the actions dealing students, staff or property dealing with the school or within the school.

For educational and career purposes, groups such as the Department of Vocational Resources, military and Job Core may enter in to discussion with students for the purposes of investigating and helping future career choices.

If an officer comes to the school investigating matters unrelated to the school, prior approval must be given by the child's parent/guardian before any questioning of said child can take place. This approval can be obtained by written prior approval to the school or approval over the phone from the parent/guardian to the district administrator/designee confirming the interrogation of the student by the officer. A copy of the written prior approval or logging of the phone conversation with the parent to get approval must be placed in the student's file.

If approval is given by the parent/guardian, and they cannot attend the questioning process, no representative from the district is to sit in during questioning. If a parent/guardian does not give approval or is unreachable for consent to question his/her child, no questioning of subjects unrelated to school matters is to take place. In no other case does any non-school personnel have the right to interview an individual pupil on the school premise during the school day.

Students are not to be allowed to leave the school grounds for any interrogation/ interview except with a parent or a legal guardian that has been designated by a court document that is on file in the office. In this way the school and its personnel are able to declare themselves as a neutral party in any custody or legal action taken against a student.

School personnel have the ability to question any person leaving the school grounds with a child as to the relationship and the purpose. If the person cannot provide any proof of legal guardianship to the child, the school personnel is to report the incident to the office.

BULLYING (Policy 443.9)

The Lake Holcombe School District expects everyone, no matter what age, to treat other people with respect, fairness and consideration, thus striving to provide a safe, secure and respectful learning environment.

Bullying is defined as any consistent, conscious, willful, deliberate, or hostile behavior through the use of words and/or actions intended to do harm or cause fear, humiliation, or intimidation to another person. It is a repeated behavior that causes 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 (assault, hitting, punching kicking, theft, etc.)
2. Verbal (threatening or intimidating language, teasing, name calling, racist remarks, etc.)
3. Indirect (spreading cruel rumors, intimidation through gestures, social exclusion, sending insulting messages or pictures by mobile phone or using the internet – cyber-bullying, etc.)
4. Between students, students and adults, adults and adults.

Bullying causes 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. For this reason, bullying behavior is prohibited in the school building, on school property, on school vehicles (contract and non-contracted) and at all school events (home or away). Also, the use of any school property and/or equipment is not to be used to bully any person. All reports (verbal or written) will be taken seriously.

The school board expects district employees to properly instruct and supervise students under their charge. Staff who has witnessed or suspects that students are being bullied is to intervene as soon as possible and are mandated by law to report the bullying incident to the administration and are subject to disciplinary action if failure to do so. This reporting can be done on a disciplinary referral form.

A non-staff person that witnesses an act of bullying is asked to report it to any staff person or the administration and may do so on a confidential basis.

The principal is to investigate the report within two (2) days of receiving it and to take immediate action to try to make the bullying stop and explain to the person what the disciplinary actions are if the actions continue. These actions do not necessarily have to follow the steps in the discipline process of the student and can be increased at the principal's discretion.

Affected parents/guardians of the person suspected of bullying and the victim of the bullying are to be notified that a report has been made, and an investigation has started. The district is to keep a confidential report to the extent required by law for both the accused and the accuser.

If the action after intervention does not stop, the student is to be reported to the principal for further investigation and possible other disciplinary action.

Students who bully or retaliate to others that make bullying reports are to have consequences that and may include any of the following: reprimand, detention, suspension, expulsion, or referral to legal authorities for them to determine how it should be handled.

Records of all bullying behavior are to be kept on file with the following information:

- What the investigation indicated
- Interventions used
- Consequences

Both staff and administration need to make sure that the victim feels safe. The Principal is to review the anti-bullying policy with both students and staff on a yearly basis. The administration is to provide a copy of this policy to organizations who have cooperative agreements or contracts that involve students or to any person who requests it.

SEXUAL HARASSMENT (Policy 411.3)

The School District of Lake Holcombe is to maintain a learning and working environment that is free from sexual harassment. It is a violation for any employee or volunteer of the Lake Holcombe School District to harass another employee, volunteer, or student through conduct or communications of a sexual nature as defined under “**Definition**”. Students are not to harass other students, employees, or volunteers through conduct or communications of a sexual nature as defined under “**Definitions**”.

A. Definitions:

Sexual harassment is a form of sex discrimination, and is illegal as defined by Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act, the 14th amendment of the U.S. Constitution, and numerous state criminal and civil statutes.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to conduct is made either explicitly or implicitly as a term of condition of an individual’s employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions that affect such individual; or conduct that has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working condition.
3. Sexual harassment may include, but is not limited to the following as set forth under “Definition”:
 - A. Verbal harassment or abuse pressure for sexual activity.
 - B. Repeated remarks to a person, use of inappropriate language or jokes with sexual implications.
 - C. Unwelcome touching or unsolicited, inappropriate gestures.
 - D. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s grades, job, etc., repeated display of offensive, sexually graphic materials which is not necessary for business purposes.

B. Procedure:

1. The building principal is the designated sexual harassment officer in the District and is responsible for coordinating federal regulations concerning sexual harassment. The enforcement of this policy is to be enacted according to the following procedures.
 - A. Oral complaints are to be handled informally.
 - B. Written complaints should be specific in nature and include the following:
 1. Nature of the harassment and corresponding dates.
 2. Name, address and telephone number of the complainant.
2. The following steps are to be taken to resolve the complaint:
 - a. The building principal is to:
 1. Promptly notify and file the complaint with the superintendent regarding the complaint.
 2. Promptly investigate the complaint by notifying the person who has been accused of harassment, arranging a meeting to discuss the complaint with all concerned parties within ten (10) working days after receipt of the written complaint.
 3. Exercise discretionary authority to discipline the employee, volunteer, or student involved if the principal feels that the evidence as presented warrants this action.
 - b. If the complainant is not satisfied with the result of the investigation and the

follow-up activities of the principal, the complainant may submit a written appeal to the superintendent indicating the nature of the disagreement and the underlying reason(s) in the report within ten (10) working days after the receipt of the principal's report.

- c. If the complainant requests a meeting within ten (10) working days or the superintendent determines that a meeting is warranted, the complainant and other affected parties are to meet at a mutually agreed time to discuss the appeal. The superintendent has ten (10) working days to respond to the appeal and may exercise discretionary authority to discipline the employee, volunteer, or student involved if the superintendent feels satisfied that the evidence warrants discipline.
- d. If the complainant or the superintendent wishes to pursue the matter further, either party may file an appeal to the Board of Education within ten (10) working days requesting a hearing after the decision in step "c" has been rendered. The School Board is to hear the evidence regarding the matter in closed session and take appropriate action to resolve the matter as soon as possible.

C. Sanctions:

1. A Substantiated charge against an employee or volunteer in the school district is to subject the employee or volunteer to appropriate disciplinary action, including possible discharge.
3. A substantiated charge against a student in the school district is to subject that student to student disciplinary action, including suspension and/or expulsion, consistent with the student disciplinary code. Referral to County Social Services may be effected as a result of the discipline enacted.
4. Employees, volunteers or students who feel they have been subject to sexual harassment as defined in this document, are encouraged to file a bonafide complaint of conduct with the Lake Holcombe Board of Education in order to apprise its members of any instances of improper conduct or violations of this policy. Individuals who retaliate against an employee, volunteer or student who files a bona fide complaint under this policy or who assists in an investigation under this policy are to be subject to immediate, appropriate disciplinary action for such conduct.

D. Notifications

Notice of this policy is to be distributed to all district employees and incorporated in staff and student handbooks. Regardless of how its appearance and existence are rationalized, sexual harassment interferes with the right to receive and equal educational opportunity, therefore, the District wishes to inform the Lake Holcombe students and staff through written policies, seminars and actions that:

1. Sexual harassment is tolerated;
2. All sexual harassment accusations are to be taken seriously;
3. The district is to work to empower people to handle situations involving sexual harassment themselves, and
4. The district is to protect the rights of everyone involved as it attempts to resolve all situations
5. Any complaint is to be treated in a confidential manner to whatever extent possible.

SECTION III – TRANSPORTATION

BUS TRANSPORTATION

The School District provides qualifying district students with bus transportation from a licensed bus company.

Safely transporting students to and from school, in a large vehicle, through changing weather conditions is a demanding job. For the safety of everyone, students riding the bus need to follow all established rules and the directions given by their driver. Transportation may be denied to anyone causing a disturbance, endangering the bus, or threatening the health and safety of the passengers and driver.

BUS RULES

Bus conduct referral forms are to be utilized with all referrals first evaluated by the driver and the transportation supervisor prior to being submitted to the school administration. Rules of the bus are as follows:

1. Obey the bus driver at all times.
2. Keep the hands and head inside the bus at all times until leaving the bus.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. The offender or parents, or guardian must pay for damage to seats, etc.
5. Keep books, packages, coats and all other objects out of the aisles.
6. Remain in the bus in cases of emergency, unless directed to do otherwise by the driver.
7. Do not throw anything within the bus or out of the windows.
8. Remain in your seat while bus is in motion.
9. Be courteous to fellow pupils, the bus driver, and to people passing by.
10. KEEP ABSOLUTELY QUIET when approaching a railroad-crossing stop.
11. Parents are to be notified if there is continuous misconduct on the bus. Bus riders may be denied the privilege of riding the bus.
12. Inform the driver if possible when a rider is to be absent.
13. The use of squirt guns, water balloons, etc. is prohibited
14. Students wishing to ride the bus, other than their assigned bus, must secure written permission from parents, and present the permission to bus driver for a release to another bus, early in the school day, for final approval. The student is to pick up their note in the office and give the note to the driver when entering the bus. The bus driver is not to transport non-assigned students without permission pre-signed permission slip.

AFTER LEAVING THE BUS

1. When necessary to cross, go at least 10 feet in front of the bus after checking to be sure no traffic is approaching, and after receiving the signal from the driver.
2. Help look after the safety and comfort of small children.
3. Do not leave the bus at other than your regular stop unless proper parent and school officials have given authorization in advance.
4. The infractions are adjudged as a minor infraction.

BUS DISCIPLINE

1. Minor Infraction
This is defined as an act, which does not jeopardize the safety of others or cause distraction for the driver and can be handled by the driver involved or the transportation supervisor. Parents are to be notified of the nature of the infraction.
2. Major Infraction
This is an act, which endangers the safety of the passengers or distracts the driver

causing his/her loss of concentration. The possibility of causing an accident is the determining factor in categorizing this infraction. The driver, the transportation supervisor and the district administration are to immediately address major infractions. Parents are to be notified of the nature of the infraction.

Repeated minor infractions have a cumulative effect with the result that three (3) minor infractions are considered equal to one (1) major infraction. Failure of the student to correct his/her behavior results in the following:

FIRST MAJOR:	loss of bus privilege for one (1) week
SECOND MAJOR:	loss-of bus privilege for four (4) weeks
THIRD MAJOR:	loss of bus privilege for remainder of the semester, minimum of eight (8) weeks
FOURTH MAJOR:	loss of bus privilege

Any person who purposely damages a bus or causes bodily harm to another student or the driver loses the privilege of riding the bus for one (1) academic year.

BUS TRANSPORTATION – EXTRA CURRICULAR ACTIVITIES

In addition to the bus rules, the following will apply:

- If the student of an activity is to leave prior to the end of the school day, a listing of students going to the event is provided to staff by the coach/chaperone.
- Only students listed as activity members have the ability to ride the bus to the event unless the head of the activity gives consent to other students and notifies the administration/designee prior to leaving for that event.
- Students participating in the event are not able to perform in the activity unless they ride to and from the event in a designated school sponsored vehicle. Exceptions to this rule are as follows:
- The parents give written permission to the coach/chaperone of the event to ride with the parent home from the event.
- If the parent is not to be at the event but wishes their child to ride home with another adult who is a minimum of 21 years of age, a signed note should be sent to the office by the morning of the event. This note includes a telephone number where the parent can be reached for confirmation.
- Special circumstances may arise whereby students do not have the ability to ride the school vehicle to an event. A student can get permission not to ride the school vehicle to an event only through a written request from the parent to the school principal prior to the day the bus leaves for the event. If the principal gives permission, the principal notifies the Activities Director and the activity's coach/chaperone of the decision. In this case the student is not to be denied participation in the event. In this situation:
 1. A decision cannot be appealed to a higher level.
 2. Decision are not precedent setting.
 3. A request must be that the student ride with the parent.
 4. A request can only be for an event or a particular day.
 5. Students are to enter and leave the bus in an orderly fashion.
 6. Upon entering, students are to go directly to their seats, with no more than three students to a seat. They are not allowed out of their seats without the permission of the chaperones.
 7. Overt displays of affection are not tolerated.
 8. Students must be ready to board the bus at the announced departure time and must return to the bus at the time instructed.
 9. The driver is in complete charge of the students when being transported by any school sponsored vehicle.
 10. The chaperone/coach lends assistance in the enforcement of any rules by the driver of any school sponsored vehicle when students are in the school sponsored vehicle.
 11. The principal upholds any reasonable course of action taken by the driver of any school sponsored vehicle or the chaperone/coach at a school sponsored activity.

12. If it is deemed necessary that a student is not to ride a school vehicle to future school events, a decision is made as to the student's participation in future events.
13. Bus rules are to be strictly adhered to by the students. If a student chooses not to follow the rules set down, the student chooses to be punished accordingly by the driver.

SECTION IV – ELEMENTARY

PBIS PROGRAM (FORMERLY POPS)

The Lake Holcombe POPS program was started in 1987 to promote positive behaviors, stimulate school spirit and make a positive connection between the community and the school. This program has transitioned into our current PBIS program (Positive Behavioral Interventions and Support).

At the beginning of the school year, there will be a PBIS kick-off to teach and review appropriate behaviors for the classroom, hallway, bathrooms, playground, gym, commons, as well as when students enter and exit the school or attend after school activities.

The PBIS student council is selected from grades 2-6. The council is designed to help students become involved in some of the decisions concerning activities at school. The council helps make school fun and interesting. They also promote community service projects. Examples include a food drive for the food pantry; collect blankets for those in need, send money to disaster victims, etc.

PLAYGROUND EXPECTATIONS

General Expectations:

- Dress for the weather
- Listen to the supervisor
- Stay in designated areas
- Use equipment appropriately
- Maintain healthy personal space
- Lines up quickly when the bell rings
- Keep hands and feet to yourself

More specific playground expectations will be taught to students at the beginning of the school year during the PBIS kick-off.

The following weather rule has been put in place for any recess time during the day.

1. If the weather is above “0” degrees on the thermometer or “-5” degrees wind chill, the students will go outside.
2. If the weather is below “0” degrees on the thermometer or “-5” degrees wind chill, the students will have indoor recess.

TESTING

Lake Holcombe School District complies with Wisconsin State assessment requirements, administering the Forward Exam at the following grade levels:

- 3rd - Reading, Math
- 4th - Reading, Language, Math, Science, Social Studies, Writing
- 5th - Reading, Math
- 6th - Reading, Math
- 7th - Reading, Math
- 8th - Reading, Language, Math, Science, Social Studies, Writing

The ACT Aspire is administered to:

- 9th – English, Reading, Writing, Math, Science
- 10th – English, Reading, Writing, Math, Science; plus Forward Social Studies

Testing at each grade level represents 5-7 hours of testing.

All Juniors will take the following assessments:

- ACT – English, Math, Reading, Science
- WorkKeys – Workplace Documents, Graphic Literacy, Applied Math

Lake Holcombe School is a contracted testing site for the ACT; ACT regulates the administration of these assessments during the calendar year.

GRADE ADVANCEMENT (Policy 345.2)

Promotion of Students

Students in the School District of Lake Holcombe are promoted annually from one grade to another upon completion of satisfactory academic work. A student may be retained in the same grade when his/her standard of achievement does not allow satisfactory progress in the next higher grade. Staff are to make recommendations to the principal, after working with the student and parents to improve the student's progress. Where professional measures demonstrate a lack of academic gains, the school district reserves the right to deny advancement. Parents are to be notified that there are concerns regarding the educational progress of their child.

Kindergarten – Grade 3

Research indicates that necessary retention should occur before the student completes the primary grades. Whenever possible or advisable, the student will be assigned to a different teacher for the second year in the grade.

Grades 5-7

Promotion and retention of students in grades 5, 6, and 7 are based upon the recommendation of the general teaching staff and principal. Any student who is failing in two academic areas is a potential candidate for retention.

Grades 4 & 8 Promotion Policy

Level 1 – Academic Performance

Grade 4

Students receiving a passing grade at the end of the year in three out of five academic subject areas: Reading, Language Arts, Mathematics, Science, Social Studies; and a passing grade at the end of the year in two out of three special areas: Music, Physical Education, Art will be promoted to 5th Grade.

Grade 8

A student who does not meet the qualifications stated in Section A and Section B is a potential candidate for retention.

- A. Pass two (2) out of four subject areas:
English, Mathematics, Science, Social Studies;
- B. Pass four (4) out of seven of the following classes:
Physical Education, Music, Family and Consumer Education, Foreign Language Exploratory, Industrial Art, Computer Education, and Reading.

Level 2 – Forward Exam

Subject Areas: Reading, Language Arts, Writing, Mathematics, Science, and Social Studies

1. Achieving a proficiency level of Basic or above where achievement is reported by proficiency level (Reading, Language Arts, Writing, Mathematics, Science, Social Studies)
2. Achieving a holistic score of two out of six on the Writing assessment

Level 3 – Grade Advancement Committee

1. Consideration is given to the history of a student's academic performance as demonstrated by one or more of the following:
2. GPA in the content area(s) in which the student scored at the minimal level on the Forward Exam
3. Performance on progress monitoring and other assessments
4. Performance on district level tests
5. Report cards from Kindergarten – Grade 3

6. Unit test scores
7. Daily assignments
8. Prior retention
9. Successful completion of goals based IEP

Grade Advancement Committee Members

1. Building principal
2. Guidance counselor
3. EEN teacher/s if appropriate
4. One or more classroom teachers having worked with the student
5. Other staff appointed by the building principal

The decision to advance or retain is made by the Grade Advancement Committee members. Students participating in the 8th Grade Promotion Ceremony must meet the described requirements.

Level 4 – Appeal Process for Grade Promotion

1. A written appeal to include rationale for promotion is to be submitted to the Superintendent of Schools within ten (10) working days of receiving written notification of non-promotion. The Superintendent is to schedule a meeting with the parents of the student within ten (10) working days to discuss the appeal. Following this meeting, the Superintendent is to notify the parents via certified mail of his/her decision within ten (10) working days.

A chart of the grade advancement policy can be found in board policy #345.2, Rule 1 on the District website.

SECTION V – MIDDLE AND HIGH SCHOOL

ACADEMIC RECOGNITION

The following criteria is used in determining eligibility for academic awards and recognition for Grades 9-12:

A Student at Lake Holcombe must have a cumulative Grade Point Average in:

9 th Grade:	3.85 or better – 2 semesters
9 th /10 th Grade:	3.67 or better – 4 semesters
9 th /10 th /11 th Grade:	3.33 or better - 6 semesters
9 th /10 th /11 th /12 th :	3.00 or better – 7 semesters

The award presentation would be as follows:

1 st time award	Chenille letter with word “Academic” on it.
2 nd time award	Gold Bar
3 rd time award	Silver Bar
4 th time award	A framed certificate with student’s name, recognition, and cumulative GPA.

The top 5 students in each class are recognized with a medallion at Awards Day. A student is recognized for a single academic recognition achievement when it occurs at any single grade level. In other words, if a student was a straight A student at the 10th grade, he/she receives the first academic recognition award (letter). If for 4 straight semesters they had a 10.45 or better, they receive the second award etc.

SEMESTER TESTING

This option along with the grading is given to every teacher at his or her own discretion.

STATE TESTING

Lake Holcombe School District complies with Wisconsin State assessment requirements, administering the Forward Exam at the following grade levels:

- 6th - Reading, Math
- 7th - Reading, Math
- 8th - Reading, Language, Math, Science, Social Studies, Writing

The ACT Aspire is administered to:

- 9th – English, Reading, Writing, Math, Science
- 10th – English, Reading, Writing, Math, Science; plus Forward Social Studies

Testing at each grade level represents 5-7 hours of testing.

All Juniors will take the following assessments:

- ACT – English, Math, Reading, Science
- WorkKeys – Workplace Documents, Graphic Literacy, Applied Math

Lake Holcombe School is a contracted testing site for the ACT; ACT regulates the administration of these assessments during the calendar year.

GRADE 6 & 7 PROMOTION (Policy 345.121)

Promotion and retention of students in grades 7 are based upon the recommendation of the general teaching staff and principal. Any student who is failing in two academic areas is a potential candidate for retention.

GRADE 8 PROMOTION (Policy 345.121)

Students receiving a passing grade at the end of the year in two (2) of four subject areas: Language Arts, Mathematics, Science, Social Studies; AND a passing grade at the end of the year in four (4) of the seven following classes: Physical Education, Art, and Exploratory in Family & Consumer Education, Foreign Language, Industrial Arts and Computer Education.

STUDY HALL RULES AND REGULATIONS

1. All students in study hall will sit in an assigned seat.
2. Food and drink are not allowed in study hall; clear water bottles are allowed, but only for water.
3. Cellphones are not permitted in study hall; if a cellphone is brought into homeroom it must be placed in a designated area as directed by the teacher.
4. Working together or in groups is restricted and only allowed with permission from classroom teacher (example- permission from English teacher to work with another student on an English assignment).
5. Students will be in their assigned study hall unless permission is given with a pass or a phone call from the teacher to come to his/her classroom.
6. Chromebooks, tablets, computers, and electronic devices are for school-related work. Inappropriate use such as, but not limited to, games, E-bay, and Craig's list, will result in loss of computer privileges.
7. With teacher permission, tablets and mp3 players may be used for reading books or listening to music with earbuds. These devices are to be visibly placed on the student's desk and not used for non-educational purposes. Inappropriate use of any device will lead to loss of this privilege.
8. Students are expected to remain in their seat until the bell rings at the end of the period or the end of the day.
9. Students are expected to bring enough work to last the entire study hall period. Students will not be allowed to back and forth to their lockers.

DRIVING REGULATIONS

Students are allowed to drive vehicles to school and park on District grounds in compliance with District rules. Vehicles by definition include both motorized and non-motorized. Due to local fire ordinances and seasonal maintenance, all students are required to park motorized vehicles in the lower lot next to the tennis courts or off school grounds. All students are expected to lock their vehicle upon arrival at school and not to return to that vehicle until the end of the school day.

Any person parking on school grounds consents to a search by District authorities or any local, state or federal authorities when their vehicle is suspected in a violation of District rules, local/state, or federal law.

The District is not responsible when a personally owned vehicle is coming to school or on District property for the following:

1. A student's personal safety whether that person is a driver or rider of the vehicle.
2. The loss, theft or damage of any vehicle or items in a vehicle.
3. Damage done to another vehicle.
4. Injury done to a pedestrian that is caused by the vehicle.

VERBAL/PHYSICAL ASSAULT OF A SCHOOL EMPLOYEE

Physical or verbal assault or threats on a district employee by a student is strictly forbidden. This action results in immediate suspension from school and a recommendation for expulsion. The school or the school employee may take criminal and/or civil action.

This action will be reported to the legal authorities, and parents are to be immediately notified.

SENIOR STUDENT EARLY RELEASE

A student who has been classified as a Senior in high school, in good academic standing, has no attendance concerns and is on track for graduation is able to leave school during their normally scheduled study hall time.

To qualify for early release, a Senior student must:

1. Have earned at least 20.5 credits by the end of their junior year.
2. Be passing all classes in which they are currently enrolled.
3. Be in good standing concerning attendance—no truancy concerns
4. Be enrolled in a minimum of 7 credits their senior year.
5. Have a signed parent permission, allowing the student to leave school during their scheduled study hall time.

A Senior student meeting these requirements may sign in and out at the office. Should the Senior student need to stay for study hall to complete school work, the Senior student is to inform the office where he/she is studying.

Senior students taking advantage of early release are not allowed to be in school, roam through the halls, or be in unsupervised classrooms. He/she must be stay in their assigned location.

A Senior student is reassigned to a full day schedule when:

1. Grades in any subject fall below passing.
2. Attendance falls below 90% attendance or the student becomes truant.
3. A parent or administration requests the Senior student remain in school.

When a Senior student is reassigned to a full day schedule, his/her schedule change remains in effect until a reinstatement form that requires signatures from all classroom teachers, the principal, guidance, counselor and a parent is signed and submitted. A senior student who loses release privileges due to attendance must be present in school for ten (10) consecutive days to regain the release privilege. Both the parent and the student have to sign off for this to happen.

EMPLOYMENT EDUCATION

Overview

The Lake Holcombe Cooperative Education program allows students an opportunity to extend their education into the work-site, taking advantage of real life learning opportunities through a course titled Cooperative Learning. Through this course, students gain work experience under paid employment conditions, while continuing their academic studies to complete high school.

Cooperative Learning students usually work 5-15 hours per week, with a minimum requirement of 5 hours per week. Students are responsible for securing the job and providing their own transportation to and from work.

This course is designed for high school seniors who:

- Are in good standing in concerns with attendance (no truancy concerns).
- Have earned a minimum of 20.5 credits prior to the beginning of their senior year.
- Are passing in all classes in which they are currently enrolled.
- Have a signed parent permission form, allowing the student to leave school early each day.

The student's first obligation is to his/her school work. When the student needs to stay in the remaining study hall hour to complete school work, they must be in an assigned location and also inform the office

where he/she is studying. Seniors taking advantage Cooperative Learning are not allowed stay in school, roam the halls or be in unsupervised classrooms.

The student can be placed on probation for the following reasons:

- Problems arise with attendance or grades.
- A grade in any course falls below passing.
- There are problems with attendance and/or tardiness, as stated in the student handbook.

When placed on probation, the student immediately notifies his/her employer, as the student's hours he/she is available for work may change. The student has one week to correct the problem. If not corrected, the student can be dropped from the course and returned to a full day of school. If dropped from the course, the student is expected to be in school from 8:00 am through 3:18 pm.

If the student worker is released from their job, by the employer or of their own choosing, the student has one week to secure other employment. If no other employment is found, the student is expected in school from 8:00 am through 3:18 pm for the remainder of the semester.

Objectives

- A. Provides the student with real work experience in business or industry
- B. The student gains knowledge of general employability skills
- C. The student receives credit and a grade for satisfactorily completing course expectations.

Responsibilities

- A. Student:
 1. Be of senior status, enrolled in a minimum of 6 additional credits plus Cooperative Learning.
 2. Secure a job working a minimum of 5 hours per week.
 3. Maintain employment for the duration of the semester.
 4. Complete work skills time sheet each week and submit all course paperwork to Cooperative Learning teacher.
 5. Insure quarterly work evaluation is submitted from your employer.
 6. Maintain passing grades and comply with school attendance policy. Notify your employer immediately when placed on probation.
 7. Inform the Cooperative Learning teacher immediately when your employment is terminated.
- B. Employer:
 1. Interview, hire and provide training for student worker.
 2. Pay student worker a wage complying with state law.
 3. Complete quarterly progress evaluations and mail evaluations to cooperative teacher.
 4. Comply with child labor laws.
 5. Employer must understand school commitments come first; work hours cannot be scheduled during the time of student's scheduled classes.
 6. Inform the school when the student worker is dismissed from employment.
- C. Parent:
 1. Assist the student worker in meeting the academic and attendance requirements of the program.
 2. Ensure transportation to and from the work site is provided.

Procedure

- A. Student registers for Cooperative Learning during scheduling.
- B. Prior to the beginning of the program, student secures a job.
- C. Student submits the following completed paperwork during the first week of the program:
 - Signed student agreement
 - Signed parent agreement
 - Signed employer acknowledgement

- D. Student submits weekly timesheets to their Cooperative Learning teacher
- E. One week prior to the end of each quarter, the student gives their employer an evaluation form and stamped, addressed envelope. The evaluation must be returned in order for student to receive quarter and semester grades.
- F. Students meeting all required responsibilities are to earn ½ credit for per semester.

STUDENTS LEAVING SCHOOL PRIOR TO AGE 18 (Policy 345.62)

A student who desires to leave school prior to the age of eighteen (18) years of age must meet all of the following criteria to satisfy school board and State requirements.

1. The student must be at least sixteen (16) years of age.
2. The student and parent/guardian must submit a written request to the Lake Holcombe School District requesting the student be excused from further attendance. This request becomes part of the student's permanent record.
3. The student and parent/guardian must also agree in writing that the student is to pursue further education in accordance with State law and requirements, until the student reaches eighteen (18) years of age. The name of the institution, exact date of enrollment, and a detailed plan for completion of the student's education leading to a high school diploma is required.
4. The written agreement is to be submitted and approved by a majority vote of the Lake Holcombe School Board.
5. The student and parent/guardian must comply with the written agreement. Non-compliance by the student of the agreement requires the student to resume normal attendance with the Lake Holcombe School District or become subject to truancy petition under Wisconsin law.

SCHOLARSHIP APPLICATION PROCESS

1. By the second week in January, seniors receive scholarship information during their English class. Information is also posted on the Scholarship page of the school website.
2. A scholarship resume, 1 or 2 letters of recommendation and a transcript are to be submitted to the guidance office by the first Wednesday in February. Reminders of the due date for these items are sent by e-mail and announcements.
3. The resume is reviewed by coaches and advisors for obvious discrepancies.
4. Essays are to be included in some of the application processes. A schedule of due days beginning the second Wednesday in February is given to seniors and listed on the Scholarship page. Students are reminded of due dates through announcements.
5. If an essay is involved in the application process, students must submit all essays to the guidance counselor who in turn sends the application packet to the organization offering the award; student's scholarship packet includes resume, letters, and transcript.
6. All due dates are final.
7. A scholarship committee comprised of faculty and administration makes sure all rules are adhered to.

GRADUATION REQUIREMENTS

For a student to graduate from Lake Holcombe High School the following criteria have to be met:

1. The successful completion of 26 ½ credits; credits to include passing of the required classes set down by the Lake Holcombe School District.
2. Pass the State required Civic exam
2. Students have a record of attendance for eight (8) semesters.

3. The last 2 semesters of attendance have to be at Lake Holcombe High School.
4. Exceptions to any of the above must be made in writing to the School Board.

The 26 ½ credits required for graduation shall include the following:

English = 4 credits; Math = 3 credits; Science = 3 credits; Health = ½ credit
Social Studies = 3 credits; Physical Education = 1 ½ credits;
Electives = 11 ½ credits

GRADUATION EXERCISES

Graduation exercises are held each spring for Lake Holcombe School District's high school seniors. Although a student may receive a diploma for the completion of approved course work, graduation exercises are considered a special extra-curricular event shared by students, family, school staff, family friends, and the community. Those participating are representing the Lake Holcombe Education Community and warrant extra guidelines for participation.

In order for a student to participate in graduation exercises the student must meet the following criteria:

1. Complete all course work, assessments, and have final grades registered in the main office, prior to graduation day.
2. Pass at least six (6) credits during their senior year.
3. Have no expulsion, suspension, or detention on record to serve.
4. Not being precluded from being on school grounds.
5. Have an attendance rate of 90% fourth quarter of their senior year after excused absences.
6. Have all bills to the school paid in full.
7. Meet graduation requirements of Policy #345.6

Only those students receiving diplomas participate in the graduation ceremony. The valedictorian and salutatorian represent the senior class as speakers at the graduation exercises.

ACADEMIC COURSES – High School

1. Students will take a combination of required and elective courses.
2. All students are required to enroll for (7) credits per year.
3. Students must have 26.5 credits to graduate.
4. Students may enroll in courses below their grade level.
5. Students are allowed to make schedule changes the first week of school and one week prior to the start of the second semester.
6. Students are required to take 1.5 physical education credits during high school; a student may take additional physical education courses if the classes are not filled.
7. Some courses listed in are offered alternate years and may not be in this year's schedule.
8. All 500 level courses are advanced courses. Criteria used to enroll in these courses are: availability, placement tests, past high school grades in subject area, and final approval by Lake Holcombe School administration. In the event that more students register for an individual course than available openings, the highest ranking students will be admitted by using the criteria listed above. Class size limits are imposed by university or technical school class numbers and the WIN Network.
9. Early College Credit and Start College Now Dual Enrollment.
 - A. Criteria:
Students who wish to take a college course through distance learning must meet the following

criteria and abide by the following rules:

1. Students considering Dual Enrollment must meet with the school counselor to determine what courses align with academic plans and whether prerequisites for college courses can be met.
2. Students may not participate in both ECCP and SCN in the same term: students may take courses through Transcribed Credit at any time.
3. A participating student is considered a college student in the eyes of the postsecondary institution.
4. Lake Holcombe School District will pay for up to 18 college and/or technical college credits taken by a student. There is no limit to the number of Transcribed Credits a student may earn.
5. The student, or the student's parent or guardian, will be **required to repay** the School District of Lake Holcombe for tuition and books for any course(s) that the student fails or fails to complete.
6. One college credit will be equal to .25 Lake Holcombe High School elective credit.
7. Textbooks purchased by the Lake Holcombe School District to support ECCP or SCN must be returned to the District upon course completion.
8. Submitting an ECCP or SCN application and obtaining approval from the Lake Holcombe School District **does not guarantee** a student will be able to take a course. Each institution of higher education will determine entrance requirements and course availability.

B. Rules:

1. Attendance is mandatory.
2. Students are expected to be quiet and respectful to other students and instructor. Continual breakage of this rule may be cause for removal from the class
3. High school credits and grades are issued for distance learning courses, and included on the high school transcripts and the cumulative GPA.
4. Assignments must be completed on time.
5. Nonpayment of college or technical courses may result in not being able to attend or participate in extracurricular activities (Ex.- graduation, prom, sports, clubs, forensics, dances and other school events, etc.)

CLASSES

The following courses are required for the Class of 2016 and beyond.

1. Freshman:

- A. Required: English 9, World History, Math (Pre- Algebra, Algebra, or Geometry, Science (Physical Science or Biology)*
- B. Elective courses as listed on the schedule, beginning with 100 level courses.

2. Sophomores:

- A. A. Required: English 10, American Government, (Algebra 1, Geometry, or Algebra 2), Science (Chemistry, Biology, or Physical Science), Health (1 Semester)*
- B. Elective courses as listed on the schedule, beginning with 200 level or below

3. Juniors:

- A. Required: English 11, US History, Math (Geometry, Algebra 2, Pre-calculus), Science (Chemistry, Anatomy, Chemistry 2, Environmental Science Land & Water)*
- B. Elective courses as listed on the schedule, beginning with 300 level or below

4. Seniors:

- A. Required: English 12, Novels & British Literature*
- B. Elective courses as listed on the schedule, beginning with 400 level or below

* Also required- 1.5 credits physical education during high school

A full list of courses is available on the Class Courses page of the school website.

SECTION VI – EXTRA-CURRICULAR ACTIVITIES

EXTRA CURRICULAR ACTIVITIES

NATIONAL HONOR SOCIETY

The National Honor Society is an organization for students who are demonstrating outstanding character, leadership, service and scholarship. A Sophomore, Junior or Senior may be a member.

A 3.33 GPA (B+) average is required to be considered for membership. Eligible students will be notified that they are being considered. They then must fill out the application and a faculty committee reviews the applications to approve/rejects their nomination depending on their school behavior record, service and leadership. An induction ceremony is held in the spring for new members and new officers. Service activities are planned during the year. NHS members wear gold cords on their graduation gowns to distinguish their accomplishments.

WEIGHT ROOM

A. General Regulations:

1. The overall supervision and control of the operation of the weight room is under the director of athletics and the coaches.
2. The weight room is open when there is a responsible supervisor to oversee the time that it is open. For the purpose of district rules a responsible supervisor" is a person who is eighteen (18) years or older and who has experience and/or training in the safe use of weight room equipment.
3. The number of supervisors in the weight room are not limited but at no time can a supervisor take time away from any active lifter.
4. At no time is the weight room to be open without an approved supervisor.
5. No person can be lifting in the weight room alone. This includes supervisors.
6. The youngest any person can lift is the 7th grade and only after they have had weight training education via the Phy. Ed. Program specifically set up by supervisors.
7. All lifters are to be trained in lifting prior to being allowed to use the equipment.

B. Hours of Operation:

1. Students or classes of the Lake Holcombe Public Schools have priority during the school day and from 3:30-6:00 p.m.
2. Adults may lift prior to 7:45 a.m. and after 6:00 p.m. They must have a qualified supervisor in attendance.
3. Students who lift other than the times specified in number 1 are considered equal to the adult in use of equipment.
4. The supervisor makes all decisions about radio and TV.
5. Community Ed. Classes have priority during the evening.
6. All weight lifters are to report to the supervisors when they arrive and when they leave.

ACTIVITIES POLICY

This is a summary of the activities policy. A more detailed description of guidelines for students involved in school related events and extra-curricular activities can be found in the Activities Policy Handbook.

Students involved in Activities often have more stature in a community than any other representative of our school. Participation in activities means more than competition between two individuals or two teams representing different schools. It teaches fair play and sportsmanship, understanding and appreciation of teamwork, and the fact that quitting means failure, while hard work means success. The development of leadership and cooperation are traits all students will benefit from continually. The Activities Policy is in effect for all students 365 days a year.

Extra-curricular activities are provided for the enjoyment or participation of the students and adults in the community.

To maximize the enjoyment for all, the District needs public cooperation in adhering to the following regulations:

1. Enter and leave the building through the main lobby (commons) only, except in cases of emergency.
2. All spectators should be seated while the games are in progress until the half-time break or the game is over.
3. No one is allowed to loiter in the doorways or Commons.
4. All spectators are reminded of the code of good sportsmanship. Positive behavior is expected of all people in attendance.
5. Spectators are to utilize the washroom facilities located in the hallway near the cafeteria and gymnasium.
6. Employees on duty during athletic events are in a supervisory capacity, and their requests of spectators must be honored.
7. Athletics are provided for your enjoyment; however, excessive abuse of the above regulations by any spectator may necessitate restricting that spectator from further attendance. (See new Board Policy 861 – Public Conduct on School Property & at School Events.)

SECTION VIII - FORMS

SCHOOL DISTRICT OF LAKE HOLCOMBE INTERNET ACCESS CONSENT FORM

This section to be filled out by the Student:

Student Name _____ Grade _____
Last First Middle

I have read the Lake Holcombe School District Internet Access and Acceptable Use Policy and agree to abide by the provisions. I understand that violations of the use provisions stated in the policy may constitute suspension or revocation of internet privileges.

Student Signature _____ Date _____

This section to be filled out by parent/guardian:

Parent/Guardian Name _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____

I have read and reviewed with my child the Lake Holcombe School District Access and Acceptable Use Policy. As the parent/guardian of the minor above, I grant for my son/daughter to independently assess internet services.

Signature of Parent/guardian _____ Date _____

The School District of Lake Holcombe does not discriminate against pupils on the basis of sex, race, national origin, ancestry, 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, religion or handicap.

EMERGENCY RELEASE AND PERMISSION FORM

PLEASE COMPLETE AND RETURN THIS FORM TO THE OFFICE

Student's Name _____ Date of Birth _____

Parent/Legal Guardian _____

Mailing Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____ Pager _____

Father's Employment _____ Phone _____

Mother's Employment _____ Phone _____

Family Doctor _____ Phone _____

Family Dentist _____ Phone _____

Emergency Contacts (Other than above)

Name _____ Phone _____

Name _____ Phone _____

If treatment is required and you or emergency contact cannot be reached, the school personnel is to use at their discretion the seeking medical help?

Yes ___ No ___ If "No" what would you like to see done?

Health History:

Allergies

_____ Vision Impairments

_____ Hearing problems

_____ Bee Stings allergies

_____ List all Medications child taking

_____ Other

My child has permission to take all trips that they are involved during the school year. ___ Yes ___ No

I give permission to the Lake Holcombe School to use photographs and video tapes of my child and his/her name for publication and educational purposes. ___ Yes

___ No

The signing and returning of this document means:

1. I have received, read and understand all that has been stated in this document and Student Handbook.
2. The signature below will serve as authorization of treatment by school personnel and of the school personnel to release necessary information in an emergency

Parent/Legal Guardian _____ Date _____

TEXT BOOK DAMAGE

1. Name: _____ (Print)

2. Date: _____

3. Grade: _____

4. Class: _____

5. Condition of Book:

Book Cover:

- Broken _____
- Scratched _____
- Ripped _____
- Written On _____

Book Binding

- 1. Ripped _____
- 2. Unglued _____
- 3. Taped _____

Color of tape _____

Table of Contents

- 1. Missing _____
- 2. Writing _____

Index

- 1. Missing _____
- 2. Writing _____

Pages

1. Missing

List the pages _____

2. Torn

List the pages _____

3. Writing

List the pages _____

4. Other:

List the pages _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

PROM ATTENDANCE FORM

Date _____

Student Name

We _____ and _____ have read the prom policy and
Parent student
understand that this is a school function where all school policies are in effect.

It is an understanding by us as parents/legal guardians that my son/daughter as a participant of the prom is to follow the rules set down in school policy that is attached to this letter. If any rules are broken to the point that my son/daughter is asked to leave, the chaperones are to notify us immediately as to the reasons and the time it happens.

It is an understanding that the prom is a formal event where formal attire is required and must be worn throughout the period of the prom. We agree to abide by the school's rules on dress.

If this letter is not signed and delivered to the prom advisor on the last day of school prior to the prom, your child is ineligible to attend the prom. No substitutions of this letter are accepted.

We have read the rules and fully agree to comply with all of them.

Student Signature

Date _____

Parent Signature

Date _____

Home Phone
