

2019-2020
FORT ATKINSON, WI



FORT ATKINSON HIGH SCHOOL

DAILY SCHEDULE

THE SCHEDULE ALTERNATES A&B SCHEDULED CLASSES

TIME	BLOCK
7:50-9-13	1
9:18-10-41	2
10-46-12:44	3 & LUNCHES
12:49-1:32	4-ENRICHMENT PERIOD
1:37-3:00	5

EARLY LUNCH 10:46-11:16

MIDDLE LUNCH 11:28-11:58

LATE LUNCH 12:14-12:44

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DIRECTORY

SCHOOLBOARD

President.....	Mark Chaney
Vice President.....	Ben Knowles
Treasurer	Adam Paul
Clerk	Dick Schultz
Member.....	Rachel Snethen

** Complete the following e-mail addresses with: @fortschools.org

CENTRAL ADMINISTRATION	PHONE NUMBER	E-MAIL
Dr. Lynn Brown, <i>Superintendent</i>	(920) 563-7807	brownb
Jason Demerath, <i>Dir. of Business Services</i>	(920) 563-7800	demerathj
Tom Dempski, <i>School Nutrition Director/Kitchen</i>	1161	dempskit
Amy Oakley, <i>Dir. of Instruction</i>	(920) 563-7802	oakleya
Josh Carter, <i>Grounds Supervisor</i>	(920) 563-7808	carterj
DJ Scullin <i>Director of Technology</i>	(920)563-7813	scullind
Jennifer Kawleski, <i>School Nurse</i>	(920) 563-7805	kawleskij
Lisa Hollenberger, <i>Director of Special Education</i>	(920) 563-7804	Hollenbergerl

FORT ATKINSON HIGH SCHOOL (920) 563-7811

BUILDING ADMINISTRATION	EXTENSION	E-MAIL
Dan Halvorsen, <i>Principal</i>	1103	halvorsend
Brad Gefvert, <i>Associate Principal (A-K)</i>	1105	gefvertb
Adam Rousseau, <i>Associate Principal (L-Z)</i>	1107.....	rousseaua
Steve Mahoney, <i>Athletic Director</i>	1104.....	mahoneys

OFFICE STAFF

Kim Brock, <i>Attendance Secretary</i>	1106	brockk
Laurie Gilson <i>Pupil Services Secretary</i>	1143	gilsonl
Jamie Knutson, <i>Administrative Assistant</i>	1101	knutsonj
Brittany Bente <i>Main Office Secretary</i>	1100	benteb
Dawn Partoll, <i>Secretary</i>	1111	partollld

STAFF

Jeff Agnew, <i>Agriculture</i>	1139	agnewj
Miles Allie, <i>IMC Secretary</i>	1151	alliem
Heather Balsamo, <i>Reading Interventionist/Literacy</i>	1155	balsamoh
Rebecca Behling, <i>World Language-Spanish</i>	2004	behlingr
Brian Bosch, <i>Business Education</i>	2040	boschb
Sabine Bottum, <i>Science</i>	1131	bottums
Curt Brokmeier, <i>School Counselor</i>	1149	brokmeierc

Justin Buntrock, <i>Technology Ed, Auto</i>	1177	buntrockj
Kaitlin Ripley, <i>Science</i>	1137	ripleyk
William Calloway, <i>Inst. Music, Orchestra</i>	1122	callowaym
Todd Carter, <i>Social Studies</i>	2024	cartert
Justin Charron, <i>English</i>	2016	charronj
Elizabeth Colver, <i>Health</i>	2035	colvere
Officer Dan Hefty, <i>Police School Liaison</i>	1150	heftyd
Nathan Daniels, <i>Business Education</i>	2036	danielsn
Mike DeRubeis, <i>Physical Education</i>	1191	derubeism
Kevin Duncan, <i>Family & Consumer Ed</i>	1198	duncank
Erin Ehler, <i>Special Education</i>	2045	ehlere
Craig Engstrom, <i>Vocal Music</i>	1119	engstromc
Katie Field, <i>Math</i>	2051	fieldk
Andrea Feutz, <i>Social Studies</i>	2023	feutza
Justin Frey, <i>Science</i>	1125	freyj
Brady Grayvold, <i>At-Risk</i>	2060	grayvoldb
Abraham Graziano, <i>Technology Education</i>	1171	grazianoa
Mike Hall, <i>English</i>	2015	hallm
Nick Hamele, <i>Science</i>	1134	hamelen
Nicole Hampton, <i>Special Education</i>	2046	hamptonn
Dan Hansen, <i>English</i>	2054	hansend
Reading Interventionist.....	1155	
Pat Hatlen, <i>Social Studies</i>	2028	hatlenp
Mike Hintz, <i>Physical Education</i>	1591	hintzm
Cassandra Jacobs, <i>IMC Director</i>	1153	jacobsc
Seth Kemmeter, <i>Science</i>	1132	kemmeter
Frank Korb, <i>Art</i>	1168	korbf
David Kroeze, <i>Math</i>	2050	kroezed
Deborah Lemke, <i>World Language-French</i>	2003	lemked
Dana Linde, <i>English</i>	2008	linded
Diane Lonsdale, <i>School Psychologist</i>	1148	lonsdaled
Shannon Lyon, <i>Agriculture</i>	1142	lyons
Steve Mahoney, <i>Physical Education</i>	1194	mahoneys
Abigail McCallum, <i>Mathematics</i>	2055	mccalluma
Andrew Merryfield, <i>Technology Ed</i> ,	1175	merryfielda
Manson Morris, <i>Math</i>	2054	morris
Andrea Moser, <i>English</i>	2017	hausera
Nicholas Nelson, <i>Special Education</i>	2058	nelsonn
Julie Newbury, <i>English</i>	2018	newburyj

Brenda Noll, <i>Special Education</i>	1188.....	nollb
Matt Noll, <i>English</i>	2014.....	nollm
Dave Pazurek, <i>Math</i>	2049.....	pazurekd
Mark Peterson, <i>Special Education</i>	2030.....	peterson
Trina Portugal, <i>Social Studies</i>	2025.....	portugalt
Nathan Pyka, <i>Special Education</i>	2043.....	pykan
Janna Ristic, <i>World Language-Spanish</i>	2006.....	risicj
Rebecca Rossing, <i>Math</i>	2053.....	rossingr
Roger Rumppe, <i>Science</i>	1130.....	rumppe
Tyler Sarbacher, <i>Computer Science</i>	2052.....	sarbacht
Marcia Schueller, <i>Speech, Language</i>	1185.....	schuellerm
Dennis Schwedrsky, <i>Social Studies</i>	2026.....	schwedrskyd
Justin Steger, <i>Instrumental Music</i>	1120.....	stegerj
Katie Stewart, <i>Math</i>	2055.....	stewartk
Sandra Stone, <i>World Language-German</i>	2007.....	stones
Laurie Strom, <i>School Counselor</i>	1146.....	stroml
Laura Swan, <i>Math</i>	2548.....	swanl
Tony Swantz, <i>Social Studies</i>	2020.....	swantz
Angie Szabo, <i>Art</i>	1169.....	szaboa
Jessica Tate- <i>Family & Consumer Ed</i>	1115.....	straubl
Katie Utphall, <i>School Counselor</i>	1145.....	utphalk
Lori Warren, <i>World Language-Spanish</i>	2005.....	warrenl
Sarah Weaver, <i>English</i>	2012.....	weavers
Catherine Wilson, <i>English Language Learner</i>	2040.....	wilsonc
Chick Westby, <i>Science</i>	1138.....	westbye
Jaysen Yoder, <i>Social Studies</i>	2027.....	yoder

THE STUDENT/PARENT/GUARDIAN HANDBOOK OF FORT ATKINSON HIGH SCHOOL

School Office **563-7811**
Office FAX **563-7810**
Pupil Services FAX **563-1592**

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the School District of Fort Atkinson that no person may be denied admission to any public school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, WI stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1971 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), and Section 504 of the Rehabilitation Act of 1973.

The District does not discriminate in employment on the basis of age, race, color, national origin, sex, religion, or handicap in accordance with Federal law. In accordance with State law the District does not discriminate in employment practices on the basis of creed, color, handicap, marital status, sex, national origin, ancestry, arrest record or conviction, or membership in the National Guard, state defense force, or any other reserve component of the military forces of the United States.

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the School District of Fort Atkinson.

Questions concerning this policy should be directed to:

Amy Oakley, Director of Instruction
SCHOOL DISTRICT OF FORT ATKINSON
201 Park Street
Fort Atkinson, WI 53538
(920) 563-7802

LaNOTA DE la NORMA de NO DISCRIMINACION

El Distrito de la Escuela de Fort Atkinson no discrimina contra alumnus a base del sexo, la carrera, el origen nacional, la ascendencia, el credo, el embarazo, la posicio'n marital ni paternal, la orientacio'n sexual, ni fisico, mental, emocional, ni la incapacidad que aprende ni la desventaja en sus programas de la educacio'n ni actividades. El Distrito no discrimina en el empleo a base la edad, a base la carrera, a base del color, a base el origen nacioanal, a base el sexo, a base la religio'n, ni a base la desventaja, de acuerdo con la ley Federal. De acuerdo con la ley del estado, el Distrito no discrimina en pra'cticas de empleo a base del credo, a base del credo, a base la posicio'n marital, a base la ascendencia, a base el registro del arresto ni el registro de la coinviccio'n, ni a base la orientacio'n sexual.

Las preguntas acerca de esta norma deben ser dirigidas a:

Amy Oakley, Director de la Instruccio'n

201 Calle del parque

Fort Atkinson, WI 53538

(920) 563 - 7802

WELCOME!

On behalf of the faculty and staff at Fort Atkinson High School, we welcome each of you to a new and exciting school year! The many opportunities that exist at F.A.H.S. will allow you to gain valuable knowledge, skills and experiences upon which you may build a bright future. Please take your high school education seriously as it will have a lasting influence on the rest of your life. The school staff looks forward to working together with students, their families and members of the community to provide the highest quality educational opportunities to all of our students. This handbook is designed to help students and their families understand the overall educational program and policies, which govern the operation of Fort Atkinson High School. Its contents in combination with those of the Code of Conduct detail important expectations, policies, and services that will assist and guide students during your high school experience. Therefore, it is essential that you make yourself familiar with this handbook and the Code of Conduct. Please take the time to read each of these documents. If at any time you have questions regarding the information provided, please do not hesitate to call us or other staff members so we may assist you. A student's high school experience should truly represent some of the very best years of his or her life...we intend to make the high school experience just that! We look forward to working with you to make your high school years meaningful and fulfilling for you and all of our students. Best wishes!

Dan Halvorsen
Principal

Brad Gefvert
Associate Principal

Adam Rousseau
Associate Principal

Steve Mahoney
Athletic Director

FORT ATKINSON HIGH SCHOOL

2019 - 2020

SCHOOL CALENDAR

Monday, Sept. 3	Labor Day – NO SCHOOL
Tuesday, Sept. 3	First Day for Freshmen Only – Link Crew Orientation
Wednesday, Sept. 4	First Day of Classes for All Students
Monday, Sept. 9	Back-to-School Night 5:30 pm
Tuesday, Sept. 24	FANS: Parent Advisory 6:30 pm
Friday, Oct. 4	FB Homecoming 7:00 pm
Saturday, Oct. 5	Homecoming Dance 8:00 pm
Monday, Oct. 28	Fall Athletic Awards Ceremony, 6:30 pm
Tuesday, Oct. 29	FANS: Parent Advisory 6:30 pm
Wednesday Oct. 30	Last Day of Quarter 1
Thursday Oct. 31	NO SCHOOL-Records Day
Friday Nov. 1	NO SCHOOL-Fall Break
Monday, Nov. 4	2 nd Quarter Begins
Thursday Nov. 14 th -Sunday Nov. 17 th	Fall Musical
Wednesday, Thursday, and Friday, Nov. 27-29	Thanksgiving Recess – NO SCHOOL
Tuesday, Nov. 27	FANS: Parent Advisory 6:30 pm
Monday, Dec. 23 – Wednesday, Jan. 1	Winter Recess – NO SCHOOL
Thursday, Jan. 2	Classes Resume
Thursday, Jan. 16	End of First Semester
Friday, Jan. 17	No School-Records Day
Monday, Jan. 20	3 rd Quarter Begins
Tuesday, Jan. 28	FANS: Parent Advisory 6:30pm
Thursday, Feb. 6	Course Selection- 4:00pm
Friday, Feb. 7 and Saturday, Feb. 8	Show Choir Invite
Monday Feb. 10	Course Selection Program 2019-20 2:00 – 4 :30 pm
Friday, Feb. 14	Noon Dismissal
Tuesday, Feb. 25	FANS: Parent Advisory 6:30pm
Tuesday, Mar. 3	11 th Grade ACT Test-Juniors Only Attend
Monday, Mar. 2	FFA Banquet
Sunday, March 8	Academic Letter Awards Program

Monday, March 9.....	Winter Athletic Awards Ceremony, 6:30pm
Tuesday, March 17.....	FANS: Parent Advisory 6:30pm
Thursday, March 19.....	Last Day of Quarter 3
Friday, March 20.....	NO SCHOOL-Records Day
Monday, March 23 – Friday, March 27.....	Spring Recess
Monday, March 30.....	First Day of Quarter 4
Friday, April 10.....	NO SCHOOL-Good Friday
Monday, April 6-May 6.....	9 th and 10 th Grade ACT Aspire Testing Window
Tuesday, April 28.....	FANS: Parent Advisory 6:30pm
Wednesday, April 22.....	Senior Portfolios Due
Saturday, April 25.....	Prom 8:00pm
Friday, May 8.....	Noon Dismissal
Monday, May 4 - Friday, May 8.....	AP Exams
Monday, May 11– Friday, May 15.....	AP Exams
Wednesday, May 20.....	Senior Portfolio Interviews
Wednesday, May 20.....	Senior Academic Awards Program 6:30pm
Friday, May 22.....	Rock Day
Wednesday, May 22.....	Senior Exit Interviews-Day/Senior Awards Program 6:30-9:30
Wednesday, May 29.....	Senior Breakfast/Senior Class Trip
Monday, May 27.....	Memorial Day – NO SCHOOL
Monday, June 1.....	Spring Athletic Awards Ceremony, 6:30pm
Tuesday, June 9.....	Noon Dismissal-Last Day of Classes/End Semester 2
Sunday, June 14.....	Graduation
Tuesday, June 23.....	Summer School Begins
Thursday, July 24.....	Summer School End

DISTRICT MISSION

The School District of Fort Atkinson is committed to delivering the quality opportunities and services each student needs to achieve his or her academic and personal potential.

OBJECTIVE

The School District of Fort Atkinson strives to be recognized and acknowledged as an exemplar school district and leader in providing educational excellence.

EDUCATIONAL PHILOSOPHY FOR THE SCHOOL DISTRICT OF FORT ATKINSON

- A Fort Atkinson education provides outstanding professional educators and staff who are committed to creating a nurturing and safe environment where high expectations are sought and progress is measured and recognized.
- A Fort Atkinson education delivers the skills necessary to become a life-long learner and productive member of society. Students practice decision making, problem solving, creative and critical thinking within an aligned core curriculum stressing 21st century competencies in language arts, mathematics, science and social studies, and world languages.
- A Fort Atkinson education offers students comprehensive elective offerings including, but not limited to, visual and performing arts, family and consumer education, business and information technology, computer science, physical education, agriculture education and technology education providing opportunity to provide the same development of skills as core subjects while broadening artistic and cultural horizons, developing beneficial life-long skills and wellness habits and providing opportunity to consider careers in all fields.
- A Fort Atkinson education fosters positive self-worth, self-discipline, responsibility, cooperation, respect, dedication and spirit through co-curricular activities and community involvement.
- A Fort Atkinson education addresses the physical, emotional, and social needs of students, as well as different learning styles and paces.
- A Fort Atkinson education embraces the diversity of all members within and surrounding our learning community.
- A Fort Atkinson education explores innovative ways to enhance and transform learning and personal development through the use of technology.
- A Fort Atkinson graduate will be provided an education that prepares him/her for a clearly defined “next step” after high school, whether that is pursuit of a career, military service, and/or other experiences

HIGH SCHOOL PHILOSOPHY

The philosophy of Fort Atkinson High School is rooted in the premise that the school should provide an environment for intellectual development and mental maturation, social interactions, and physical development. These responsibilities are met by providing curricula designed to develop the cognitive domain, social interactions in and out of the classroom to promote the affective domain, and vocational and physical education courses utilizing the psycho-motor domain.

More specifically, the school accepts the following responsibilities:

- to provide an appropriate education for every student;

- to provide each student with an opportunity to explore individual talents, capabilities and interests;
- to establish a program of education that will enable every student to develop individual potential;
- to teach every student the essential and desirable elements of cultural heritage so that each is able to understand and relate to the world environment;
- to help the student effectively organize and understand knowledge for practical application;
- to guide the development of personality so that the individual will exemplify those behavioral traits that are essential for successful living in a social group;
- to share with other institutions the guidance of each student in the acquisition and formulation of a valid system of values;
- to inculcate in each student the understanding of social traditions, historical events and democratic beliefs of the American people;
- to provide learning experiences that will prepare the student to live in a changing society;
- to establish patterns of discriminative learning which will encourage students to continue learning beyond graduation

Recognizing that the school reflects the community, the school staff believe that working cooperatively and effectively with the community will encourage understanding and mutual respect. Toward that end the community is invited to take part in opportunities to make their desires and influences felt in the determination and planning of school policies and procedures and thereby bring the school into a closer working relationship with the community it serves.

GENERAL INFORMATION

ATTENDANCE

Attendance and academic performance are closely related. All students are expected to attend school regularly and to be on time for all classes in order to benefit more fully from the instructional program. The district attendance policies are designed to develop students' punctuality, self-discipline, and responsibility; and to meet the requirements of the state attendance laws. School is the primary occupation of students, and, as in any occupation, attendance is expected. Please review the attendance policy below.

COMPULSORY SCHOOL ATTENDANCE

WISCONSIN STATUTE 118.15, 118.153, 118.16, 118.62

Any person having under control a child who is between the ages of six (6) and eighteen (18) years shall cause the child to attend school regularly during the full period and hours that the public or private 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 eighteen (18) years of age. Students at the age of 18 may have an "Age of Majority" form on file that must be signed by a parent or guardian and approved by administration. Students who have an "Age of Majority" on file are still only allowed 5 absences per semester and all rights for excusal are shared with their parents or guardians. Modifications of this policy as cited in Wisconsin 118.15 requires the prior approval of the Board of Education.

LEAVING THE BUILDING DURING THE SCHOOL DAY

If students need to leave the building during the school day, they must sign out in the attendance office. A telephone contact must be made with the students' parent or guardian prior to the student being allowed to leave. **Leaving the school building during the school day without signing out in the attendance office will be considered an unexcused absence.** Any student who is unexcused from

school, and returns with food or drink, will be directed to discard it.

EXCUSED ABSENCES

If a student needs to be absent from school, a parent/guardian **MUST** call the high school attendance office prior to the start of the school day (563-7811 ext. 1106). Voice mail is available to receive calls at any time. The following reasons may be considered excused absences, however, according to State Law, the School Administration shall make the final determination regarding excused and unexcused absences:

1. Illness
2. Death in the Family
3. Family Emergency
4. Required Court Appearances
5. Extreme Weather Conditions
6. Recognized Religious Services
7. Any Advance Absence Approved by the Administration
8. In-School & Out-of-School Suspensions.

Students have two school days to provide an excuse for an absence. Students failing to provide an acceptable excuse after two days will be considered truant.

UNEXCUSED ABSENCES (TRUANCIES)

If a student absence is unexcused, he/she may be assigned detention(s) and/or an in-school suspension, and may receive a zero for all work he/she has missed. **Having unexcused absences may also prevent a student from participating/attending school functions and/or events.** The following are examples of absences considered unexcused (truancies):

1. "Cutting" classes, study halls, or homeroom.
2. Trips or advance absences not approved in advance by the associate principal.
3. Gainful employment not affiliated with a school-sponsored program.
4. Over-sleeping.
5. "Cutting" classes to work on other class assignments (i.e., working on car, studying for an exam in another class, etc.)
6. Shopping.
7. Leaving the building during the school day without signing out in the attendance office.
8. Car trouble.

ATTENDANCE PLAN

Fort Atkinson High School reserves the right to implement an attendance plan for students who have an excessive number of excused absences, typically in excess of ten. The plan may be implemented under Wisconsin Statute 118.15(3)(a) and may include verification of all absences by medical professionals, court or legal officials, or others as approved by the school. Wisconsin Act 239 allows a parent or guardian to excuse a child from school prior to an absence. A child may **NOT** be excused, under this provision for more than 10 days in a school year.

TRUANCY/HABITUAL TRUANCY

In accordance with Wisconsin Act 239, truancy (or being a truant) is defined as a pupil who is absent from school without an acceptable excuse for part or all of a school day. This means any absence of part or all of one or more school days during which the attendance office has not been notified of the acceptable reason for absence is considered by State Law as truancy. "Habitual Truant" means a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a

school semester. The school attendance office shall notify the parent or guardian of a student who is a habitual truant in accordance with Wisconsin Act 239.

Any student who meets the legal definition of "habitual truant" and continues a pattern of non-attendance will be subject to the following procedures:

1. Formal notice is sent to parents/legal guardians informing them of their child's status as a habitual truant and requesting their presence at a school meeting.
2. A meeting is requested to inform parents/legal guardians of the habitual truancy laws and procedures.
3. A citation referral will be forwarded to the high school police liaison officer, at which point a ticket including fine and/or court appearance may be requested.
4. Referral to Jefferson County Human Services will be completed upon continued habitual truancy.

STUDENT ATHLETES/UNEXCUSED ABSENCES

Student athletes receiving an unexcused absence for an entire school day or any part of a school day (e.g. one class period, etc.) will not be permitted to practice or compete on that day. If this violation is not reported to the coach until after the fact, then the suspension is to be served on the date that this infraction is received by the coach.

ADVANCE NOTICE OF ABSENCE

On some occasions a student will know in advance that he/she will be absent from school on some particular day or days. Prior to their absence, students must turn in to the attendance office a Pre-determined Absence form signed by parent/guardian, teachers, and administration. Students are responsible for all make-up work. Such work should be completed prior to the absence whenever possible.

ILLNESS DURING THE DAY

Students who become ill during the school day must notify the Attendance Office Secretary.

Arrangements will be made with a parent/guardian for the student to be sent home.

MAKE-UP WORK

When a student has been absent from class for any reason (illness, field trip, faculty excuse, etc.), it is the student's responsibility to see each teacher about make-up work. This should be done prior to absences whenever possible. Grades of incomplete may be issued only with administrative approval. Any incomplete grade must be made up within two weeks after the end of that grading period or it will be recorded as an "F". Exceptions are granted only if there are extenuating circumstances.

TARDINESS

Students are expected to be in their assigned rooms and assigned seats by the time the bell sounds beginning each class period. Students who are not in compliance will be considered tardy and may be assigned a detention by the teacher(s). Continued tardiness may result in further disciplinary action by administration.

ACADEMIC LETTER AWARDS

Based on each semester grading period, students will be eligible to earn an academic letter. All full-time students earning a semester Grade Point Average (GPA) of 3.0 to 3.49 while carrying at least 2 1/2 credits in that semester will earn an Academic Letter. Those students earning a semester GPA of 3.5 to 3.84 will earn the Fort Letter with a gold bar. Those students earning at semester GPA of 3.85 to 4.0 will earn the Fort Letter with a gold star. A letter may be earned only once in a student's high school career, but the gold star or bar can be earned repeatedly. In addition, all academic award winners will also receive a certificate noting their achievement. Awards will be presented at the Academic Ceremony and Reception. This is a special way for students and families to celebrate the commitment of a student who is dedicated

to doing well academically in school. The Academic Awards Program is one more way that Fort Atkinson High School shows what is important in our school — students doing their best academically!

WITHDRAWAL AND TRANSFER

Any student anticipating withdrawing from school or transferring to another school must contact the Pupil Services office to obtain clearance and to take the necessary steps to send records, etc. This should be done as far in advance of the withdrawal or transfer as possible.

ACTIVITY PERIOD

On each day of the week, the time immediately after 11th period is set aside as an Activity Period. During this time faculty members are available in their rooms to tutor students, meet with parents, and advise organization meetings. **No athletic practices are to begin until after the Activities Period ends at 3:30 p.m.**

FEES

1. A registration fee of \$50.00 per student is assessed for the school year. Fifty percent of the fee will be refunded if a student withdraws during the first semester. No refunds are given for second semester withdrawals.
2. An athletic participation fee is charged to each student-athlete at the rate of \$50.00 – 1st Sport, \$40.00 – 2nd Sport and \$30.00 – 3rd Sport.
3. Request for transcripts should be directed to the Guidance Office. The first transcript is free. All additional transcripts carry a fee of \$1.00 each.
4. Various individual classes may require the purchase of special materials. These purchases will be handled through the classroom teacher or individually as directed by the teacher.

* **The fees noted at the date of publication of this handbook may be subject to change pending action by the Board of Education**

FINES

Students will be assessed fines for damaged or lost books and other materials. Teachers shall determine the amount for damaged items. Students will be assessed the replacement cost of lost books and materials.

All students are responsible for the text or other items they are issued and a record shall be kept of the number of the item. When these materials are turned in, the student must account for his/her own materials. Turning in a different numbered textbook, for instance, will not absolve that student from responsibility for the one he/she was issued. Unpaid fines and other fees shall be carried on a student's record from year to year. In order for a Senior to obtain clearance and qualify for participation in the commencement ceremony, all fines and fees must have been paid.

CLASSROOM EXPECTATIONS

During the first week of a class, all teachers will provide their students access to classroom expectations, course standards, and grading policy.

CLASSROOM MATERIALS

All students are expected to report to classes ready to learn. This means students are responsible for having the basic necessities (pens, pencils, paper, etc.) for participation in the learning process. It is not the teacher's responsibility to provide students with these materials.

CHANGE

Change for no more than a five-dollar bill may be obtained in the main office before and after school only.

PROCEDURE FOR STUDENT HALL, PHY. ED., ATHLETIC, AND MUSIC LOCK PURCHASE

1. All hall, Phy. Ed., and Music locks must be purchased from the school. The cost is \$5.00 each. These locks will be a student's to keep — the school will keep record of serial numbers and

combinations for student/administrator referral.

2. All locks must be key controlled locks purchased through the school. Because the school needs access to lockers for student safety or emergency purposes, **NO OTHER LOCKS WILL BE PERMITTED**. All others will be removed from lockers.
3. "Lost" locks will be the responsibility of the student — however, lost locks should be reported as an aid in identifying lost or stolen locks.
4. When a student's need for a lock is over, the student may keep, sell, or give the lock to another student. The school will not buy back the lock. Reuse by other family members is encouraged. To prevent misunderstanding and to aid in record-keeping, report this change of ownership to the main office.
5. Student sharing of lockers is *not* permitted. Students are to keep their combination confidential at all times.

LOCKER SEARCHES

School lockers are the property of the School District of Fort Atkinson. At no time does the School District of Fort Atkinson relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities, for any reason, at any time, without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, an associate principal, a police-school liaison officer or a school employee designated by the district administrator or building principal.

Any unauthorized or inappropriate item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian(s) of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The parent/guardian of a minor student or adult student shall be notified of items removed from the locker and turned over to law enforcement officials. Legal Ref.: Section 118.325, Wisconsin Statutes

TELEPHONES/STUDENT MESSAGES

Students will be allowed to use the office phones only in an EMERGENCY, or with staff permission. Messages or deliveries of a non-emergency nature will not be delivered to students while they are in class. End of the hour announcements will be used to communicate such information to students.

ELECTRONIC DEVICE USAGE

CELL PHONE/ELECTRONIC COMMUNICATION DEVICE USE including but not limited to cell phones, laptops, tablets, and cameras

Devices may be used during lunch, passing times, and before/after school. Teachers may allow students to utilize devices in their classroom for academic purposes. Students are to adhere to the classroom guidelines established by each teacher for use of cell phones and other electronic devices.

Student usage of personal electronic devices in the classroom must:

1. Enhance the educational process of the school district.
2. Respect the rights of others at school.
3. Operate within legal and acceptable school conduct at all times including not disrupting the health and safety of all students and staff.

BOARD POLICY 5136: Personal Communication Devices

Student use of all electronic devices/electronic communication devices (including but not limited to cell phones, i-pods, MP3 Players, cameras, etc.) in district schools during instructional day is prohibited, except at times and designated locations authorized by the building administration.

1. The use of all electronic communication devices in district schools is prohibited, except at times and in designated locations authorized by the building administration.
2. Given the developmental and operational needs of each school building level, building administration will determine and publish in student/parent handbooks specific detail concerning the appropriate use of electronic devices.
3. In order to communicate effectively and create consistent expectation and practice across our district schools, the consequences for violations of this policy in a school year are as follows below:

First offense: Confiscation of device; returned at the end of the day.

Second offense: Confiscation of device; parent/guardian must pick up from school.

Third offense: Confiscation of device; detention and parent meeting

Further offenses: Anything beyond can be considered insubordination and an alternative course of action will be decided upon

***Confiscated items will only be released to a parent or legal guardian, unless otherwise authorized by an administrator**

COMPUTER USAGE GUIDELINES:

We restrict access to computers for the following reasons:

1. Inappropriate use of computer hardware (e.g., vandalism, "hacking", etc.)
2. Inappropriate use of supplies (e.g., wasting paper, using printer as a copier, etc.)
3. Accessing inappropriate content (pornography, violent matter, illegal activities, graffiti, etc.)
4. Repeated violations of online guidelines.

We reserve the right to contact classroom teachers for confirmation when students tell us they have to look up inappropriate matter for a class.

INTERNET

Rules for Access to the Use of Electronic Communication and the Internet

We are pleased to offer students of the School District of Fort Atkinson access to the district computer network for electronic mail and the Internet. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Board of Education Policy 7540.03 Student Technology Acceptable Use and Safety states:

Access to electronic communication and the Internet enables the exploration of countless libraries, databases, and other resources while exchanging messages with Internet users throughout the world. The intent of the School District of Fort Atkinson is to make Internet access available to further educational goals and objectives. However, users and their parent/guardian should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially

offensive to some individuals. It is the responsibility of the parent or guardian of a student to notify the school principal if they do not want their student to have access to school networks and the Internet. Within the school setting, users of the District computers and networks are responsible for good behavior. General school rules for behavior, communications, and use of equipment apply. Electronic resources owned by or on school premises will be treated as real property of the School District of Fort Atkinson. Any abuse or destruction of electronic resources whether they are hardware, software, stored electronic data or displays of electronic data will be subject to the same consequences as abuse and destruction of other District property. Accessing the Internet and the use of electronic communications using District technology is a privilege, not a right; this includes but is not exclusive to the use of Internet browsing, email, chat rooms, social networking and instant messaging. Abuse or inappropriate use of this privilege will result in suspending access. The nature of the violation could dictate other possible action (i.e. legal, criminal or professional consequences). Users of the District instructional technology should not expect that electronic communication, Internet and other electronic storage files stored on District equipment will be private. Files brought on school premises are also subject to review. Network administrators/supervisors may review files and communications to maintain system integrity and to insure that users are using the system responsibly. Personal devices connected to the network and their uses are subject to the same restrictions as District owned devices. Any damage to hardware, software, or data caused by a personally owned device connected to the network will be the responsibility of the person connecting the device to the network. The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The District will implement Internet filtering and other means to restrict access by minors to inappropriate materials and materials harmful to minors. It is understood that such filters are not perfect and student access to inappropriate material is unintentional.

The following are not permitted:

- Using another's password or "login" name
- Allowing others to use your password or "login" name
- Damaging computers, software, computer systems or computer networks
- Trespassing in another's folders, works, or files
- Intentionally wasting paper, disk space or other valuable resources
- Violating copyright laws
- Partaking in any illegal activity
- Sending or displaying offensive messages or pictures
- Using obscene or offensive language
- Harassing, insulting or attacking others
- Employing school computers for commercial purposes
- Disabling or attempting to disable computer security systems
- Downloading and / or installing software on any district computers without the permission of the Director of Computer Technology

Violations may result in a loss of access, suspension from school, expulsion from school, as well as other disciplinary or legal action.

It is the responsibility of the parent or guardian of a student to notify the school principal if they do not want their student to have access to school networks and the Internet.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, or other valuables to school. **Students, not the school, are responsible for their personal property, including items left in lockers.** If it is necessary to bring a large amount of money, leave it at the school office for safekeeping. ***MAKE SURE YOUR HALL AND P.E. LOCKERS ARE LOCKED!!!!**

POSTINGS

Posters, leaflets, etc., may only be displayed in authorized areas and must be approved by an associate principal before being put on display.

LUNCH PROGRAM

A variety of menu combinations are offered to students during each lunch period, and are posted by the kitchen. All lunches are paid for through a student's individual account to which money can be deposited any time by writing a check to the School District of Fort Atkinson and identifying the student's name and grade. Charges to this account will be made at the lunch line by a computerized scanning of the student's bar coded ID card. Students will be permitted to charge no more than \$15.00. However, forms for free and reduced lunch are available in the main office.

Food Service Fees: Student Lunch with milk: \$3.00; Breakfast-\$1.55; milk \$.35 per carton

LUNCHROOM PROCEDURES

1. Lunches are to be eaten in the commons.
2. Students are to return trays, all dishes, and utensils to the return service station.
3. Refuse is to be placed in a waste container or the proper recycling container.

Students who fail to observe lunchroom procedures or pick up after themselves will receive disciplinary consequences.

FIRE DRILLS

Fire drills will be held at regular intervals throughout the school year in compliance with law. Teachers will inform students of the procedures to be followed during a fire drill or an actual fire. Directions are to be posted in each room. Please follow them carefully. Every person in the building is to leave promptly and quietly at the sound of the fire alarm. General fire drill regulations are as follows:

1. When the fire alarm sounds, students are to immediately walk to the designated exit for the room.
2. The first student through the door will hold or fasten it open. The last person to leave will close the door.
3. Students are to move away from the entrance after leaving the building to make room for those following.
4. Return to the building when the all-clear sounds.
5. Regard a fire drill with an attitude of utmost seriousness. Be quiet and orderly at all times.
6. In the event of an evacuation, follow teacher instructions for a meeting point. Stay with your group at all times.

It is a violation of criminal law in Wisconsin to create or cause the false reporting of a fire or similar threat to person or property. The penalties are severe and rigidly enforced by law enforcement agencies. School authorities will cooperate fully with law enforcement agencies in this regard. In addition to legal consequences, school consequences up to, and including, expulsion may result.

SEVERE WEATHER PROCEDURES

Severe weather alert drills are conducted periodically to acquaint the student with indoor survival

procedures in case of an emergency situation. During these drills, exit your room and stay with your class. Proceed to the area designated by your teacher and be ready to follow the directions of that teacher. The students should:

1. Walk quickly, but don't run.
2. Remain silent and alert for additional or changed instructions.
3. Proceed to the far end of an assembly area so that entrances will not be blocked.
4. Make every effort to report to those in charge the illness of another student.
5. Return immediately to classrooms when so instructed.
6. Be alert to specially assigned staff and student medical first aid assistant teams who will be available to assist injured students should the need arise.

CLOSING SCHOOLS DURING INCLEMENT WEATHER

Each winter the District Administrator is faced with decisions regarding the closing of school because of storms. We try to operate as usual except in extremely stormy weather. In cases where we operate for those who are able to attend, the parents will have to decide if students are to attend school or stay home and whether they should or should not ride the bus. We ask parents to make this determination because we do not want them to believe that school officials are forcing attendance under questionable conditions. If the school is to be closed, the school district will use an automated messaging system that will contact you through the emergency number you provide at registration. Additionally, radio and TV stations will be notified prior to 7:00 a.m. and will be asked to announce such information periodically throughout the morning. Select one of the following stations for your information:

Radio

WFAW — AM 940

WSJY — FM 107.3

WSLD — FM 104.3

Television

WISC — CH 3

WMTV — CH 15

WKOW — CH 27

WITI — CH 6

We request that parents and students refrain from calling the school on stormy mornings as our telephone lines must remain free for conferences and other emergency communications.

DANGEROUS INTRUDER PROCEDURES

Drills will be conducted annually to acquaint the student with procedures to follow in this type of situation. During these drills, the student should proceed to the area designated by your teacher and be ready to follow the directions of that teacher. General intruder drill regulations are as follows:

1. Teacher or adult in the room will ensure all doors to the room are closed and locked.
2. Remain silent and alert for additional or changed instructions.
3. Ensure that all students and staff are quiet. There should be no talking.
4. Stay in the room at all times. Do not leave the classroom unless instructed to do so.
5. If directed to evacuate, follow same route as you would for a fire drill. Stay with your group at all times.

STUDY HALL PROCEDURES

1. Each student is to come to the study hall adequately prepared with materials to study during the entire period. **Leaving the study hall to go to lockers or the restroom should be unnecessary.** No student is to leave the study hall without a pass from the study hall teacher.
2. Attendance in study hall is MANDATORY. Each unexcused absence will be viewed as any other class cut.

3. Study hall students with passes **must report to their study hall** before going to the library or using other rooms and/or areas of the building. Passes to other rooms and/or teachers during study hall time **MUST** be obtained prior to the school day starting.
4. Students who have permanent passes from study hall to an alternate location may have their passes revoked if periodic grade checks indicate a grade of D+ or lower in one or more classes until the grade is a C- or better. If your permanent pass is revoked, you are required to be in your regularly scheduled study hall.

HOMEROOM

All students are assigned homerooms when they enter the high school as freshmen, and they will remain with the same homeroom teacher throughout their four years in high school. The homeroom period meets as needed on various days of the week periodically throughout the year. Attendance in homeroom is **MANDATORY**. Each unexcused absence will be viewed as any other class cut.

CHANGE OF ADDRESS, ETC.

Inform the office if you change your address, telephone number, or any other basic or emergency number. If you move out of the school district at any time, including the summer, advise the school immediately.

FUND-RAISERS

Only school-sponsored organizations may conduct fund-raisers in the school or in the name of the school. All fund-raisers must be approved by the associate principal. No individual student may sell items in school for his or her own private gain.

INDIVIDUAL, TEAM, OR GROUP REPRESENTATION

No group or individual may compete on behalf of the school or represent themselves as being an official Fort Atkinson-sponsored group, team, organization or individual without expressed prior approval of the administration.

STUDENT FIELD TRIPS

Whenever a trip is planned for members of a given class or activity, it is necessary for each student involved to obtain a parent/guardian permission slip from the teacher in charge. This slip must include an emergency number and must be signed by the parents/guardians of the student and returned to the school. Students who have reached the age of majority and have filed for accountability may sign their own field trip permission slips. The student then assumes responsibility for going. If the student cannot participate because of illness or other change in his/her plans, he/she must notify the teacher in charge. A non-refundable fee may be charged to cover trip expenses. All students must travel with the group — if you go on the bus, you must return on the bus. All school rules apply while on the trip. Students are responsible for all work missed because of a field trip or any other school-related circumstance. Arrangements should be made before the day of the field trip.

Code of Conduct Discipline Chart

Most disciplinary offenses fall into the categories in this chart. The "Minimum Action" listed is not necessarily for a "first offense". "Detentions" include lunch, after school and/or Saturday detentions. "Suspension" refers to both in-school, where it is served in the Alternative Learning Center ("ALC"), and/or out of school ("OSS") suspension. Appropriate action in all cases is at the discretion of the administrators, and in accordance with state and federal laws.

MISCONDUCT	DESCRIPTION	DISCIPLINE OPTIONS
Abuse of Driving or Parking Privileges	<ul style="list-style-type: none"> ▪ Improper/reckless driving/speeding ▪ Parking in other than student assigned spaces ▪ Leaving campus without permission ▪ Taking truant students off campus ▪ Illegal parking ▪ Parking without permit 	<ul style="list-style-type: none"> ▪ Warning ▪ Suspension or revocation of parking privileges ▪ Parental contact ▪ Police Referral
Bus Conduct	<ul style="list-style-type: none"> ▪ Disrespect toward bus driver ▪ Misconduct while on the bus ▪ Yelling, screaming, or using profane language ▪ Standing while bus is in motion ▪ Putting body parts or objects out of the window 	<ul style="list-style-type: none"> ▪ Warning ▪ Detention(s) ▪ Parental contact ▪ Temporary or permanent suspension from bus ▪ School Suspension

MISCONDUCT	DESCRIPTION	DISCIPLINE OPTIONS
Cell Phones and Other Electronic Communication Devices	<ul style="list-style-type: none"> ▪ Non-school use during instructional time ▪ Refusal to put away device at teacher or administrator request ▪ Sending, receiving, and possessing inappropriate images and material ▪ Use of a device to harass, bully, or intimidate students or staff 	<ul style="list-style-type: none"> ▪ Warning ▪ Confiscation ▪ Detention(s) ▪ Parental contact ▪ Suspension
Chronic Disruption or Violation of School Rules	<ul style="list-style-type: none"> ▪ Behavior that disrupts the educational process of others by involvement in misconduct that occurs on a regular basis over a period of time ▪ Repeated refusal to follow school rules 	<ul style="list-style-type: none"> ▪ Warning ▪ Detention(s) ▪ Parental contact ▪ Suspension ▪ Removal from class ▪ Withdrawal from class with failing grade ▪ Reduction of school day ▪ Police Referral
Clothing – Disruptive Displaying poor taste	<ul style="list-style-type: none"> ▪ Halter tops/low cut tops ▪ Sleeveless shirts deemed inappropriate ▪ High cut shorts ▪ Revealing midriffs ▪ Displaying obscenity ▪ Advertisement of weapon, tobacco, alcohol, or drugs ▪ Promoting self-interest (100% white/black, etc.) ▪ Improper exposure ▪ Pajama clothing, including: pajama tops, bottoms and Slippers ▪ No chains on pants or 	<ul style="list-style-type: none"> ▪ Warning ▪ Confiscation ▪ Detention(s) ▪ Parental contact ▪ Home to change ▪ Suspension

Wallets		
MISCONDUCT	DESCRIPTION	DISCIPLINE OPTIONS
Conduct Unsafe to Others	<ul style="list-style-type: none"> ▪ Threat or attempt to cause injury to another student or staff member ▪ Threat or attempt to destroy school property by means of explosives 	<ul style="list-style-type: none"> ▪ Warnings ▪ Detention(s) ▪ Parental contact ▪ Police Referral ▪ Suspension ▪ Expulsion
Detentions - Failure to Serve	<ul style="list-style-type: none"> ▪ Teacher detentions ▪ Office detentions 	<ul style="list-style-type: none"> ▪ Warnings ▪ Detention(s) ▪ Parental contact ▪ Suspension
Displays of Affection	<ul style="list-style-type: none"> ▪ Provocative behavior ▪ Inappropriate/excessive physical contact 	<ul style="list-style-type: none"> ▪ Warning ▪ Detention(s) ▪ Parental contact ▪ Guidance referral ▪ Suspension ▪ Police Referral ▪ Expulsion
Disruption –Behavior	<ul style="list-style-type: none"> ▪ Throwing objects ▪ Loud/disruptive noises ▪ Objects disruptive to learning environment (i.e. squirt guns, stink bombs, etc.) ▪ Behavior that interferes with learning 	<ul style="list-style-type: none"> ▪ Removal ▪ Warning ▪ Detention(s) ▪ Parental contact ▪ Suspension ▪ Police Referral
Drugs/Alcohol	<ul style="list-style-type: none"> ▪ Under influence ▪ Possession ▪ Suspected to be under the influence ▪ Use/Selling/Distribution on Premises 	<ul style="list-style-type: none"> ▪ Confiscation ▪ Suspension ▪ Parental contact ▪ Police Referral ▪ Expulsion

MISCONDUCT	DESCRIPTION	DISCIPLINE OPTIONS
Fighting or Assault	<ul style="list-style-type: none"> ▪ Physical confrontation between two or more students ▪ Striking another student or staff 	<ul style="list-style-type: none"> ▪ Parental contact ▪ Suspension ▪ Police Referral ▪ Expulsion
Food and Beverages	Failure to follow policies	<ul style="list-style-type: none"> ▪ Confiscation* ▪ Detention(s)
Gambling	<ul style="list-style-type: none"> ▪ Any action involving betting on cards, dice, sporting events, etc. ▪ Game playing not authorized by school administration is prohibited 	<ul style="list-style-type: none"> ▪ Detention(s) ▪ Parental contact ▪ Suspension ▪ Police Referral ▪ Expulsion
Gang Activity	<ul style="list-style-type: none"> ▪ Behavior, dress, jewelry, and other forms of expression depicting gang affiliation or support ▪ Disruption/Intimidation caused by gang affiliation or support ▪ Gang posturing 	<ul style="list-style-type: none"> ▪ Warning ▪ Parental contact ▪ Confiscation* ▪ Police Referral ▪ Suspension ▪ Expulsion
Harassment – Hazing	<ul style="list-style-type: none"> ▪ Name calling, profanity, pestering, tormenting, or threatening actions that are meant to demean another person 	<ul style="list-style-type: none"> ▪ Warning ▪ Detention(s) ▪ Parental contact ▪ Suspension ▪ Police Referral ▪ Expulsion
Harassment – Other	<ul style="list-style-type: none"> ▪ Ethnic, sexual, racial, or religious ▪ Hate crimes (Federal law provides severe consequences) 	<ul style="list-style-type: none"> ▪ Warning ▪ Detention(s) ▪ Parental contact ▪ Suspension ▪ Police Referral

	<ul style="list-style-type: none"> • Bullying 	<ul style="list-style-type: none"> • Expulsion
MISCONDUCT	DESCRIPTION	DISCIPLINE OPTIONS
Head Wear	<ul style="list-style-type: none"> • Wearing hats or hoods in the building is prohibited • Must be kept in locker during school hours 	<ul style="list-style-type: none"> • Warning • Confiscation* • Detention(s) • Parental contact • Suspension
Ignition Devices	Matches, lighters chemicals or other materials when used for ignition purposes are prohibited on school property by all students	<ul style="list-style-type: none"> • Confiscation* • Parental contact • Suspension • Police Referral • Expulsion
Insubordination, Disrespectful and/or Uncooperative Behavior	<ul style="list-style-type: none"> • Refusing to follow staff directions • Walking away from a staff member at an inappropriate time • Speaking in inappropriate manner or tone 	<ul style="list-style-type: none"> • Parental contact • Detention(s) • Drop class with a failing grade • Suspension • Reduced Schedule • Police Referral • Expulsion
Inappropriate Use of Technology Electronic Devices	<ul style="list-style-type: none"> • Accessing pornography, materials harmful to minors, or obscene material • Using the computer for action that may be deemed offensive, harassing, or illegal including hate mail, discriminatory remarks, cyber bullying, and other antisocial behaviors • Use of proxy sites to bypass District web filters 	<ul style="list-style-type: none"> • Warning • Confiscation • Parental contact • Loss of computer privilege • Detention(s) • Suspension • Police Referral • Expulsion

	<ul style="list-style-type: none"> Other inappropriate use of Technology 	
MISCONDUCT	DESCRIPTION	DISCIPLINE OPTIONS
Laser Pointer	Possession, use, sale and/or distribution of laser pointer or similar device while on school grounds or at school sponsored event	<ul style="list-style-type: none"> Confiscation* Warning Detention(s) Parental Contact Suspension Police Referral
Loitering	Students who are on school property outside of school hours without staff supervision and/or involvement in a sanctioned activity	<ul style="list-style-type: none"> Warning Detention(s) Parental Contact Removal from activities Suspension Police Referral
Parking	<ul style="list-style-type: none"> Illegal parking Parking lot violations Improper/reckless driving 	<ul style="list-style-type: none"> Warning Parental contact Police Referral
Plagiarism/Cheating	<ul style="list-style-type: none"> Turning in work that is not yours Copying (homework or other) crib notes, cheat sheets Buying, selling, or handing out of work, tests, or answer sheets 	<ul style="list-style-type: none"> Detention(s) Parental contact Redo assignment for reduced credit Loss of credit Referral to Guidance Counselor and/or A.P. Suspension
Skateboards, Inline Skates, and Scooters	<ul style="list-style-type: none"> Use/Possession of skateboards, inline skates, and scooters is prohibited on school property 	<ul style="list-style-type: none"> Confiscation* Detention(s) Parental contact Police Referral
Possession of Tobacco Products and/or Ignition Devices	<ul style="list-style-type: none"> Possession prohibited on school property by all students 	<ul style="list-style-type: none"> Warning Confiscation Disposal

		<ul style="list-style-type: none"> •Parent Contact •Suspension •Police Referral
MISCONDUCT	DESCRIPTION	DISCIPLINE OPTIONS
Smoking of Tobacco Products, Tobacco Use, Vaping or Use of Electronic Smoking Devices	Smoking, including electronic vaping devices, or the use of any type of tobacco products in school buildings, on school grounds, or in or in student vehicles on school property. Board Policy #443.3	<ul style="list-style-type: none"> •Warning •Confiscation •Disposal •Parent Contact •Suspension •Police Referral
Theft	Taking of school/personal property without permission	<ul style="list-style-type: none"> • Warning • Parental contact • Detention(s) • Exclusion • Suspension • Restitution
Truancy/Unexcused Absences	<ul style="list-style-type: none"> • Absent without contact by a parent/guardian (or student 18 or older) to excuse. This includes all classes and Resource. • Leaving campus without permission 	See "Attendance" section
Vandalism	Causing or intending to cause damage to the building or personal property (including computer tampering and graffiti)	<ul style="list-style-type: none"> • Restitution by student and/or parent as determined by the administration • Parental contact • Suspension • Police Referral • Expulsion
Verbal Abuse and Profanity	<ul style="list-style-type: none"> • Inappropriate language, written or spoken • Conduct or gestures which 	<ul style="list-style-type: none"> • Warning • Detention(s)

	are obscene, lewd, profane, vulgar, or sexually suggestive	<ul style="list-style-type: none"> • Parental contact • Suspension • Expulsion
MISCONDUCT	DESCRIPTION	DISCIPLINE OPTIONS
Weapons, Guns, Knives, and Dangerous Objects	<ul style="list-style-type: none"> • Possession, use, sale, and/or distribution of weapons, or pepper spray • Possession of facsimiles (i.e. toy weapons, etc.) <p>Use of any object to cause bodily or property harm including ignition devices, controlled substances, drug paraphernalia, writing tools, etc.)Laser pointers</p>	<ul style="list-style-type: none"> • Suspension • Police Referral • Parental contact • Confiscation • Expulsion

DISCIPLINE/GENERAL BEHAVIOR

The intended effect of the Code of Conduct and general discipline policies is to create an educational climate conducive to learning, to responsible and considerate behavior, and one in which the safety of students and all persons is assured. Simply stated, if everyone remembers to RESPECT OURSELVES, RESPECT OTHERS, and RESPECT PROPERTY we will all help to promote a positive school environment.

PUBLIC DISPLAYS OF AFFECTION

Excessive and/or prolonged public displays of affection are not appropriate in the school setting and are not permitted. Any public display of affection may result in disciplinary action.

POLICE SCHOOL LIAISON OFFICER

It is the philosophy and belief of the administration at Fort Atkinson High School that the primary responsibility for dealing with student discipline violations rests with us. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state laws or municipal ordinances occur, or when students or parents/guardians refuse to work within the established policies of the district and school, or where security of person or property appears to be in jeopardy, we will involve the police and initiate arrest and prosecution proceedings.

It is also our belief that the primary role for the police liaison officer is an educational one — one in which he can provide programs and information for our students to help them know and understand their rights and responsibilities.

The police liaison office is located in the Pupil Services Office. Students and parents/guardians are encouraged to contact him with their concerns.

ASSEMBLIES

Assemblies are a part of the curriculum and as such are designed to be educational as well as entertaining experiences. **Students are required to be in attendance at all assemblies of any kind.** They provide an opportunity in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful. If any student has

questions regarding an assembly, please see one of the school administrators.

BUS REGULATIONS

Full cooperation regarding the following rules is needed at all times to maintain safe, dependable bus service that is a credit to both the school and community:

1. The student must be on time for his/her morning and afternoon bus pick-ups. The bus cannot wait. Designated routes are provided for each student to avoid overcrowding. Students are expected to ride assigned buses.
2. The student should be careful in approaching bus stops and should walk on the left side of the road toward oncoming traffic. If it is necessary for the student to cross the road after he/she leaves the bus, he/she should always wait for a signal from the driver and then cross in front of the bus.
3. Standing in the bus is not allowed. The student must remain seated while the bus is in motion. When the bus reaches its destination, the student should wait his/her turn while the bus empties from front to back, then rise and exit.
4. The emergency door should be opened only in case of emergency.
5. Smoking, alcoholic beverages, or drugs are not tolerated on any school bus at any time.
6. The student is expected to conduct himself/herself properly at all times and treat the driver and other passengers with courtesy and respect. Loud talking or unnecessary confusion diverts the driver's attention and endangers the safety of the bus and its occupants.
7. Students are liable for any damage done to the seats or other equipment by their misbehavior.
8. While the student is in his/her care, the bus driver is in complete authority; the student should obey promptly. The driver is instructed to assign seats in the bus if he/she deems it advisable, to refuse morning pick-up to a student who has violated a bus rule on the trip home from school the previous day, and to bring a student who violates a bus rule on the trip to school in the morning directly to the office. Parents of a student who has violated a bus rule are notified by the school, and the student is not permitted to ride a school bus

until reinstated by the high school principal or the associate principal.

9. Continued violations of bus rules may result in permanent removal from the bus.

Transportation to/from the school shall then be the responsibility of the parent and/or guardian.

10. Questions about bus routes, pick-up times, etc. should be directed to the bus company itself (Double Three Transportation, 920-563-3652).

CARE OF THE CAMPUS

Students will be responsible for paying for the materials and/or labor necessary to replace or repair damages or loss the student caused.

DETENTION

Students may be assigned a detention by any member of the faculty. This is for those students with undesirable patterns of attendance, tardiness, or conduct as well as other disciplinary problems. Students assigned to detention are to report to the room designated by the teacher at the time given and for the duration assigned. Failure to report will result in appropriate further disciplinary action. Each student is to cooperate with the teacher. Any student who does not abide by the regulations of the detention period may be referred for administrative disciplinary action.

Students who have unexcused absences, and/or detentions not served may be denied participation in, or attendance to school functions (i.e., class trips, dances, sporting events and/or participation in graduation ceremony).

EXPULSION

Expulsion is a legal process (WI.ST. 120.13) through which the Board of Education may deny a student all educational services provided by the district for a pre-determined period of time.

BEVERAGES, CANDY, AND SNACKS

1. All food and beverages are to be consumed in the commons only.
2. Beverages other than water are to be consumed only in the commons.
3. Opened containers will not be allowed in any other areas of the school building and will be confiscated when found.

4. Containers must be disposed of in proper receptacles.

Dress and Grooming, 5511 – School District of Fort Atkinson Board of Education Policy

Student attire shall be permitted that is not disruptive to the learning environment and is not offensive to the population being served by the School District of Fort Atkinson. Clothing that exposes cleavage, private parts, the midriff or undergarments or that is otherwise sexually suggestive is prohibited. The district prohibits students from wearing any clothing which is normally identified with an antisocial behavior, gang affiliated and clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sex, profanity, violence and/or illegal drugs. Issues regarding the appropriateness of student attire will be resolved by the building principal in accordance with this policy and building level handbooks.

GUIDELINES FOR PERSONAL APPEARANCE: THE SCHOOL MAINTAINS THE RIGHT TO REGULATE DRESS OR GROOMING WHEN THE STUDENT'S APPEARANCE PRESENTS A DANGER TO HEALTH OR SAFETY, CREATES A DISRUPTION TO THE SCHOOL AND ITS INSTRUCTIONAL PROGRAM, PROMOTES VIOLATION OF THE LAW, OR CAUSES AN EXCESSIVE MAINTENANCE PROBLEM (WISCONSIN STATUTES 120.12(1) AND 120.13(1)). FAILURE TO COMPLY WITH REASONABLE DIRECTIVES WILL BE CONSIDERED ACTS OF INSUBORDINATION AND APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN.

Students are expected to come to school well groomed and dressed in a manner, which is generally accepted as being in appropriate taste, and is not a disruption to the learning environment. Clothing that exposes cleavage, private parts, the midriff or undergarments or that is otherwise sexually suggestive is prohibited. The district prohibits students from wearing any clothing which is normally identified with antisocial behavior, gang affiliation and clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sex, profanity, violence and/or illegal drugs. The wearing of caps, bandannas, hoods, etc., and other outdoor attire, such as jackets, is not permitted in the school, during the hours when class is in session. In addition, students are prohibited from having in their possession items or articles, which are

distracting (i.e. cell phones, headphones), indecent, unhealthy, hazardous, or symbolic of alcohol and/or other drugs. Students in possession of items that are found to be dangerous, illegal or in violation of this policy may be taken away by an administrator. A parent conference may be required before an item is returned. This policy is not limited those included above and issues regarding the appropriateness of student attire will be resolved by the building principal. Students who violate this dress code will be asked to change their clothing prior to returning to school and will receive appropriate discipline.

DANCES

We want students to enjoy school dances. We also want parents of our students to know that dances are a wholesome source of recreation. All school dances are sponsored by a club or activity, approved by the building principal, and chaperoned by school personnel. Police officers may be asked to be in attendance, and all school policies apply to dances. Students may not bring dates that are not currently a Fort Atkinson High School Student without completion of a guest application form and administrative approval. **Guests must be at least in the 9th grade, but not older than the age of 20.**

Guest must provide a current photo I.D. upon admission.

HARASSMENT/BULLYING The District shall provide a learning environment where all students may participate in the curricular and extracurricular activities free from any form of harassment or intimidation by employees or other students, including sexual harassment. The District is committed to creating an environment that treats all students with dignity and respect and promotes tolerance and cooperation throughout the District.

DEFINITION: Harassment refers to physical or verbal conduct which interferes with a student's school performance, or which creates an intimidating, hostile or offensive school environment. Harassment or intimidation can include, but is not limited to the following: physical or mental abuse, racial insults, ethnic slurs, religious slurs, and sexual harassment.

Sexual harassment means unwelcome sexual advances, unwelcome physical or verbal conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive sexually graphic materials. It is the policy of the District that sexual relationships between staff and students are not permissible in any form or under any circumstances, in or out of the work place, in that it interferes with the educational process and involves elements of coercion by reason of the relative status of a staff member to a student. Cyberbullying (also spelled Cyber-bullying) or on-line bullying through social media is the term used to refer to bullying and harassment by use of electronic devices including but not limited to email, instant messaging, text messages, blogs, mobile phones, pagers, websites, etc. According to the City Council of Fort Atkinson, ORDINANCE NO. 713 stating that a message by telephone or other electronic device with the reasonable expectation that the persons will receive the message with the intent to frighten, intimidate, threaten, abuse, harass or annoy another person(s), falls under the ordinance of disorderly conduct and will be handled by the school and police liaison as such.

The District shall not tolerate any form of harassment and shall attempt to prevent such harassment. Any student or employee who engages in harassment shall be disciplined in accordance with established policies and procedures. Any student who believes he/she has been or is being harassed or has knowledge that a policy violation has occurred may file a written complaint in accordance with the procedures set forth in AR411.1. There shall be no retaliation against any student who, in good faith, files a complaint under this policy. Any person who engages in retaliatory conduct against a complainant in violation of this policy will be subject to disciplinary action.

This policy applies to all off-site school activities including, but not limited to, school-sponsored trips and athletic events, and at all times on school premises.

WHAT TO DO IF YOU ARE HARASSED: Remain cool. Be direct and candid with the person.

Let your response be known promptly. Tell the person his/her activities are unwelcome and should stop. If the behavior continues, follow the established procedure:

- Report it to a building administrator or a member of the Pupil Service Team.
- Be prepared to give all the facts surrounding the incident(s). Give the who, what, when, where, and how.
- Document the incident.
- Identify potential witnesses.

REMOVAL FROM CLASS

Students who are requested to leave a classroom must report immediately to the Alternative Learning Center (ALC). Any teacher who sends a student to the ALC will follow up later during the day with a phone call home to the parents. Students are NOT to report themselves to the ALC. Students are NOT allowed to use electronic devices of any kind in the ALC.

SUBSTITUTE TEACHERS

Our school is fortunate in having people to help us whenever regular teachers are absent. Be polite, helpful, and considerate to substitute teachers whose impression of our school will be carried into the community. Proper behavior, respect for, and compliance with, directives of substitutes is required and expected.

SURVEILLANCE CAMERAS

Fort Atkinson High School is equipped with surveillance cameras located in various areas of the building and campus. This camera system generates video, which is utilized to deter and detect acts of vandalism or deviant behavior.

BEHAVIOR AND CONDUCT IN AREAS WHERE THERE IS AN EXPECTATION OF PRIVACY

The District recognizes and protects the privacy rights of individuals using locker rooms, changing rooms, bathrooms, and other areas where privacy is reasonably expected. To facilitate privacy:

- At no time shall anyone use any device, including but not limited to: cameras, video cameras, or cellular telephones, to record, capture, or transfer an image of an individual there in.

- At no time shall individuals be interviewed inside a locker room, changing room, bathroom, or other area where privacy is reasonably expected.

Anyone who violates this policy shall be subject to school disciplinary action and/or penalties under state law.

DRIVING/PARKING

1. All vehicles parked on school grounds must be properly licensed.
2. **Students will be charged a fee to park on school grounds. All student vehicles must display a parking permit, issued by the High School Office at a charge of \$40. Parking privileges may be revoked if a student leaves the school grounds during the day, and the absence(s) are unexcused. The parking permit/privilege may also be revoked for leaving at lunch, reckless driving, improper parking, or any other circumstances deemed appropriate.**
3. Students may not park in reserved, or handicap spaces.
4. Vehicles should be kept locked at all times.
5. The school is not responsible for the driver, the vehicle, or any passengers, nor for the damage/theft of student vehicles or their contents.
6. All vehicles must be parked correctly in the marked spaces. Any improperly parked vehicles may be ticketed and/or towed.
7. The parking lot is off limits during the school day.
8. All school rules apply in the parking lots and roadways.
9. The speed limit is 10 mph in the parking lots. The police department may at their discretion, cite individuals for speeding.
10. Report all accidents directly to the police, the school office, and the respective insurance companies.

Violations of these regulations may result in disciplinary action by the school, including loss of driving/parking privileges, and/or citations from the Fort Atkinson Police Department.

SUSPENSION

A student may be suspended for any serious breach of proper conduct. The period of suspension may extend for five days. During the period of suspension, the student is not permitted on school premises or at school-sponsored activities. All work may be made up for full credit within a reasonable period of time. A parent/guardian or adult student conference with the principal or associate principal is a prerequisite to the re-admission of the student to the school. Repeated suspensions may lead to expulsion.

AGE OF MAJORITY

Students 18 years of age or older may obtain Age of Majority status with written permission from their parents/guardians and an administrator. A form is available in the attendance office. The school may deny any request for majority status. School officials may also revoke Age of Majority status for any violations or misuse of the privilege. It is the schools policy to continue to contact a parent/guardian if school is missed. All attendance policies and laws are in effect even after the Age of Majority is on file at school. Students with an "Age of Majority" form on file are still only allowed five absences per semester and these absences are shared with their parent or guardian. Upperclassmen may accumulate "hours" for time that goes beyond the allowed absences for the semester and/or not making up the detention times set forth. Hours must be made up before the student may participate in extracurricular activities including, but not limited to, field trips, sporting events, concerts, dances and/or graduation ceremony.

DISCLOSURE OF STUDENT INFORMATION

Students have a variety of school staff available to them on a daily basis to communicate ideas, concerns, or personal problems. School staff includes classroom teachers; pupil services personnel, administrators, secretaries, and custodial staff. On occasion, a student may reveal highly personal information with school staff. This is particularly likely in counseling situations involving guidance counselors, social workers, or school psychologists where a therapeutic relationship exists. In counseling situations, pupil services staff is bound by confidentiality standards as cited in state statutes and professional ethical codes.

In the event that a student discloses information to **any** school employee which forewarns of or

discloses potential or actual danger to the health and/or safety of that student, other students, district employees, or others, or which indicates disruption of the daily maintenance or operation of the school, this information shall be disclosed to the building principal or his/her designee as soon as possible.

The requirement that all school staff are required to disclose their knowledge of the potential or actual health and/or safety danger or knowledge of disruption of the daily maintenance or operation of the school shall be made known to all students and to parents by the inclusion of this requirement in student, parent, and staff handbooks. Reference: Wisconsin Statutes 905.04(3), 905.11, and 911.01(2) and (3).

CASES NOT COVERED BY SPECIFIC RULES

It is understood that the rules contained in this handbook are not all-inclusive. The administration and staff may take such action as is necessary and not forbidden by law to insure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which affects the safety and welfare of students either individually or collectively, regardless of the existence or non-existence of a rule covering the offense. School rules apply to all students enrolled regardless of their age.

COMPLAINT PROCEDURES

(5517-STUDENT ANTI-HARASSMENT)

Any complaint regarding the interpretation or application of the district's student's nondiscrimination policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent, or resident of the district complaining of discrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in school programs or activities shall report the complaint in writing to the district administrator.
2. The district administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The district administrator will review with the building principal, or other appropriate persons, the facts comprising the alleged

nondiscrimination. Within 15 days after receiving the complaint, the district administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievant.

3. A grievant who is dissatisfied with the decision of the district administrator may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the district administrator.
4. A grievant who is dissatisfied with the Board's decision may — within 30 days — appeal the decision in writing to the State Superintendent of Public Instruction.
5. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.
6. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

CURRICULUM

PUPIL SERVICES

The primary goals of the Pupil Services program are to assist students' development in three important domains: academic, personal/social, and career decision-making. Counselors and a school psychologist assist students to increase their understanding of their abilities, interests, and values. Counseling provides students with the opportunity to obtain help in thinking through the problems he or she faces and in accepting the responsibility for their decisions. Pupil Services staff strives to serve as advocates for students while encouraging students to communicate directly with parents, teachers, and administrators.

The primary function of the counselors and the school psychologist is to support academic success and the formulation of a post high school career plan. Counselors will meet with students and parents

individually. Pertinent information on course selection, school admissions, testing, scholarships and the like are delivered through printed material and classroom presentations. If the need for more extensive counseling services arises, we will assist families with referrals to the professional of their choosing. The Pupil Services staff is trained to handle crisis situations and offer support groups that cover a variety of topics.

When a student enters the high school, he or she is assigned a counselor according to the alphabet. A student will work with the counselor through high school graduation. It is important to point out that, although students are assigned to a counselor, a student may seek assistance from the counselor of his or her choice. Once a choice is made we ask that the student be consistent. Counseling appointments may also be made with the school psychologist.

Students are encouraged to come to the Pupil Services Office for information and assistance. Conferences can be arranged by completing an "Appointment Request Form" which can be obtained from the Pupil Services secretary. If an immediate appointment is needed, the student is asked to inform us of the urgency. The form is returned to the student with an appointment time identified. Every effort will be made to get back to the student promptly.

The counselors will conduct group and individual programs of educational planning, vocational and career information, aptitude and achievement testing, test interpretation, and other varied activities designed to assist students. The individual conference, however, remains an important option available to all students. The parents/guardians are welcome to attend with their son or daughter.

The Pupil Services office maintains all of the forms and reference guides typically needed by a high school student. However, we rely on the internet for most of our information. The Pupil Services office also distributes and/or processes a number of important forms and applications: transcript requests, various financial aid forms, ACT/SAT registration, college and vocational college information, and scholarship applications. Additionally, counselors function as liaisons with outside groups or organizations. Contact with post-high school representatives, military recruiters, or enrollment in specialized conferences and pre-college experiences can all be arranged through counselors. Pupil Services publish a monthly calendar for Juniors and Seniors to inform them of the many activities, special opportunities, and deadlines affecting them.

Parents/guardians are encouraged to contact their son's or daughter's counselor whenever needed. If you have specific questions about the following services please contact the counselor identified below:

Mrs. Strom — Supports testing services and Youth Options, screens referrals to the alternative programs including CrossRoads and the High School Equivalency Diploma.

Mrs. Utphall— Coordinates the scholarship and Student Assistance programs and Financial Aid

Mr. Brokmeier — Coordinates career education activities and the overall program

School Psychologist — Provides evaluation services and support for special education students,

COUNSELOR-COUNSELEE ASSIGNMENT = 2019-2020

	Grade 9	Grade 10	Grade 11	Grade 12
Mrs. Utphall	A – G	A – Hea	A - Hea	A - Gr
Mr. Brokmeier	H-N	Heb-Pe	Heb-Pe	Gs-Pe
Mrs. Strom	M-Z	Pf-Z	Pf-Z	Pf - Z

COURSE SELECTION & ADJUSTMENTS

During the months of January and February, students in grades 8-11 are required to select appropriate high school courses for the forthcoming school term. Planned activities informs students of all course offerings available at Fort Atkinson High School, educates students as to their graduation status, encourages attention to course sequencing, provides opportunities/information relevant to appropriate post-high school planning, and asks students to verify that we have accurately entered their selections into our computer network. Parent involvement in the selection of their children's courses is extremely important.

Beginning in February, many decisions directly influenced by student course selection are made (i.e., staffing, next year's schedule, and class size). At times it is necessary to approach students whose course selections need adjustment as a result. Fort Atkinson High School will make every effort to offer students the opportunity to discuss the implications of any change with their counselor and parents.

At the conclusion of the registration process, course selections are considered permanent.

Only certain requests for changes in a student's program will be considered after the finalization of student schedules. These requests, which must include a reason(s) for the requested change, are to be made in writing and signed by a parent.

Requests for changes will be screened to meet one of the following criteria:

1. A graduation requirement needs to be added.
2. An independent studies course has been approved and replaces a study hall or is being completed outside of the regular school day.
3. A summer school course was successfully completed and adjustments are now needed.
4. A second semester failure makes a course selected inappropriate.
5. Release for a coop job requires modification to the schedule.
6. Study halls are drastically out of balance.
7. A student wishes only to drop a course.

Students will receive a copy of their 2nd semester schedule in early December. Adjustments to the 2nd semester schedule will be made throughout the months of December and January but must be completed prior to the start of 2nd semester. Requests, which involve dropping one course and adding a new elective for reasons other than this, are referred to as "preference changes." These are not encouraged and require a written request to the principal. Valid reasons to support the request must be identified in writing along with a parent guardian signature.

TEACHER REQUESTS/CHANGES

Given the complexities and constraints of high school scheduling, teacher requests are frowned upon and will not be considered in most instances. The high school principal will consider a request for a teacher given an extreme circumstance. Once a student starts the school year with a teacher it is expected that the student will remain in that classroom for the full term of the course. When situations arise that concern the student, parent or teacher those concerns must be addressed in a face to face meeting between the student, teacher and parent. If the situation does not improve a second meeting will be held with the Principal, or designee, to gather further

information. The Principal, or designee, will consider a change of teacher when it is warranted and based upon information gathered.

DISTRIBUTION OF SCHEDULES

Student schedules are distributed to students free of charge prior to the start of school and again at the beginning of each quarter. They also receive schedules following a change that is approved through their counselor.

DROPPING A COURSE

STUDENTS ARE ALLOWED TO MAKE SCHEDULE CHANGES DURING THE FIRST FIVE DAYS OF THE SEMESTER.

If a student elects to withdraw from a course after the first five school days, but before the end of first nine weeks of a semester, a grade of an "F" will be recorded for that quarter and a "W" or withdrawal will be recorded for the next quarter and semester. A withdrawal during the second nine weeks of any particular semester will result in the recording of a failing grade. All failing grades, recorded as "F", are computed into the grade point average for the grading period in which it occurs.

Nine-week courses will be handled based upon the reason for the drop. A class drop could be denied if the total credit load for the year falls below 6.0 credits.

CLASS LOAD

Each student is required to carry a minimum of 6 credits per year. It is recommended that Freshmen not exceed 7 credits during the first year. The maximum possible in a year is 8 credits, given the availability of courses within the master schedule.

INDEPENDENT STUDIES

Students have the opportunity to apply for independent studies, which would provide them with educational experiences that reach beyond the regular high school curriculum. To be eligible for participation in this program a student must meet the guidelines described in the ***Program of Studies*** Handbook.

Independent studies courses can be applied for through the 5th day of each semester. Students

may request an application/contract for independent studies from their counselor and work out the details with their supervising instructor.

CORRESPONDENCE / ONLINE COURSEWORK

Students who wish to take courses not available in our curriculum or who need to make up credits for graduation may wish to consider a correspondence/ online course. The UW-Extension provides a variety of high school courses for credit. The High School Principal reviews correspondence course requests for high school credit. This approval for credit must be sought prior to the start of the course. All exams will be conducted under the supervision of the counselor or his/her designee. The final grades from these courses must be available prior to May 31st for those who wish to participate in commencement ceremonies. Students and/or their parent(s)/guardian(s) shall be responsible for all costs.

ADVANCED PLACEMENT TESTS

Advanced Placement (AP) testing opportunities exist in many subject areas. Any student can take an AP examination regardless if he/she has been enrolled in an AP course, however, those enrolled in an AP class are required to take the exam unless prior approval is given from the high school principal. AP examinations occur in May at various locations in the state. Students and/or parents/guardians must incur the costs for these examinations, any necessary transportation needs, and notifying the attendance office of any absences from the school day because of the exam.

ARTICULATION/DUAL CREDIT AGREEMENT

Fort Atkinson High School is continually investigating articulation agreements with Madison College (MATC) and with other post-secondary institutions. Students should check with teachers in the Technology Ed., Business Information and Technology, Science, or Family and Consumer Ed. departments for possibilities, which may exist during a given school year. The agreement may allow students to progress more rapidly through a diploma or degree program and receive instruction at the level most beneficial to them.

AUDITING A CLASS

Auditing is employed for the purpose of obtaining the necessary background or skills necessary to progress in a sequence of study. Auditing involves repeating a semester of a course one has previously taken and received credit. Therefore, credit is not issued a second time for a repeat course. The grade is posted as a separate and new entry to the transcript and is calculated into the student's semester and cumulative grade point average. The original grade remains and is also calculated into the cumulative GPA. Audit requests need to be made prior to the start of a semester or within the first five days of a semester. Any other situations would need principal approval.

START COLLEGE NOW (EARLY COLLEGE CREDIT PROGRAM-ECCP)

The Start College Now Program:

1. Allows 11th and 12th grade students to enroll in one or more nonsectarian courses (for up to 15 credit hours per semester) at a UW campus or center, a VTAE college, or a private, nonprofit college located in the state.
2. Provides that postsecondary admittance be contingent on meeting entrance requirements and the availability of space.
3. Requires the school district to determine whether the course satisfies state graduation requirements, and what, if any, high school credits are to be awarded to the pupil. Students may appeal the district's determination to the State Superintendent.
4. Requires a pupil application and notification process so that school district and postsecondary planning and reporting may take place.
5. For postsecondary courses taken for high school credit, requires the pupil's school district to pay the actual cost of tuition, fees, books and other necessary material directly related to the courses taken at a UW campus or center, or a VTAE school. If the pupil attends a private college, the school district must pay the lesser of: the actual cost of tuition, fees, books and other material or an amount determined by multiplying the statewide shared cost per high school credit (as computed by DPI) by the number of high school credits taken at the private

college. Transportation costs may also be reimbursed for low-income families.

To participate in this program parents need to complete an application form available in the Pupil Services office or submit a letter of intent to participate to the Director of Instruction by the following deadlines:

March 1st for participation in the Fall Semester

October 1st for participation in the Spring Semester

Additionally, students must seek admissions to the institution of their choice by completing that institution's admissions application. Students and parents are encouraged to contact their counselors well in advance of these deadlines for assistance. If a pupil receives a failing grade in a course, or fails to complete a course, for which the School District has made payment, the pupil's parent or guardian, or the pupil if he or she is an adult, shall reimburse the School District the amount paid on the pupil's behalf. Failure to reimburse the School District will result in ineligibility for further participation in the program and denial to participate in formal graduation ceremonies (Board Policy 343.42).

GRADE STANDING

Upon the end of each of the grade levels a student should have earned passing grades of a D- or higher in the corresponding minimum amount of total credits to remain on track for graduation:

- Grade 9 6.0 Credits
- Grade 10 11.5 Credits
- Grade 11 17 Credits
- Grade 12 24 Credits Needed for Graduation

REQUIREMENTS FOR HIGH SCHOOL GRADUATION

Graduates of the Fort Atkinson High School must earn a minimum of twenty-four (24.0) credits in grades 9-12. In addition, students will complete a portfolio and senior exit interview.

1. **English — 4 credits.** English 9, 10, 11, and 12. (Honors or Non-Honors option of each)
2. **Social Studies — 3 credits.** Eastern Cultural Studies, U.S. History, AP U.S. History, Government. Economics and AP Microeconomics. (Honors or Non-Honors option of each)
3. **Science — 3 credits** comprising of one Physical Science, one Biological Science and one Science elective.
4. **Math — 3 credits.** Successful completion of Algebra is required for graduation. The other required credits may be earned in any of the Math courses including AP Computer Science and Computer Science I or II.
5. **Physical Education — 1 1/2 credits.** Physical Ed. 9, 10 & 11 are required
6. **Health — 1/2 credit** - Juniors are required to be enrolled in a Health Class.
7. **Electives** – 8.5 credits includes required .5 credit Career Pathways course
8. Successful completion of the Wisconsin Civics test

Students are encouraged to select additional credits beyond the graduation requirement.

The school will assist students whenever possible to monitor their progress towards graduation and to inform the parent/guardian when difficulties exist. However, it is primarily the student's responsibility to know his/her credit status each year and to contact a counselor for assistance and options to resolve deficiencies or reaffirm his/her credit standing. Each student will receive a transcript each year to assist them in monitoring their progress.

Counselors will review Juniors' credit status at the end of the Junior year and inform all parents/guardians if their son or daughter is either "at risk" or unlikely to graduate the following year. Counselors will again review and communicate with parents or adult students at the end of the first semester and again at the end of the third quarter of their Senior year. Several status checks also occur for marginal seniors throughout the month of May and June.

Counselors or the Principal will inform parents and adult students of credit deficiencies and ineligibility to graduate. Seniors receiving Academic Awards are required to participate in the Senior Academic Awards Program while only students who have met all graduation requirements

will participate in commencement ceremonies. Parents are advised that the purchase of Senior photos, announcements, and cap and gown do not guarantee graduation privileges.

Educational programs for high school graduation may be provided to accommodate pupils with exceptional interests, needs or requirements.

Students who successfully complete the G.E.D. (General Educational Diploma) or the H.S.E.D. (High School Equivalency Diploma) do so independent of Fort Atkinson High School. Only students who complete Fort Atkinson's High School graduation requirements receive a diploma issued from Fort Atkinson High School and participate in commencement ceremonies held by the school. Students who are enrolled in the General Education Diploma Option 2 (GEDO) and the Crossroad's Alternative program, and complete all other Fort Atkinson High requirements receive a School District of Fort Atkinson diploma and are encouraged to participate in the commencement ceremony.

Early graduation option: It is anticipated that students will graduate four years after beginning their high school education. Early graduation requests will be reviewed by the building principal. Final determination on these requests rest with the Superintendent and the Board of Education. Applications must be submitted in writing to the principal no later than the last day of classes in the Spring semester of the Junior year. In extraordinary circumstances, the principal may consider requests after this date. Graduation requirements shall include any test that is required by State Statutes.

Students who wish to graduate early must complete the following steps. Such requests are to be submitted before the end of the Junior Year. In rare instances involving extenuating circumstances, the principal may consider forwarding requests after this deadline.

1. The student will meet with his/her assigned counselor to review credits earned and to identify classes/credits that will be needed to meet graduation requirements.
2. The student will present a letter of request to the counselor stating reasons for requesting early graduation. Specifically, the letter should include:
 - a. The special circumstances that support the request
 - b. Immediate plans following early graduation

- c. Future plans and goals
3. The letter must be co-signed by a parent/guardian and the student indicating support for the request.
4. Upon submittal of the early graduation request, the counselor will conduct a final review of credits, necessary procedures, and then forward the request with the most current transcript to the high school principal with their recommendation.
5. The high school principal will review the submitted materials prior to forwarding the request to the Superintendent and Board of Education. The principal may request a conference with the student and/or parent(s)/guardian to determine the appropriateness of such requests.

SCHOLARSHIP OPPORTUNITIES

The Pupil Services office is responsible for facilitating the local Scholarship and Awards Program which usually occurs during late May. Many schools, employers, private parties, civic organizations, and/or professional organizations request the school to acknowledge and announce recipients of their scholarships and awards. Seniors will receive a comprehensive presentation through English 12 classes during the early part of December regarding scholarship opportunities. Regular announcements of other opportunities and deadlines occur through the daily announcements, memos to homeroom, the Student Services website, and the pupil services newsletter.

Many additional notices of scholarship opportunities that are not a part of the local scholarship program are mailed to the High School. These scholarships are on file in the Pupil Services office. All students are encouraged to take the initiative to do research on their own.

Academic Excellence Scholarship Tie – Breaking Procedure

The Governor's Academic Excellence Scholarship is awarded to the top two students (based on the 7th semester cumulative G.P.A.) in each graduating class. In the event there is a tie in GPA, the students nominated by the District for the Governor's Academic Excellence Scholarship shall be selected on the basis of (1) students who plan to attend a college or university in the State of

Wisconsin; if still tied, (2) highest score on the college entrance ACT Test as administered on or before December 31st of the senior year; and if still tied, (3) the number of credits earned through the 7th semester by each student. During Senior Recognition and Awards Night, the top two seniors (determined using the procedure stated above) will be recognized. Alternates will not be recognized.

HONOR ROLL

Fort Atkinson High School recognizes honor students each semester. To qualify for the honor roll a student must carry at least 2.5 credits per semester and obtain the following semester grade point averages: Gold Honors 3.85 - 4.0; Silver Honors 3.5 - 3.84; Honors 3.0 - 3.49.

ROTARY RECOGNITIONS

Rotary Top Senior Scholars: The Fort Atkinson Rotary Club recognizes seniors each school year who demonstrate exemplary scholarship. Seniors are selected on the basis of GPA and other criteria and are recognized at a Spring Banquet. Students are identified by utilizing the 6th semester grade point. Additional students are recognized in the event of a tie.

COMMENCEMENT

The School District of Fort Atkinson recognizes and celebrates the accomplishments of its graduates each year during a formal commencement ceremony. Only those students who successfully complete all district graduation requirements may participate in the ceremony.

Participation in the ceremony is a privilege and not a right. Participants are expected to dress and behave in a manner that is fitting for this honorable event. Students may be denied participation should they fail to comply with school district policies and / or procedures.

Honor Cords

Fort Atkinson High School recognizes academic scholars during the high school's commencement ceremony utilizing the student's 7th semester cumulative grade point average as follows:

ASSESSMENT & GRADE REPORTING

Fort Atkinson High School continues to work very hard to implement researched-based, contemporary assessment practices that best support our students' learning. Through assessment it is our goal to gain a clear understanding of what the student has learned as a means to offer additional instruction to support further learning. Student grades are a means to provide feedback about a student's progress. Progress grades are provided at the end of 1st and 3rd quarters. These grades are not part of the student's transcript. Formal transcript grades are issued at the end of each semester. Grades are assigned based upon evidence and depth of student learning toward identified standards.

Letter Grade Assigned		Associated Percentage Range
A	A	100% - 93%
	A-	92% - 90%
B	B+	89% - 87%
	B	86% - 83%
	B-	82% - 80%
C	C+	79% - 77%
	C	76% - 73%
	C-	72% - 70%
D	D+	69% - 67%
	D	66% - 63%
	D-	62% - 60%
F	F	59% and below
*NP	Non proficient	50%
*NE	No Evidence	0%

*NP (Non proficient)- reflects quality attempt to the assignment or assessment that does not exceed 50% assessed value.

* NE (No Evidence) – A standards-based grading system requires evidence of learning for each standard. As such the indication **NE** (No Evidence) is being used in teacher grade books and it receives zero credit.

Our goal is to have students focus on learning. Grades represent student learning, not an accumulation of points. Extra credit will only be allowed when it relates directly to a learning objective and represents a higher level of learning. Late work will be accepted up until the time of the summative/unit/chapter test. Additional time may be provided at the discretion of the teacher, but not longer than the semester grading period. Grades given will not include attendance.

Although a student's presence in class will obviously have ramifications upon their ability to learn targeted material, the lack of attendance will be monitored and appropriate consequences will be issued through a means other than grading.

GRADE POINT AVERAGING

The following method of calculating grade point averages (GPA) is in effect. Honors classes receive NO additional grade points but are designated as honors level courses on the student's transcript.

Admissions counselors indicate that this is especially noted at institutions whose admissions are considered competitive. The following 4.00 scale is used to designate point differentials between plus and minus grades.

A..... 4.00	C.....2.00
A-..... 3.67	C-.....1.67
B+..... 3.33	D+.....1.33
B..... 3.00	D.....1.00
B-..... 2.67	D-.....0.67
C+..... 2.33	F-0-

PERMANENT RECORD

Only the semester grade is considered as the permanent record when calculating GPA. The semester grades alone are placed on the student's transcript and held by the high school. The semester grade point average is not an average of the quarter grade point averages.

GRADE CORRECTIONS

Any questions regarding the accuracy of a semester grade must be submitted within two weeks after final grades are completed by teachers.

GENERAL REQUIREMENTS FOR POST HIGH SCHOOL INSTITUTIONS

Technical schools, colleges, and Universities vary greatly in their requirements for admission. Most make their decisions on the basis of college entrance examinations, courses taken in high school, cumulative GPA, recommendations, co-curricular activities, and interests. Students considering post-high school education are advised to attend informational meetings conducted by the counseling staff and utilize resources available to determine specific admissions requirements. Students are introduced to the Wisconsin Career Information System (WCIS), and a wide variety of print and online resource materials available in the IMC and Pupil Services office. Most colleges and some technical college programs require either the College Board Examination (SAT) or the American College Examination (ACT) as an entrance requirement. All of the University of Wisconsin Colleges require the ACT. All Students are required to take the ACT free of charge in March of their Junior year. In addition, these examinations are offered five times throughout the year at independent locations. These may also be taken during the Senior year. Preparatory materials and the applications for these exams may be obtained from the counselors and in the IMC.

FINAL EXAMS

Final examinations are administered to Fort Atkinson students at the end of the first and second semesters. Final exams are scheduled on the annual school calendar issued in the fall of each school year. All students should note these dates and arrange vacation and work schedules so that they do not interfere with exams. The exam schedule is outlined to minimize the overloading of students with exams on any one-day. The exam periods are one hour fifteen minutes each and

the exams are designed to be completed within that period. Any requests to take exams other than during the regularly scheduled times must be cleared through the associate principal. Seniors may be exempt from one or more exams at the end of the second semester if they meet the criteria established for such an exemption. Students shall be advised well in advance by their class instructor when the exams are scheduled, what kind of exam it will be, and what type of preparation is expected. The commons and IMC will be opened for students who are not scheduled for exams and who wish to remain at school. Students are not to be in halls or other areas during the exams, thus causing a disturbance or distraction, which would affect other students who are taking exams. Final exams may not be counted more than 20% of the student's final semester grade.

SENIOR SECOND SEMESTER EXAM EXEMPTION

The following criteria must be met in order for a Senior to be exempted from one or more second semester final exams:

No unexcused absences during Q3 or Q4.

No more than one tardy per quarter.

Satisfactory effort and overall level of cooperation.

Student's current letter grade is either a B, B+, A- or A.

Exemptions may be earned individually in each class and a separate form for each must be used. An exemption may be denied or revoked by an instructor for any reason. Parental authorization is required for all Seniors not under accountability status.

STUDENT RECORDS

A cumulative folder for each student is kept in the Pupil Services office. The folder contains personal information, testing results, attendance records, mid-term reports, and other information that is felt to be important for school purposes. A complete record of the student's progress throughout his/her school life is retained at the school while he/she is a full time student and, after

the student graduates; part of the record is microfilmed for reference. The Family Educational Right and Privacy Act of 1974 as amended requires that a student or his/her parent/guardian be advised of their rights concerning the education records and of certain categories of public information which the school has designated "directory information". A student or his/her parent has the right to inspect and review all records, which meet the Act's definition of "Educational Records". Requests for review of records should be made to the guidance counselors.

Wisconsin law (state Statute 118.125) provides that this school, and all other public schools in the state, keep records confidential with a limited number of exceptions. These exceptions include:

1. A student may see his or her progress records (as defined in the law).
2. An adult student or the parent/guardian of a minor pupil may see student records (as defined in the law).
3. Judges may secure student records (as defined in the law) when the student is a subject of a proceeding in their court and they request the records by order.
4. Designated school personnel may examine student records (as they are defined under the law).
5. Any other persons attempting to gain access to student records (as they are defined under the law) must have the consent of the student, or, if appropriate, his/her parent/guardian.
6. School personnel may release information regarding an 18-year-old student who is still a dependent of their parent as defined by the provisions of the Internal Revenue Code unless the adult pupil has informed the school in writing that the information may not be disclosed.

The transfer of records to other schools is also covered under the law, and this procedure can be discussed with school officials when appropriate.

Anyone, either student or parent/guardian, who desires to examine such records as can be lawfully disclosed is requested to contact the principal for an appointment.

For situations in which a student's biological parents are not residing together, special communications are needed in order for the non-custodial parent to receive mailings from the high school. Currently, the school computer system can only automatically produce one address label

per student enrolled. However, we are very willing to accommodate a mailing to a second address. Please indicate these types of needs when updating personal demographics during the August Registration Days, or by calling the Pupil Services office.

School mailings fall into the following categories and it would be helpful if your specific desires were communicated:

- Lunch Program
- Library Materials
- Discipline Related Data
- Report Cards and Progress Reports
- Letters to Guardians regarding graduation, parent-teacher conferences, etc.

STUDENT/CAREER PORTFOLIO

The student career portfolio is introduced to each student in the eighth grade. The student's career portfolio follows the student to the high school. The High School Student Portfolio is a purposeful collection of student work that exhibits to the student and others the student's efforts, progress, and achievement over time. The portfolio demonstrates the following items:

- Integration of learning from different curricular areas
- Higher level and critical thinking including analysis and evaluation
- Use of multiple methods of expression and demonstration of learning
- The ability to set realistic goals for the future
- Planning for the student's next steps beyond high school
- Evidence of student reflection and individual growth

The student/career portfolio will be stored in the Pupil Services Department and students will access their portfolio when they want to add items and or use them for educational or job interviews. All students will be encouraged to build their portfolio throughout their high school career. Seniors in particular will be using their portfolio in their Senior meetings with their guidance counselor, in context to scholarship application, and with their mentors in preparation for required

portfolio exit interviews. The portfolio exit interview process is the culmination of a student's public school educational experience. It creates an audience for the student to present this collection of work and to engage in a meaningful dialogue about this experience with educators and members of the community. Although the actual portfolio and its contents are the tangible pieces of evidence of student learning and growth, the process of creating, organizing, refining and sharing this portfolio is the intangible, yet most important evidence of student learning and growth.-

TRANSCRIPT REQUESTS

Students desiring to have their transcript released to institutions of higher education, scholarship committees, or to employers, must sign and have on file in the high school services office a Student Release of Records form authorizing the high school to release said records upon request. If a student is under the age of 18 a parent/guardian must also sign this form. A student transcript contains demographic data, dates of school attendance, a listing of all courses and resulting grades received. The transcript does not include standardized or college admissions test results.

SERVICES

REPORT CARDS

A grade report will be mailed to students following the close of each nine-week grading period except for those picked up by parents/guardians during parent/teacher conferences. Teachers and advisors are always happy to talk with parents/guardians about the work of the student. The grading system is:

Grade	General Grading Criteria
A	Student has an advanced understanding and/or exceeds course expectations
B	Student has proficient understanding and/or meets course expectations
C	Student has a basic understanding and/or partially meets course expectations
D	Student has a minimal understanding and/or does not meet course expectations

F	Student has failed to demonstrate minimal course expectations
I	Incomplete

A plus (+) or minus (-) may be used with letter grades.

ANNOUNCEMENTS

Announcements are made over the public address system each morning. An announcement written by a student must be initialed by the advisor before being read. Students should listen carefully to the daily announcements for all current information about school affairs. All daily announcements are posted on the school's website at www.fortschools.org/hs. Any student who wishes to post a notice of any kind outside a classroom must first have it approved by an administrator. Unauthorized postings will be removed.

MESSAGES FOR STUDENTS

Contact the main high school office to deliver emergency or critical messages to students. Students are not called out of classes to receive messages unless an emergency warrants this. Students can be called to the main office between classes for messages of importance. Students have access to a phone in the attendance office, should they need to contact a parent/guardian for urgent matters. Use of office phones is permitted only with prior permission from office personnel.

LOST & FOUND

Articles found in or around the building or buses should be taken to the Main Office. The student should check to see if lost items have been returned at the Main Office before reporting them missing. Unclaimed articles at the end of each semester are given to charitable organizations.

HEALTH SERVICES

Students who become ill or injured should report to the attendance office. The personnel in the office can administer ONLY minor first aid.

The Health Services Team is comprised of the School Nurse, School Health Specialist, Building Secretary, Building Principal(s), and the Medical emergency response team. Injured or ill students should report to the attendance office for assistance. Assistance will be provided by one or more members of the health services team depending on the student need. Students may remain in the

health room for a maximum of 30 minutes after which he/she will return to class or home upon parent/guardian contact.

ADMINISTRATION OF MEDICATION TO STUDENTS

Medications should be administered at home whenever possible. If it is necessary for a student to take any medication (prescription/over-the counter), this shall be done in accordance with district guidelines. It is the responsibility of the parent(s)/guardian(s) to complete an "Administering Medications to Students" form. All medications MUST be brought to school and kept in their original bottles.

EMERGENCY NURSING SERVICES

The School District of Fort Atkinson shall provide emergency nursing services to handle the care of students suffering from illness or accidental injuries at school or during school-sponsored activities. Emergency nursing services shall be provided under the direction of a nurse registered in Wisconsin. However, the school nurse is not required to be present at all school-sponsored activities.

Emergency nursing services shall be available during the regular school day including curricular and co-curricular activities of students. Personnel in charge of the activity shall provide emergency care to the extent of his/her expertise or obtain emergency care. Emergency care procedures will be followed as outlined according to either the American Red Cross or American Heart Association standards. Any school employee who in good faith renders emergency care shall be immune from civil liability as defined in 895.48, Wisconsin Statutes.

Written procedures for emergency nursing services shall be reviewed annually by the nurse and local physician. Arrangements shall be made for a local physician to serve as a medical advisor for the District. These procedures shall describe services provided for handling accidental injury, illness and medication at all school-sponsored activities.

VISITORS

1. Parents/guardians are always welcome at Fort Atkinson High. We ask that an appointment be made to see a teacher or to visit a classroom.
2. All visitors must use the camera/call system at the front doors. Visitors should push the button, wait to be addressed and then state name and reason for being at the high school.
3. All visitors must then report to the main office first to sign in to receive authorization and a visitor's identification badge.
4. Visitors will not be issued a badge unless they are known to one of the administrators or unless they have legitimate business at FHS.
5. Visitors must check out and return the visitor's badge in the main office before leaving.
- 6. Students are not to bring other students as visitors.**
7. Visitor passes will not be issued during mid-term or final examinations and any other times during which an administrator deems it inappropriate to issue a pass. An administrator may refuse to issue a visitor's pass any time he or she feels it is in the best interest of the school to do so, or revoke one, which has been issued.
8. Any person found on the school grounds without permission is trespassing and is subject to arrest by police authorities.

WORK PERMITS

Wisconsin employers hiring or permitting minors ages 12-17 years to work in a gainful occupation must possess a valid work permit for each minor before work may be performed. The work permit establishes a minor's proof of age and insures that the employer, parent/guardian, and minor are aware of the state child labor laws and regulations.

Work permits may be requested from one of Fort Atkinson High School's licensed state child labor permit officers in the main office between 8:00 a.m. and 3:30 p.m. **Please allow 24 hours for processing of a work permit request.** The following information must be provided to the permit officer before a work permit can be issued:

1. Proof of age (birth or baptismal certificate).

2. Employer's written intent to hire, including job duties to be performed, and the hours and time of day.
3. Parental/Guardian written consent (the employer's written statement may be countersigned).
4. Social Security Card (the number alone is not sufficient) or tax document.
5. \$10.00 permit fee, paid by the employer (if the minor pays for the permit, the employer must reimburse the minor not later than the first paycheck).

Students must personally sign the state form when picking up the completed work permit.

Wisconsin State Law allows a school to refuse to issue or to revoke a work permit because of unsatisfactory school attendance and/or other school situations/problems.

INSTRUCTIONAL MEDIA CENTER (LIBRARY)

The Fort Atkinson High School Instructional Media Center (IMC) exists to support and carry out the school's curriculum. For you, the student, it provides a multitude of opportunities for your personal intellectual growth.

THE IMC PROVIDES THE FOLLOWING SERVICES:

1. Access to a print and non-print collection of approximately 16,000 titles.
2. Space to meet in small or large groups.
3. Reading Guidance.
4. Instruction in information location skills.
5. Access to computers for word processing, video production, web applications, and other instructional software.

HOURS AND POLICIES

The IMC is open daily, during the school year, 7:30 a.m. to 3:30 p.m.

All materials housed in the High School IMC are circulated for a period of ten (10) school days.
.Fines are not charged for overdue materials.

Students are responsible for the original purchase price of materials checked out in their name, if

lost or damaged.

STUDENT CONDUCT

Student conduct in the IMC is governed by the FAHS Code of Conduct. Because of its nature, greater student freedom to communicate and move is necessary in the IMC. Along with greater freedom comes increased individual accountability. Therefore, the following guidelines for student behavior will be observed by students using the IMC's resources:

1. Students coming to the IMC from classes or study hall must have a pass and school work to do.
2. Students may leave the IMC only at the end of the hour or as a result of permission given by the IMC staff.
3. Students must maintain a reasonable level of decorum while in the IMC (i.e., no loud conversation, writing or sitting on tables, throwing objects, rearranging bookshelves, etc.).
4. Students must follow reasonable requests made by the IMC staff.

After a verbal warning, continued violation of the rules listed above will result in suspension of IMC privileges.

*IMC privileges constitute the ability to sign into the IMC from study hall. Students whose IMC privileges have been suspended are allowed access to the IMC before and after school, when accompanied by a faculty member.

5772: Weapons

The possession and/or use of a firearm, whether loaded or unloaded, any destructive device, or other dangerous weapon (as defined under section 948.61 of the state statutes and 18 U.S.C Sec. 921(a) of federal law) is prohibited at all times in school buildings and other buildings owned, occupied or controlled by the school district, on school premises, in school-provided transportation, and at activities under school supervision, except where federal or state law prohibits a school district from restricting an individual's right to possess a firearm or other weapon in such locations.

When implementing this policy, school administrators and other employees should be aware that

state-issued licenses permitting certain private individuals to lawfully carry a handgun or certain other weapons in various public places generally do not permit the possession, carrying or use of such weapons in schools or on school premises. This policy is not intended to prohibit the possession or use of potentially dangerous objects not designed primarily as weapons, provided that such objects have been issued or expressly authorized by the District, and provided that such objects are possessed and used exclusively for their limited and authorized purpose. Law enforcement officials shall be contacted to help deal with a weapons situation which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff shall attempt to diffuse and control the situation in the safest manner possible until law enforcement officials can be summoned. Appropriate information and training shall be provided to staff in dealing with weapons situations in accordance with the school safety plan. A student who possesses a firearm, any destructive device, or other dangerous weapon which presents an imminent threat to safety in violation of this policy shall be suspended from school and referred to the District Administrator for an administrative hearing to determine disciplinary action up to and including expulsion from school for no less than one year. The School Board may modify this expulsion requirement on a case-by-case basis. Students otherwise possessing a weapon in violation of any District policy or rule shall be subject to appropriate school disciplinary action, up to and including suspension and expulsion from school. A law enforcement or juvenile justice referral shall also be made for all students violating this policy. Employees violating this policy may be subject to disciplinary action up to and including termination of employment, and shall be referred to law enforcement officials for prosecution under applicable federal or state laws and/or local ordinances. Any other person violating this policy shall be referred to law enforcement officials for prosecution under applicable federal or state laws and/or local ordinances. This policy shall be published annually in student and staff handbooks and through other means appropriate to notify the public as required by law or determined by the administration. On a case-by-case, the Board may give advance approval allowing an exception to this policy for a specific event or activity, provided that the request for such an exception is also consistent with the discretionary exceptions authorized under federal or state law.

Legal Ref.: Sections 118.07, 118.31 Section 120.13(1), 175.60, 941.23, 943.13, 948.60, 948.605, 948.61, Wisconsin Statutes

Web Publishing and Educational Cable Channel

FAHS recognizes that the school internet site is a valuable communication tool. The website is accessible by the public for the purpose of sharing and obtaining information. Staff or student work may be published on the web site or school access channel only as it relates to a class project, course or other school-related activity. Student pictures may be published, however the student's last name may not be identified, nor the student's phone number, address, email address or any other contact information or names of other family members.

Web page documents may not include any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in activities. It is the responsibility of the parent or guardian of a student to notify the school principal if they do not want their student's picture to appear on the web site.

STUDENT ASSISTANCE PROGRAM

The role of the Student Assistance Program is to help students make intelligent decisions and to appropriately deal with the complex problems of adolescence. Some of the hardest decisions facing students today relate to chemical use. The role of the Student Assistance Program is to help students make intelligent decisions regarding chemicals and positive choices in a society affected by alcohol and drug abuse as well as other personal issues.

STUDENT ASSISTANCE MISSION

1. Staff Training: The pursuit of AODA-Basic training for all faculty, administration and support staff.
2. Student Education: To provide information and opportunities for the continued education of students relative to alcohol & drugs and other issues of concern.

3. Student Assistance Group Development and Maintenance: To continuously support SAP Group offerings and resources, which directly affect our student body.
4. Community Involvement: The pursuit of enhanced community support for SAP/AODA initiatives.
5. Student Education: To provide information and opportunities for the continued education of students relative to A&D and other issues of concern.

HOW DOES A STUDENT BECOME INVOLVED IN THE STUDENT ASSISTANCE PROGRAM?

A student may be referred for assistance from a variety of sources: Self-referrals, family, peers, community, school staff.

Following a referral, Student Assistance Program staff members will talk with the student, and gather additional information from staff and student records. The needs of the student will be evaluated and recommendations will include all appropriate sources of help within the school and community and may include one or more of the following:

- A. Individual counseling for the student using in-school resources.
- B. Assistance in communicating student concerns/issues with parents.
- C. In-school support group activities for the student.
- D. Assistance and support in locating community-based groups to meet individual student needs.
- E. Assistance and support in locating community services.

All referrals are **CONFIDENTIAL!**

SUPPORT GROUPS

The Fort Atkinson High School can offer a variety of services through its Student Assistance Program to help students with concerns associated with drug and alcohol use. These services include support groups for students who are recovering and for students who wish to learn more about the effects of use. Screening interviews are also available to students to help identify levels

of use and to identify the level of intervention which might be appropriate.

The purpose of group programs is to offer students an opportunity to share their concerns and support one another in their efforts. Discussions and group involvement between students and staff members is kept CONFIDENTIAL. Parents who do not want their children to have access to these services should contact the High School Pupil Services office.

IN-SCHOOL SUPPORT GROUP OFFERINGS (offerings will vary from year-to-year depending upon interest and need)

- **AFTERCARE/RECOVERY GROUP**: Students who have been in a hospital program (one week or more) for treatment of alcohol or other drug abuse participate in this group to gain support for maintaining a healthy lifestyle.
- **INSIGHT GROUP**: The Insight Group is designed for students who use alcohol or drugs once in a while to fairly often and wish to examine their use confidentially and in a safe place. Topics addressed in this group will include the way emotions influence use stages people go through in their use and an assessment of your use patterns & what they mean.
- **AFFECTED OTHERS GROUP**: Students who are affected by a family member's alcohol or drug usage may participate in this support group, which offers insight into AODA use/abuse.
- **COPING GROUP**: In this group students learn about alternatives for handling their own stress and long-term sadness. We will discuss our feelings, learn from the experiences of others, and support one another. Group members will be involved in activities, which help them to cope with stressful situations.
- **TOBACCO FREE GROUP**: This group is designed to help students stop smoking or chewing tobacco. Areas to be covered include techniques for quitting, pressure to smoke, and self-awareness as to why students choose to smoke.
- **LOSS GROUP**: Support for students who have experienced the death of a parent or other family member. Students learn about the stages of grief and support each other during this group.
- **CHANGING FAMILY GROUP**: This group offers students the opportunity to meet with others

who are dealing with their parent's divorce, separation or remarriage; self-awareness, problem solving, communication skills will be explored.

- **AT-RISK GROUP:** Problem solving and support for students who repeatedly struggle with low academic performance in school. This group will address motivation to succeed, attendance, discipline and self-esteem.
- **CELEBRATING OUR DIFFERENCES:** Support students who see themselves as "different" (i.e., racial, physical, sexual identity, cultural, religious, etc.). Dialog will include prejudice, discrimination, stereotyping, and other issues of diversity.

WHEN ARE GROUP MEETINGS HELD?

Group meetings are held during different class periods each week. Each group will meet for a predetermined number of weeks depending on the purpose of the group. School faculty are supportive of the groups and will help students cover missed class material. For more information about support services contact a member of the Pupil Services Team or a building administrator.

Students or parents/guardians may contact any staff member regarding these types of issues.

CO-CURRICULAR ACTIVITIES

CO-CURRICULAR PARTICIPATION

Each student, regardless of gender, has the right to participate in co-curricular activities. All co-curricular activities are a privilege made available to the students of Fort Atkinson High School with the desire that participation be an enriching and healthful experience in which physical, mental and social growth shall be stimulated.

1. Each student is encouraged to participate in some activity outside his/her regular classroom work.
2. In activities students will have further opportunities to develop their interests and abilities.
3. Scholarship committees and prospective employers frequently consider the extent of the student's

participation in co-curricular activities when granting scholarships or making offers of employment.

SPECTATOR / AUDIENCE BEHAVIOR

Students are encouraged to attend athletic contests, other competitions, concerts and drama performances. When you attend these activities, you are showing your interest in, and your respect for, your classmates and school.

Everyone has a role to play in a school activity — the participants are to perform to the best of their ability while the spectators or audience are to be supportive, enthusiastic, and respectful.

School spirit and community pride suffer when spectators misunderstand their role and they distract from the participants' efforts by being rowdy, abusive or disrespectful.

Students and adults, therefore, are asked to display school spirit, courtesy, and good sportsmanship at all times.

SPORTSMANSHIP

Good sportsmanship is conduct, which imposes a type of self-control involving honest rivalry, courteous relations, and graceful acceptance of results. School spirit is a reflection of these attitudes and behavior.

Sportsmanship is shown in athletic contests, classrooms, student assemblies, concerts, drama performances and many other areas of school. The spectator who displays appropriate school spirit and sportsmanship will:

1. Appreciate a good performance.
2. Cooperate and respond enthusiastically.
3. Show compassion for an injured performer, applaud positive performance, not heckle, jeer or distract performer, and avoid use of profane and obnoxious language and behavior.
4. Respect the judgment and strategy of the coach or director, and do not criticize players, coaches, performers or directors.
5. Respect the property of others and the authority of those who administer the contest or performance.

6. Censure those whose behavior is unbecoming.

Students who do not exhibit proper sportsmanship behavior will be subject to disciplinary action.

CO-CURRICULAR ACTIVITIES

In accordance with Board Policy the following activities must adhere to Fort Atkinson High School's co-curricular participation code: Academic Decathlon, Athletics, Drama, Intramurals, Musical and National Honor Society.

CATEGORIES OF ACTIVITIES

CATEGORY I - Athletics

Fall

Boys Cross Country

Girls Cross Country

Football

Boys Soccer

Girls Swimming

Girls Tennis

Boys Volleyball

Girls Volleyball

Pom Pons

Winter

Boys Basketball

Girls Basketball

Boys Swimming

Wrestling

Pom Pons

Spring

Baseball

Golf

Girls Soccer

Softball

Boys Tennis

Boys Track

Girls Track

CATEGORY II

Musical

Drama

Student Senate

Link Crew

CATEGORY III

Academic Decathlon

Forensics

Model UN

CATEGORY IV

Intramurals

FORT ATKINSON HIGH SCHOOL CO-CURRICULAR PARTICIPATION CODE

GENERAL RULES

In order to promote good sportsmanship, respect for rules and authority, establish leadership, team pride, teamwork, team discipline, as well as eliminate disruptive behavior, disturbances in the classroom, on the field, on trips and off school grounds, the following rules are established:

1. All athletes must have a WIAA physical examination card on file in the school office.
2. All students must have parent/guardian permission to participate.
3. Fort Atkinson students must pass a minimum of 25 hours of work and receive no more than one failing grade to maintain eligibility (grades used to check eligibility are 1st quarter, 1st semester, 3rd quarter and 2nd semester).
4. All students should refrain from use of profanity during interscholastic activities. (This pertains to practice, competition, and performances.)
5. All students are required to use the mode of transportation provided by the school while involved in co-curricular activities. Fort Atkinson High School will assume no responsibility for any student who misses his/her mode of transportation to a contest and attempts to travel to the site on his/her own. Special requests from parents must be directed to the advisor.
6. If a student is not in school during the afternoon session, he/she may NOT practice or participate in a contest or performance on that date, unless special permission is granted by the associate principal or athletic director. Pre-arranged absences are the only exception to this rule.

7. Students are expected to be in all class on the day after competition or performance.
8. Students kept after school or on Saturdays for disciplinary reasons shall not be allowed to participate in practice, contests, performances or activities during the time specified in the disciplinary action.
9. Students who are serving a suspension, in school or out of school, shall not be allowed to participate in practice, contests, performances or activities on the date specified in the disciplinary action.
10. Any student receiving an unexcused absence or truancy during his/her activity season will not be allowed to participate in practice, contests, performances or activities on the day of the absence, or on the day the unexcused absence is discovered or on the day the student returns to school (a single class truancy will result in the same suspension unless there are extenuating circumstances).
11. A coach, director, or advisor of an activity may set other rules and regulations for their activity beyond the scope of those listed here.
12. Students involved in co-curricular activities are expected to present a positive image to fellow students and to the public.
13. All athletes must follow WIAA rules and students in other activities are also subject to rules established by their respective State or Regional organization.

CO-CURRICULAR CODE OF CONDUCT

This Code is in Effect Twelve (12) Months a Year

CO-CURRICULAR PARTICIPATION CODE AND VIOLATIONS

In compliance with WIAA rules and regulations, the following rules have been established for Fort Atkinson High School students to insure the best interest of the students and the school.

1. The Participation Code shall be enforced 12 months of the year.
2. A student shall be suspended from co-curricular activities for:
 - a) Use or possession of tobacco (smoking, chewing, etc.)

- b) Possession, use or sale of illegal drugs or controlled substances as defined by Wisconsin State Law.
- c) Possession, consumption or sale of intoxicants including all fermented malt beverages (including beer and malt liquor), wine, and intoxicating liquors as defined by Wisconsin State Law.
- d) Attendance at parties where there is illegal consumption of alcohol or other controlled substances is considered a violation and will result in suspension whether you consumed alcohol or any other controlled substance or not.
- e) Any criminal or municipal ordinance violation (shoplifting, burglary, vandalism, disorderly conduct, etc.)
- f) Any behavior deemed "code unbecoming to an athlete"
 - 1) Acts of immorality or any other unacceptable conduct (fighting, harassment, insubordination, etc.), in or out of school, which makes him/her unqualified to represent the ideals, principles, and standards of our school and/or the WIAA.
 - 2) School attendance in season and out of season must be regular with no unexcused absences.
 - 3) "Code unbecoming an athlete" may include, but will not be limited to, the following issues: class room misbehavior, out of school suspensions, disrespectful attitude towards school personnel, hazing, inappropriate use of cell phones and internet websites, or other conduct which adversely affects and relates to the management of the school.

Suspensions will be carried out on a case by case basis, determined by Administration.

CODE VIOLATIONS AND SUSPENSIONS

A coach or advisor may make the penalty more severe, however, the penalty as stated in the Co-Curricular Participation Code may not be lessened.

First Violation: The student will be suspended from a minimum of one-third (33%) of the activities,

contests, or performances (rounded to the nearest whole number), which he/she is currently participating in and/or the next activity in which they choose to, participate in. For activities or organizations that don't have contest or performances the length of the suspension shall be one-third (33%) of the scheduled length of the school year for which the activity or organization meets and is active (rounded to the nearest whole number).

Second Violation: The student will be suspended from a minimum of two-thirds (66%) of the activities, contests, or performances (rounded to the nearest whole number), which he/she is currently participating in and/or the next activity in which they choose to, participate in. For activities or organizations that don't have contest or performances the length of the suspension shall be two thirds (66%) of the scheduled length of the school year for which the activity or organization meets and is active (rounded to the nearest whole number).

The chart below may be used to calculate the number of contest/performances, which a participant will need to miss for a first and second violation of the code.

Contests/Performances	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
First Violation (33%)	1	1	1	1	2	2	2	3	3	3	4	4	4	4	5	5	6	6	6	7
Second Violation (66%)	1	1	2	3	3	4	5	5	6	7	7	8	8	8	10	10	11	12	12	13

Violations with decimals of .1 - .5 will be rounded down; violations of .6 - .9 will be rounded up; a minimum violation cannot be less than one contest or performance.

Third Violation: The student will be suspended indefinitely from all co-curricular activities.

1. Students involved in more than one activity will be required to serve the suspension in each activity category.
2. Suspensions are interpreted to mean one (1) complete athletic contest (doubleheaders, quads and multi-duals counted individually as one contest). Students with suspensions to serve or who are academically ineligible *may* participate in scrimmages, however, the scrimmage or dress rehearsal will not be counted as a contest or performance for the suspension.

3. Suspensions may not be served while a student is academically ineligible.
4. A student who has been suspended indefinitely for code violations may request a Co-Curricular Board meeting to review the suspension after a lapse of one year from the date of the third violation. The Board could reinstate a suspended student if the student demonstrates the desire and attitude to return to the program.
5. Students disciplined for first or second violations are expected to practice/participate and complete the season or activity in good standing, or the suspension may be re-assigned.
6. Disciplinary action due to Code violations will carry over from one activity to the next and from one year to the next.
7. These rules and regulations are not violated in situations involving family traditions and/or activities. In these situations parents or guardians must be present. We would expect that proper conduct would be maintained while under parental supervision.

PENALTY REDUCTION FOR HONESTY AND INTEGRITY

For the first violation only, if the athlete comes in voluntarily immediately following the violation and cooperates in resolving all aspects of the violation the penalty may be reduced by one game. This will be at the discretion of the Athletic Director and / or Administration.

AODA INFORMATION

Students with drug or alcohol-related issues may be referred to the Student Assistance Program. If a student self-refers himself/herself, or a parent/guardian refers a son/daughter to the Student Assistance Program, there will be no suspension. However, this does not include specific violations, which are discovered and reported. In these cases a suspension will occur.

APPEAL PROCEDURE

1. After a ruling of ineligibility results in suspension from a co-curricular activity, the student and his/her parents/guardians may appeal the decision in writing to the high school athletic director (for athletics) or associate principal, provided the appeal is made within five (5) school days of receipt of the ineligibility notice.
2. After an appeal has been received, a date for a Co-Curricular Board hearing shall be

scheduled. The hearing will be held within five (5) school days of receipt of the appeal. The student and his/her parents/guardians may appear before the Board and will be provided the opportunity to testify and present other evidence to the Board. The purpose of the Board is to judge whether a code of conduct violation occurred. The decision of the Board shall be delivered to the student and his/her parents/guardians, in writing, within five (5) school days.

3. If the student and his/her parents/guardians wish to appeal the decision of the Co-Curricular Board they shall submit their appeal to the Principal, in writing, within five (5) school days of receipt of the Board's decision. The Principal shall inform the student and his/her parents/guardians of his/her decision, in writing, within five (5) school days.
4. If the student and his/her parents/guardians wish to appeal the decision of the Principal they shall submit their appeal to the Superintendent, in writing, within five (5) school days of receipt of the Principal's decision. The Superintendent shall inform the student and his/her parents/guardians of his/her decision, in writing, within five (5) school days.
5. If the student and his/her parents/guardians wish to appeal the decision of the Superintendent they shall submit their appeal to the Board of Education, in writing, within five (5) school days of receipt of the Superintendent's decision. The Board of Education shall hear the appeal at a reasonable time thereafter and shall provide a written decision to the student and his/her parents/guardians. The decision of the Board of Education shall be final.

If the student and his/her parents/guardians file an appeal, the records will not be a part of the student's other records.

CLUBS, ORGANIZATIONS, AND NON-ATHLETIC INTERSCHOLASTIC ACTIVITIES

In accordance with Board Policy the following activities must adhere to Fort Atkinson High School's Co-Curricular Participation Code: *Academic Decathlon, Forensics, Intramurals, Mock Trial, Drama, Musical, and National Honor Society.*

All clubs and club advisors will set a standard to define active membership at the beginning of the school year. Members in good standing are expected to participate in a combination of general

meetings, committee work, and key events sponsored by the organization. In the spring of each year the club officers and advisor(s) will identify members of the club who have been active contributing members based upon the club's definition.

BOARD POLICY 371 School-Student Student Organizations

Student clubs and organizations shall be recognized as school-sponsored organizations if they are authorized and approved by the building principal, the Superintendent or his/her designee, advised or sponsored by school personnel, composed completely of current student body members, and must meet at school except with permission of the building principal. These organizations are recognized as part of the total educational program of the District.

In order to be approved for organization and operation in the district, each club/organization shall meet the following conditions plus conditions deemed appropriate by the approving building principal:

1. shall be available to all students on a non-discriminatory basis;
2. shall not discriminate or advocate discrimination in the conduct of its activities on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, or handicap,
3. shall not, as a condition of membership, exclude membership in any other organization/clubs;
4. shall be under the supervision of an approved faculty sponsor or advisor prior to engaging in club or organization activities;
5. shall comply with all school rules, administrative regulations and Board of Education policies;
6. shall exist for purposes consistent with the educational philosophy and goals of the school district, and
7. shall not engage in any dangerous practice.

A list of approved school-sponsored organizations shall be available for public review.

School club or organization meetings, including field trips, and off-site meetings, are subject to all rules and policies as adopted by the School Board. Anytime a school club or organization fails to uphold the stated school club or organization goals and objectives, or is in violation of District rules or policies, the school club or organization may be disbanded by the principal, the Superintendent, or his/her designee.

The District does not discriminate against students in areas of programs, services or facilities on any basis protected by federal, state or local laws. Discrimination complaints shall be processed in accordance with established procedures.

BOARD POLICY 5840 Students Groups

Since the Fort Atkinson School District is the recipient of federal financial assistance and allows non-curriculum-related student groups to meet on school premises students currently enrolled in the Fort Atkinson schools shall be permitted to conduct group meetings on school premises during non-instructional time. Students shall have an equal opportunity to conduct a meeting without discrimination on the basis of religious, political, philosophical, or other content of the speech at such meetings.

Student groups requesting facility usage shall not discriminate with respect to membership against other students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, religion, physical, mental, emotional or learning disability or handicap.

The following conditions for all non-school-sponsored student group meetings shall be uniformly required by the building principal:

1. The meeting is voluntary and initiated by students.
2. The meeting is not sponsored by the school, the government, or their agents or employees.

3. School employees may be present at religious meetings only in a non-participatory (supervisory) capacity.
4. The meeting does not materially and substantially interfere with the orderly conduct of educational activities of the school.
5. Non-school persons may not direct, conduct, control or regularly attend the activities of student groups.
6. The building principal shall determine the location of the meeting.
7. Only full-time students may apply for use of facilities and participate in these meetings.
8. The requesting students shall show evidence that adequate supervision by an adult staff member will be provided.
9. The student group shall be expected to leave the room in an orderly arrangement.
10. Only hours during the school day that are not designated for instructional purposes are available for these organizations.

Nothing in this policy or these conditions shall be construed to limit the authority of the school, or employees, to maintain order and discipline on school premises, to protect the well-being of students and employees, and to assure that attendance of students at meetings is voluntary.

In affording student groups an opportunity to meet, the Board of Education is merely making its physical facilities available, nothing more.

The District does not discriminate against students in areas of programs, services or facilities on any basis protected by federal, state or local laws. Discrimination complaints shall be processed in accordance with established procedures.

ART LEAGUE

Art League is a high school organization designed to promote interest in arts and crafts in school and community. Members need not be enrolled in art classes but should be willing to plan projects

and help to display artwork when the need arises.

Various fund raising activities are held each year to support the Art League. Yearly dues are paid.

CHAPTER BOOK CLUB

Chapter Book Club is an organization in which group members choose and discuss literary works.

The club is open to anyone at any time throughout the year. Students are encouraged to attend anytime an advertised read appeal to them.

DEBATE TEAM

Debaters compete in regular tournaments against other schools in the Wisconsin Debate Coaches Association. Students compete as pairs in month or season-long topics such as American Energy Policy, Mental Health Care, Military Policy, Space Exploration and Trade with China. Practices run three days a week from mid-September to early January, while tournaments begin in October. The state tournament in January has both a varsity and a first-year division. No previous debate experience is required to join. Members of the team also receive honors in the National Speech and Debate Association.

“F” CLUB

The “F” Club is an organization of athletics in Fort Atkinson High School. To be eligible for membership in the local “F” Club, an athlete must have won a major letter in a sport. They must also qualify in accordance with eligibility rules in the high school and of the “F” Club. These athletes exemplify the sportsmanship of the school and wear their letters with pride. “F” Club members can expect to be called upon to assist in athletic-related endeavors.

FFA

The FFA is a national organization open to boys and girls who are enrolled in a minimum of one semester of vocational agriculture during the year.

Students do not have to live on a farm, but should be interested in improving themselves through leadership training, cooperative activities, and social opportunities set up by the chapter.

Progressive degrees of membership are available from the local, state, and national level. Awards are given for participation in activities and accomplishments of individual programs.

FORENSICS (SPEECH AND THEATER) TEAM

Students may participate in one of fifteen different speech and acting categories including demonstration speaking, extemporaneous speaking, moments in history, oratory, play acting, prose, poetry, radio speaking, solo acting and storytelling. Some categories are solo and others involve groups of 2-5 people. The team meets once a week after school and each student is expected to practice with a coach at least once before every tournament. Practices begin in December. Tournaments run from January to early April. Members of the team also receive honors in the National Speech and Debate Association.

FRENCH CLUB

French Club members have opportunities for social activities related to French language and culture. Trips and activities acquaint members with French in an informal climate. Bake sales and sometimes other fund-raisers support activities. Activities have included dinners, film nights and French picnics. Membership is open to any student who has completed one year of French or is currently enrolled in French.

FUTURE BUSINESS LEADERS OF AMERICA (FBLA)

FBLA is an educational association of students preparing for careers in business. The mission of FBLA is to bring business and education together in a positive working relationship through innovative leadership development programs. FBLA promotes competent, aggressive business leadership. Members can attend leadership conferences at the regional, state and national levels. A goal of FBLA is to help members understand American business enterprise. Another goal is to strengthen self-confidence and develop character. FBLA is open to all students in the high school.

FCCLA/FAMILY CAREER AND COMMUNITY LEADERS OF AMERICA

FCCLA is a high school organization to help youth assume their roles in society through home

economics education in areas of personal growth, family life, vocational preparation, and community involvement.

Members need not be enrolled in Family and Consumer Education classes but should be willing to carry out individual and club projects.

Members will take part in various fund raising activities, community service projects, field trips, and social events throughout the year.

GERMAN CLUB

Membership is open to all students enrolled in German. The club offers opportunities for social activities, especially at "Weihnachten" and during "Fasching"; excursions to nearby German programs; German cooking, singing, and dancing.

JOURNALISM CLUB

Journalism Club is an opportunity for students who are interested in news and feature writing, photography, and layout and design take part in the creation of the high school publications- the Signal and Tchogeerrah- when their schedules do not provide the available time to be enrolled in the Publications class. Membership is open to any student who expresses an interest to the publications class advisers.

MATH CLUB

Membership to the Math Club is open to any student with a desire to solve contest-style problems, learn about the men and women of math, and seek information concerning possible careers and the role of math in these careers. Members of the club will solve problems that do not appear in a normal math class. The club will look into participating in math meets held during the school year.

NATIONAL HONOR SOCIETY (NHS)

Membership in the National Honor Society shall be based on Scholarship, Service, Character, and Leadership.

A faculty committee appointed by the principal and the NHS advisor shall have the responsibility of selecting the new members.

1. To be scholastically eligible, a student must have at least a 3.50 grade point average.

2. The committee will review student honor course selections.
3. The entire faculty is asked to evaluate students they know in the areas of leadership and character.
4. The faculty council will use those evaluations in the process.
5. The final selections are the responsibility of the faculty council.

ORCHESTRA CHAMBER EMSEMBLE

The Orchestra Chamber Ensemble is a group that is open to all string players enrolled in Orchestra. The Chamber Ensemble meets after school on Wednesdays from 3:00-3:45. Members of the Chamber Ensemble will participate in extra performances in the community that may include art shows, banquets, weddings, and performances at retirement homes, among others. The Chamber Ensemble is a fun opportunity for string players who are looking for extra involvement.

INTERACT

INTERACT is rotary international's service club for young people ages 14-18. INTERACT clubs are sponsored by individual rotary clubs, which provide support and guidance. INTERACT is your chance to make new friends, improve your community, develop leadership skills and make a difference in the world.

SAVE A FAILING ENVIRONMENT (SAFE)

SAFE's aim is to increase the awareness of people in our area to the critical environmental challenges facing us all.

SKILLS USA

SkillsUSA is a partnership of students, teachers and industry representatives working together to ensure America has a skilled workforce. SkillsUSA helps each student to excel in high school as well as prepare them for careers after high school or post -secondary education. SkillsUSA is a local, state and national organization serving teacher, high school students and college students who are preparing for careers in technical, skilled and service occupations.

Mission:

SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. SkillsUSA improves the quality of America's skilled workforce through a structured program of citizenship, leadership, employability, technical and professional skills training. SkillsUSA enhances the lives and careers of students, instructors and industry representatives as they strive to be champions at work.

SPANISH CLUB

Spanish Club is a social club that allows its members to experience different aspects of the Spanish and Mexican cultures. The club sponsors several main activities during the year, including an evening trip to a Spanish Restaurant in Madison and a trip to the Folk Fair in Milwaukee.

Spanish Club earns money through a candy sale, several bake sales, and a nacho sale.

Membership is open to students enrolled in any Spanish class and students who have taken at least two years of Spanish (even if not enrolled in a Spanish class at the time).

STUDENT SENATE

The Student Senate is organized to provide a democratic learning experience for students. Its primary purpose is to represent the entire student body whenever necessary and to sponsor activities that benefit students. Student Senate is a service organization that works with the educational system to improve and maintain a favorable academic environment.

STUDENTS AGAINST DESTRUCTIVE DECISIONS (SADD)

SADD is an organization committed to showing fellow students the dangers of drinking and driving or riding with someone who is drinking. If you care about your fellow students and helping them to find safe ways to enjoy themselves this is a club for you.

