

# GILMANTON

## MIDDLE/HIGH SCHOOL

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Glen Denk, District Administrator

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# Student/Parent Handbook

## Grades 5-12

### 2017-2018



#### GILMANTON SCHOOL DISTRICT GOALS

**Goal One:** Enable students to meet at least basic competencies in reading, communicating, computing, and other curricular areas.

**Goal Two:** Foster student's physical, intellectual, social, and emotional well-being by promoting a general feeling of worth and pride in achievement.

**Goal Three:** Teach skills for lifelong learning, which allow all students to attain their fullest potential in the educational process.

**Goal Four:** Provide equal educational opportunity to all students regardless of race, national origin, religion, gender, age, or handicapping condition.

**Goal Five:** Provide a broad knowledge base to prepare students for a changing future.

**Goal Six:** Provide opportunities for students to develop an understanding and appreciation for a democratic way of life.

**Goal Seven:** Enhance the student's understanding and appreciation of other peoples and cultures and also for the concept "citizen of the world".

## GENERAL INFORMATION

### ABSENCES AND ADMIT SLIPS

Students are expected to be to school on time. Regular school attendance is necessary to achieve academic success. The greatest single factor which contributes to low or failing grades in school is tardiness and absence from school.

Any time a student comes late to school, leaves early or is gone for the whole day, parent contact with the school is required - either by phone or by written notice. When a student is absent from school his/her parent/guardian must call the school before 9:00 a.m. the morning of the day(s) the student is absent. **Press 4 for attendance line and leave a message as to who is absent and a reason why.** If no call is made, the absence will be assumed to be unexcused.

Clearing an unexcused absence will require an excuse from the student's parent/guardian. On the first day back from the absence the high school attendance secretary will issue an admit slip. The student will then be required to present the admit slip to each teacher.

**Absence** is defined as missing part or all of one or more days, excused or unexcused. An excused absence allows the student to obtain credit for make-up work. The unexcused absence does not.

**Excused absences** - illness, medical, dental, chiropractic appointments; legal proceedings; death in the immediate family; religious holidays; family emergencies; school field trips; and pre-arranged absences previously approved by the principal such as WIAA tournaments, family vacations, and pre-approved hunting. All assignments that will be missed during a pre-arranged absence are to be completed before the student leaves. A student may not be excused for more than ten(10) days by his/her parent or guardian in a school year.

**Unexcused absences** - include, but are not limited to, work; babysitting; skipping; shopping; haircuts; beauty and tanning appointments; and personal business. Any unexcused absence applies toward truancy.

**Habitual truancy-** a student will be considered habitual truant is she/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

#### **Tardiness**

A student arriving late to school (but before 8:30 a.m.) is considered tardy and must sign in the office upon arrival. A late pass will be issued, determined to be excused or unexcused, and must be given to the first period teacher.

A student is also considered tardy during the remainder of the day if he/she is not in his/her seat when the second bell has rung.

In all classes, the tardiness is handled by the classroom teacher. After three (3) tardies to a class, a detention is assigned by the classroom teacher. Tardies reset or start at zero at the beginning of each quarter. Any detentions that are not served at the end of the calendar school year will be made up at the beginning of the next school year.

### ANNOUNCEMENTS

The bulletin board located by the office will be used for the daily announcements. It is a student's responsibility to check the bulletin board daily. P.A. announcements will be made for last minute changes or emergencies only.

Teachers are requested to read daily announcements during their second period class. In addition, they will post announcements in a prominent place in their room.

The daily announcements will also be posted to the school's web site by 9:15 a.m. each school day.

Students or staff wishing to post bulletin board items throughout the school must obtain permission from the principal.

## **ARRIVAL AND DEPARTURE**

It is requested that anyone picking up or dropping off students at school park in front of the gym entrance (south side) when buses are loading. The west side of the building (office entrance) may be used during other times.

## **BULLYING**

### **Definition:**

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

- A. Physical- grabbing, pinching, hitting, kicking, spitting, pushing, pulling, taking and /or damaging personal belongings or extorting money, blocking or impeding student movement, or unwelcome physical contact
- B. Verbal- taunting, malicious teasing, insulting, name calling, making threats
- C. Psychological- spreading rumors, manipulating social relationships, coercion, or engaging in social / shunning, extortion, or intimidation.
- D. "Cyberbullying"- the use of information and communication technologies such as e-mail, cell phone, and pager text messages, instant messaging (IM), defamatory personal web sites or MySpace accounts, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.
  - a. Cyberbullying includes, but is not limited to the following:
    - i. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on a weblog.
    - ii. Using a camera phone to take and send embarrassing photographs/recordings of student or school staff member or post these images on video sharing sites such as YouTube.
    - iii. Posting misleading or fake photographs of students or school staff members on web sites.

### **Complaint Procedure:**

There are two ways to report bullying. For a student who wishes to remain anonymous, there are "Issue Boxes" located in the boys' and girls' restrooms at the MS/HS building. Students can drop a note in the box detailing what type of issue they are having. The issues will be monitored by the Guidance Counselor and will be addressed as appropriate.

For specific incidents that require a formal complaint, please follow the procedures listed below.

- A. Report incident to principal, teacher, or guidance counselor.
- B. File complaint form (found on Gilmanton school website under *Current Student* link) or handwritten submission to staff. Include description of action(s) which is alleged as being inappropriate. Provide dates, names, or titles whenever possible.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate disciplinary action which may include suspension or expulsion. Individuals may also be referred to law enforcement officials. False reports are not acceptable.

## **COLLEGE VISITS**

Juniors and seniors are allowed to visit institutions where advanced training may be taken beyond high school. The counselor will schedule all college visits upon student request.

## **COPY MACHINE**

Student use of the copy machine in the office is prohibited, unless copies are purchased at 10 cents per page for black & white or 25 cents per page for color.

### **DANCE GUIDELINES**

Organizations/classes requesting a dance must arrange a date with the principal at least two weeks before the dance date. The sponsoring organization must abide by the following rules:

1. The dance must be held in the high school gym.
2. There shall be a minimum of three adult chaperones, one of which must be the group's advisor.
3. Dances end at 12:00 a.m. (midnight) unless a special time is approved by the principal. This means that your ride is here to pick you up by 12:00 a.m. at the latest.
4. Dress will be determined by the sponsoring group and approved by the principal.
5. Students are responsible for setting up and cleaning up after the dance.
6. The sponsoring organization must make arrangements for the music and establish the admission fee.
7. The sponsoring group must contact the office one day in advance to make arrangements for a cash box, payment for the music, etc.
8. Once you leave the dance you may not return.
9. Any student(s) suspected of drug or alcohol use will be remanded to the appropriate law enforcement official.
10. Any student(s) creating disturbance such as fighting will be asked to leave the school grounds. If the said student(s) refuse to follow the request the appropriate law enforcement officials will be notified.

### **DENTAL AND MEDICAL APPOINTMENTS**

Students may be excused from school for dental and medical appointments; however, whenever possible, appointments should be made for non-school time or days. The student must obtain an advanced make-up slip from the office before school begins on the day of the appointment and sign out in the office when leaving.

Follow-up appointments, which cannot be scheduled for non-school time, should have their times varied so as not to always miss the same class.

### **DETENTIONS**

A standard detention is 45 minutes on Wednesday from 3:15-4:00. If a detention is intentionally skipped, additional detentions will be added. If students continue to be discipline problems and continually skip or avoid detentions, the student will be subject to in-school detentions/suspensions, and referred to the School Board for other discipline actions.

### **DRIVER PERMITS/EXAMINATIONS**

Students will be excused for ½ day only to take their driver permit/road exams. Students must obtain an advance make-up slip from the office.

### **ELECTRONIC OR WIRELESS COMMUNICATION DEVICES (WCD)**

Students in grades 5-7 must keep their electronic or wireless communication devices in their lockers between the first bell to the end of the school day.

Students in grades 8-12: Student use or possession of beepers, pagers, or personal telephones will be allowed for school work during school hours (1<sup>st</sup> hour through 10<sup>th</sup> hour). Teachers will have the discretion if a WCD can be used in their classroom; but the principal may override a teacher's discretion. During class periods, WCD may not be used for personal use. WCD can be used for personal use between class periods and during lunch. Students violating this policy shall be disciplined in accordance with established procedures.

Students are personally and solely responsible for the care and security of their WCD's. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCD's brought onto its property, or the unauthorized use of such devices.

- A. If the WCD is confiscated, it will be released to the student or parent/guardian after the student complies with any disciplinary consequences that are imposed. Any confiscated WCD will be held in a secure location in the buildings central office or principal's office.
- B. Students are prohibited from using their WCDs to:
  - a. Transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs
  - b. Send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e. sexting) in electronic or any other form.

### **EMERGENCY DRILLS**

Fire drills are conducted once per month. When the fire alarm sounds, students must leave the building in single file and in an orderly manner. Students should keep close to the corridor wall as they leave the building. The first two students to reach the designated exit should hold the doors open for the others. All students must move to an area at least fifty yards from the building. A school official will notify students and staff to re-enter the building. Each classroom has posted directions for the fire drill procedure. These directions are posted on the wall near the classroom door.

Severe weather/tornado drills are done each year in April. Alerts and directions for severe weather drills will be announced over the P.A. system.

### **EVENT CALENDAR**

Any group (or group associated with the school) scheduling any type of event involving the school or students must see that the event is added to the school calendar located in the high school office.

### **EXTRACURRICULAR PARTICIPATION**

To participate in an after school or evening activity, the student is required to attend school at least ½ of the day of the day of the activity. To participate in a week-end school activity, the student is required to attend school at least ½ of the day of the last school day before the activity is held, unless the absence is officially approved by the principal.

### **EXPULSION**

Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

### **FIELD TRIPS**

Students may participate in field trips, which may require absence from class activities during a specified day. Participation in field trips is considered a privilege. Excessive absence or misconduct may make it necessary to restrict participation in field trips. Participation in a field trip requires that parents sign a permission slip.

### **FIELD TRIPS/ACTIVITY BUSES**

When bus transportation is provided by the school, students are expected to ride the bus to and from scheduled activities. Parents may send a written request to pick up their child at the activity or have him/her dropped off en route if the departure location is immediately adjacent to the normal route of return for the bus.

### **GRADUATION CEREMONY**

Only those students who have successfully completed Gilmanton's graduation requirements will be permitted to participate in the graduation ceremony.

### **HARASSMENT**

Harassment, intimidation, or bullying means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that take place on or immediately adjacent to school grounds, at any school-sponsored activity, and on school-provided transportation

Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Actions of any harassment can include suspension, expulsion, and reporting to legal authorities.

### **HOMECOMING**

Homecoming is the sole responsibility of the senior class and advisors. The seniors will select the court, date, entertainment, and the place for homecoming. These conditions will then be approved by the class advisors and the principal.

### **HOMEWORK**

After two episodes of late homework per semester, homework one day late will be graded at 80% and two or more days late at 66%.

### **ILLNESS**

Students going home during the school day due to illness must report to the office and sign out before leaving. Students may not leave school unless parental/emergency contact permission to leave has been attempted by school personnel. Students driving themselves home are asked to call the school when they arrive at home.

### **INJURIES AND INSURANCE**

All accidents, no matter how minor, must be reported to the coach if during an athletic game or practice or to the office if during the school day. Report these injuries immediately.

The school participates in a medical insurance policy that will provide benefits for accidental bodily injury incurred while: a) attending regular school sessions, b) participating in or attending school-sponsored activities and supervised extracurricular activities, c) participating in school-sponsored activities and supervised interscholastic sports, and d) traveling directly to and from school for regular school session, and while traveling to and from school-sponsored and supervised extra-curricular activities in school provided transportation.

This plan covers only medical expenses which are not payable by other valid coverage. Therefore, you must first file a claim with your family coverage.

### **LIBRARY/MEDIA CENTER**

The library/media center will be open from 8:30 each morning until 3:30 each afternoon. Any student wishing to use the media center during is required to obtain a pass from their classroom teacher or the librarian prior to coming to the media center. Materials may be checked out for a three-week period. There are no fines charged on overdue materials; however, students with overdue materials will not be allowed to check out additional materials until overdue items are returned. Magazines may not be checked out.

Taking media center materials from the media center without properly checking them out is stealing.

### **LOCKERS**

All students are assigned a corridor locker. You should not give the locker combination to other students. The office will not give out any locker combinations other than for the locker you are assigned.

Lockers should be kept locked. Any attempt to "jam" your locker is prohibited.

Lockers are to be kept neat and clean. No ads for alcoholic beverages or pictures of questionable taste will be permitted. The school administrators or teachers have the right to remove such pictures/ads from your locker. Students are required to keep their belongings only in the locker assigned to them. Money and valuables are not to be kept in the lockers. GHS is not responsible for articles lost or stolen from lockers. Articles thrown on top of the lockers will be put in the lost and found.

Student's lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections may be conducted by school authorities at any time, for any reason, without notice, without student consent, and without search warrant. Any unauthorized item found may be removed and held by the school without safekeeping liability until such time as a proper determination for dispensing of the article is made. Illegal or contraband articles will be turned over to legal authorities for ultimate disposition.

Phy-ed students may sign out a combination padlock for their phy-ed locker. A deposit may be required, which will be returned when the padlock is returned. Students who bring in their own locks must leave the combination with the phy-ed teacher.

### **LOST AND FOUND**

Students who find articles should bring them to the office. Articles that appear to be of value will be kept in the office, and other articles will be put in the lost and found bin in the basement laundry room. A student who has lost something of value should report the loss to the office; however, the school is not responsible for lost articles. Every effort to try and recover the lost articles will be made.

### **LUNCH AND BREAKFAST PROGRAM**

All students, whether eating or not, must report to the cafeteria during their scheduled lunch period.

Students who bring lunch from home are expected to eat it in the cafeteria. Students are not permitted to take food from the cafeteria and are not permitted to eat food in the halls at any time.

Students should use their best manners when eating in the cafeteria and should follow the directions of the cafeteria staff and supervisors. Students who become disciplinary problems will be restricted from eating in the cafeteria.

### **MAKE-UP WORK**

Students are generally allowed one day for each day absence to complete make-up work. In the event of extended illness or extenuating circumstances, the student should make provisions for make-up work with the counselor or principal.

### **MEDICATIONS AT SCHOOL**

No medication may be administered by school personnel without consent from the parent/guardian (and physician for prescription drugs). A form for this purpose is available in the GHS office.

### **MESSAGES**

Students will not be called out of class for messages, unless they are an emergency. "Message in office" notes will be placed on the locker of a student who needs to stop in the office to receive a message. For this reason, students should check their lockers between classes and before leaving school if possible.

### **NATIONAL HONOR SOCIETY**

The National Honor Society, established nationally in 1921 is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of

Scholarship, Leadership, Service, and Character. These characteristics have been associated with membership in the organization since its beginnings in 1921.

Today, it is estimated that more than one million students participate in activities of the NHS and NJHS. NHS and NJHS chapters are found in all 50 states, the District of Columbia, Puerto Rico, many U.S. Territories, and Canada. Chapter membership not only recognizes students for their accomplishments, but challenges them to develop further through active involvement in school activities and community service.

### **NATIONAL HONOR SOCIETY AT GILMANTON HIGH SCHOOL**

Students who are juniors or second semester sophomores and who have a 3.5 accumulative grade point average are eligible to apply for membership in the Gilmanton High School Chapter of the National Honor Society. Other criteria for membership include: wholesome character, outstanding leadership, and exemplary service. Applications are made available in February/March. A majority vote of the 5 member Faculty Council appointed by the principal makes the final decision on membership. New members are inducted in March or April.

Once students are members, they are required to attend monthly meetings and to participate in the various service activities sponsored by NHS, as well as uphold the standards in place when they were selected.

### **NOTES FROM PARENT/GUARDIAN**

Students must bring a note from parent/guardian any time they wish to leave the building for any reason or upon returning from an absence.

### **ORGANIZATIONS**

The following organizations exist at Gilmanton High School:

- SkillsUSA;
- FBLA (Future Business Leaders of America);
- STAND (Students Taking Action Not Drugs);
- Student Council;
- G-Club (athletic letter-winners);
- Yearbook;
- NHS (National Honor Society)
- History Club

### **PARKING YOUR VEHICLE**

Student vehicles may be parked in the designated areas only - in front of the gym, in the back of the school by the ball diamond, or in the parking area adjacent to the gym entrance. When parking in these areas, please do not block private driveways or gates to the school fences. No vehicles may be parked in the staff and visitor parking area on the west side near the office entrance or anywhere there is a "no parking" sign posted.

### **PHONE**

The use of the hall phone is a privilege. Students must ask in the office before using the phone. Calls must be kept to 3 minutes minimum and may not be made during class time.

Misuse or abuse of the phone may result in it being removed from the building.

### **PRE-APPROVED ABSENCES**

In general, all absences that you know about ahead of time must be pre-approved with the principal. Any of the noted excused absences will become unexcused without prior approval.

### **PROM**



Prom is the sole responsibility of the junior class and advisors. The juniors will make the necessary arrangements to put on the prom. Students will choose the method of selecting the court, date, entertainment, and place for the prom. These conditions will then be cleared through the advisor and then the principal. Students will be required to live within their budget and no exceptions will be made.

### **PUBLICATIONS, QUESTIONNAIRES, AND SOLICITATION**

Students who have materials, which they wish to distribute to the student body or in the school district, must have prior authorization from the high school principal. Students may not solicit funds or pledges or sell items without prior approval from the principal.

### **SCHOOL SONG** (*"Notre Dame Victory March" tune*)

Cheer, cheer for Gilmanton High  
Cheer for the victory, never say nigh  
Send those rousing cheers on high  
Shake down the thunder from the sky  
Whether the odds be great or small  
Gilmanton High will win over all  
While those loyal sons and daughters  
March on to victory.

### **SCHOOL VISITORS**

To bring a visitor with you to school, you must first obtain permission from the principal or counselor at least one day prior to the visit. Visitors access to classrooms and instructional activities are subject to reasonable restrictions and limits.

### **SEVERE WEATHER**

When the school receives a tornado or severe thunderstorm warning, students will be instructed to move from their classrooms into the designated safety areas. Students will not be permitted to leave school during a severe weather condition unless a parent comes to school and accompanies the student from school. An all-clear announcement will be made over the P.A. system when the danger has passed.

### **STUDENT DRESS**

Student dress and personal appearance should be very important to students. Clothing should be clean, free of excessive tears, and safe to wear for the types of activities performed by the students. Clothing which bears reference to drugs, alcohol, tobacco, or of a sexual nature (see Sexual Harassment Policy) are prohibited. The following types of clothing are not to be worn in school: short shorts or skirts, spaghetti strap & tube tops, belly shirts, etc. According to state regulations for public buildings, footwear must be worn at all times. No headwear of any type, for males or females, is to be worn in the building. If weather is inclement, students are expected to wear sweaters, sweatshirts, or other appropriate clothing. Clothing should cover the body adequately. All students must have a pair of athletic or phy-ed shoes to use when on the gym floor.

The administration reserves the right to be the last word in fashion and may request that questionable types of clothing not be worn.

### **STUDENT PURCHASES**

All students who purchase items which will be paid for from class or organization funds must be authorized by the appropriate advisor before the purchase is made. Itemized statements must be submitted to the principal's secretary for payment. Unauthorized purchases will not be reimbursed.

### **SUSPENSION (IN SCHOOL/OUT OF SCHOOL)**

If ordinary discipline measures are not successful, it may be necessary to take further action through suspension. Suspension from school is a temporary exclusion of a student from class attendance and participation in school functions for misconduct or violation of district rules and regulations.

A student may be suspended by an administrator for not more than five days if it is determined that he/she is guilty of:

1. Conduct while at school or while under the supervision of a school authority, which endangers the property, health, or safety of others.
2. Noncompliance with the school board rules such as:
  - a) Chronic misbehavior continuing after written notification to the parent/guardian.
  - b) Disruptive behavior to the extent that the behavior affects the learning experience of other students.
  - c) Commission of serious acts of defiance against a teacher, either by action or words.
  - d) Willful and persistent disobedience.

The parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator/Principal. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly, or that the student suffered undue consequences as the result of the suspension, the student's record shall be expunged.

A suspended student shall not be denied the opportunity to complete all coursework.

### **VENDING MACHINES**

Vending machines are located in the hall by the office. Machines are not to be used until after school. Students found using the machines during the restricted times will lose the items they have purchased.

### **WEAPONS**

Students are prohibited from threatening, possessing, storing, making, or using a weapon on school property or at school sponsored events. The only exception is a school activity that has been approved and authorized by the District Administrator.

The term "weapon" means any object which is intended to be used, or is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type including air and gas-powered guns, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Violators will be referred to the student's parents or guardian, and if the situation warrants, to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

### **WEATHER OR OTHER BROADCAST ANNOUNCEMENTS**

Announcements will be made on the following stations:

WIAL (94.1 FM)	WBIZ (100.7 FM)
WEAQ (790 AM)	WEUZ (1400 AM)
WAXX (104.5 FM)	WHTL (102 FM)
WAYY (1150 AM)	WRDN (95.9 FM)
WCCO (830 AM)	WRDN (1430 AM)
KWMB (1190 AM)	WEAU-TV 13

### **NON-DISCRIMINATION STATEMENT**

*The School District of Gilmanton does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its educational programs or activities.*