



2019-2020 STUDENT/PARENT HANDBOOK

BROWN DEER HIGH SCHOOL

8060 North 60th Street

Brown Deer, Wisconsin 53223

Web: www.browndeerschools.com

Main School Number:	371-7000	Office of the Principal:	371-7006
Attendance:	371-7020	Asst. Principal Grades 9-11:	371-7026
Counseling Office:	371-7030	High School Athletic Director:	371-7007
Receptionist Office:	371-6746	Student Responsibilities Office:	371-7026
Health Office:	371-7024	Main School Fax Number:	371-6796

BROWN DEER MISSION

Together with our families and community, we will inspire students to be passionate learners, creative thinkers and innovative leaders who enrich our world.

Falcon Core Values

Responsible, Respectful, Accepting, Honest & Confident

DISCLAIMER

This handbook contains guidelines but is not intended to be all-inclusive and is not intended to supersede or conflict with the Board of Education policies, State of Wisconsin statutes, federal laws and regulations, or revised school rules and procedures.

Additional rules and procedures, or revisions of existing school rules and revisions, will be announced to students and posted by the school office as they become effective throughout the school year. These additions or revisions are considered part of this handbook and the expectations for Brown Deer students. Any questions regarding school rules may be addressed to the Assistant Principal in the Student Responsibilities Office. The Brown Deer School District does not discriminate on the basis of a person's color, sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, or physical, mental, emotional or learning disability.

2019-20 DAILY SCHEDULE

TIMES	CLASS PERIOD
6:35-7:35	0
7:40-9:04	BLOCK 1
9:09-10:33	BLOCK 2
9th Grade (A)	Lunch: 10:36-11:06 HIP 11:11-12:12
11th/12th Grade (B)	HIP: 10:38-11:08 Lunch 11:09-11:39 HIP 11:42-12:12
10th Grade (C)	HIP: 10:38-11:39 Lunch 11:42-12:12
12:17-1:41	BLOCK 4
1:46-3:10	BLOCK 5

Main Entrance opens for students at 7:25 AM - Bus arrival is 7:25 AM

Classes follow an alternating schedule according to the “Black Day/Gold Day” calendar.

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ACADEMICS

We all have dreams. But, in order to make dreams come into reality, it takes an awful lot of determination, dedication, self-discipline, and effort. --Jesse Owens

✓ACADEMIC HONESTY

Brown Deer High School ("BDHS") promotes and expects ethical behavior from all members of the Brown Deer High School community. Honesty and integrity are valued at BDHS in all of our classrooms, programs, and activities. Dishonest and unethical behavior, such as lying or cheating, will not be tolerated at any time by anyone.

Cheating is defined as:

- A. copying someone else's work, such as an assignment, quiz, or test and submitting it as your work;
- B. allowing another student to copy your work;
- C. utilizing aids such as notes, crib sheets, or electronic devices to assist in completion of a quiz or test when such aids are not authorized by the teacher;
- D. copying source material or not crediting sources in an attempt to present another's work as your own on a class assignment such as a research paper; e) doing work for someone else;
- E. obtaining or providing copies of testing or grading materials without teacher authorization

Each teacher will inform their students of the consequences for cheating in their particular course. The recommended guidelines are as follows:

1. First incident in a school year: Teacher talks with the student, submits an office referral, calls the parents, and the student is given an alternative assignment or assessment to be completed at a designated time by the teacher.
2. Second incident in the same class: Teacher talks with the student, submits an office referral, holds a parent conference, and student receives a "0" grade for the assignment or assessment but is still required to complete the work.
3. Second incident in other than the same class: Teacher talks with the student, submits an office referral, holds a parent conference, and student receives a "0" grade for the assignment or assessment.
4. Third incident in the school year: Teacher talks with the student, submits an office referral, holds a parent conference, and student receives a "0" grade for the assignment or assessment, and a student academic contract is developed and agreed upon by all parties.
5. Incident involving final exam: Teacher talks with the student, submits an office referral, holds a parent conference, and student receives a "0" grade for the assignment or assessment.

✓ASSIGNMENTS and ASSIGNMENT DEADLINES

Students will be assigned work in their classes that is essential to the mastery of the learning targets for each course. This work ranges from daily practice to longer term assignments such as essays, presentations, and projects. Work can be assigned to individual students or to groups of students with the expectation of collaboration. When given time to work in class on these assignments, it is the expectation of the school that students use the time wisely to complete the work while in the presence of the teacher who is best able to guide and assist them. When additional time is needed to complete the assignments, students are responsible for completing assignments outside of class.

Part of the educational mission of BDHS is to develop student responsibility and a strong work ethic. Whether students are preparing for the world of work or higher education, managing time wisely and meeting deadlines are essential life skills. It is the expectation of the school that all assignments are submitted at the time designated by the teacher. Unless granted an extension by the teacher due to an excused absence or special circumstance, all assignments must be submitted at the time at which they are due. Teachers will inform students of the consequences for turning in late work.

It is highly recommended that students utilize the attached assignment notebook or some other organizational tool to track their assignments, deadlines, and assessment dates.

✓EARLY COLLEGE CREDIT PROGRAM/START COLLEGE NOW

Wisconsin state law provides some options for students to take courses not offered at BDHS at a public or private college. Information about application requirements and fee reimbursements are available in our Counseling Office or on the Wisconsin Department of Public Instruction (DPI) website. There are important deadlines of **March 1st (for the following fall semester) and October 1st (for following spring semester)** for completion of DPI application forms. BD Board Policy 6.32

✓EARLY GRADUATION

Students Interested in graduating early from Brown Deer High School will need to complete the Early Graduation Application in the year prior to graduation. Students must meet all regular graduation requirements to be eligible for early graduation. Students/Parents will receive a letter confirming or denying their Early Graduation request.

✓GRADING

Brown Deer High School issues quarterly grades that use a grading system of five basic letter grades and six alternate descriptors of class performance according to Board Policy 6.06 (1):

A+ = 98 to 100% = 4.33 A = 93 to 97% = 4.00 A- = 90 to 92% = 3.67	B+ = 87 to 89% = 3.33 B = 83 to 86% = 3.00 B- = 80 to 82% = 2.67	C+ = 77 to 79% = 2.33 C = 73 to 76% = 2.00 C- = 70 to 72% = 1.67	D+ = 67 to 69% = 1.33 D = 63 to 66% = 1.00 F = 62% & below
E4 = 1.67	E3 = 1.33	E2 = 1.0	E1 = 0.67
I Incomplete	S Satisfactory	U Unsatisfactory	W Withdrawal

Plus (+) and minus (-) signs after a grade indicate high or low student performance within the specified range. The student's Grade Point Average (GPA) is calculated on a 4-point system in which the following numerical values are assigned to letter grades. GPAs are calculated by semester, with 90% of the grade accounting for coursework and 10% of the grade accounting for the grade earned on the semester exam.

Advanced Placement (AP) and qualified Project Lead the Way Engineering courses are weighted an additional 1.0 G.P.A. points in recognition of the rigor of these college-level courses.

In addition to scholarship, grades are indicators of student initiative, attitude, work ethic, and cooperation. The "F" grade means the student has failed the class has earned no credit towards High School graduation. Students who fail a course are expected to make-up the credit by taking an equivalent course in its place. **STUDENTS WHO MERELY ATTEND CLASSES AND MAKE MINIMAL EFFORT IN CLASS TIME OR IN THEIR HOMEWORK SHOULD EXPECT TO FAIL THOSE CLASSES.** Students who do not participate in class may be considered a disruptive influence to the learning environment and may be removed permanently from the class with a failing grade.

Students and Parents have daily access to course grades through our online grading platform, Skyward. Skyward is accessed through a link on our website labeled "Skyward Student Access" or "Skyward Family Access". Skyward requires a password and login. Parent scan opt in to daily or weekly email updates of grades that have been entered by classroom teachers.

✓GRADUATION REQUIREMENTS

Brown Deer High School is a learning community committed to graduating students with skills and a sense of purpose to adapt, thrive, and excel in a changing world.

Students graduating from BDHS in 2016 & BEYOND must have satisfactorily completed (passed) 25.0 credits to be declared as graduated from Brown Deer High School.

<ul style="list-style-type: none"> ✓ 4.0 credits of ENGLISH ✓ 3.0 credits of SCIENCE ✓ 3.5 credits of SOCIAL STUDIES ✓ 3.0 credits of MATHEMATICS ✓ 1.5 credits of PHYSICAL EDUCATION 	<ul style="list-style-type: none"> ✓ 0.5 credit of HEALTH ✓ 1.0 credit of FINE ARTS ✓ 0.5 credit of DIGITAL COMPETENCY (eProfile-Digital Literacy or Blended/On-Line) ✓ 1.0 credit of CAREER VALUE-ADDED (choices include World Language, Business, or Engineering) ✓ 7.0 Elective credits
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No student will be issued a diploma that has not fulfilled any and all academic, financial and/or time obligations due BDHS or its staff. Students will not be issued a diploma until all graduation requirements have been fulfilled as per BD Board Policy 6.06(4). In accordance with school district policy, only students who have completed all graduation requirements may participate in the commencement ceremony.

✓HONOR ROLL

The Honor Roll and High Honor Roll are based on semester grades. Students who achieve a 3.0 average or better and do not have any incomplete grades will be placed on the Honor Roll for that marking period. Students who achieve a 3.5 average or better for the marking period will be placed on the High Honor Roll.

The Valedictorian and Salutatorian of the Senior Class will be designated at the end of the seventh semester. To be eligible, the student must have attended BDHS for semesters six and seven.

✓INCOMPLETE GRADE

At the end of each semester, a grade of 'I' may be given in a course for a student as a temporary grade, when unavoidable medical, family or personal hardships beyond the student's control have arisen in his/her life during the grading period. If the work is not made up within the designated time period (the standard time period is 15 days) by the student's Incomplete Grade Contract with the teacher, the student's grade will be changed from 'I' to 'F' on the official transcript. As quarter grades are advisory only (not on official transcript), incomplete 'I' grades are rare and require the approval of the teacher and a counselor or administrator, again for unavoidable medical, family or personal hardships beyond the student's control.

✓PROMOTION REQUIREMENTS:

	To Grade 10	To Grade 11	To Grade 12
English:	EN100 pass 1.0 credit min.	EN200 pass & 2.0 credits min.	EN300 pass & 3.0 credits min.
Math:	MA120 pass /MA200 enroll 1.0 credit min.	MA200 pass & 2.0 credits min.	2.5 credits min.
Social Studies:	SS100 1.0 credit min.	SS200 pass & 2.0 credits min.	2.5 credits min.
Science:		1.0 credits min.	SC150 pass & 2.0 credits min.
CREDITS:	6.0	12.0	18.0

✓REPORT CARDS

Report cards are mailed directly to the home four times per year. These reports are not returned to school. Teachers will often hold grade conferences with the students before the cards reach home. If the student believes an error has been made on his/her report card, the student should immediately contact the teacher responsible for the grade. Corrections will not be made after 30 days have elapsed following issuance of the report cards, with the exception of the June report card. If a teacher is no longer available, the grade appeal is to be made to the Principal by June 30th. If the Principal cannot resolve the appeal in June, it will be held open until faculty report in August and resolved by September 1st.

✓SCHEDULE CHANGES

The complex process of scheduling all BDHS students and staff is based on the choices that students make for their courses during the enrollment and scheduling period held during the winter of the previous year. One of the responsibilities of making a choice is living with the consequences. Changing classes after the enrollment period has closed is permitted only in accordance with the following Add/Drop Policy:

The Forms and Fees Days provide each student with a schedule and an opportunity to drop or add classes. If a student needs to drop a course after the semester has started, the request will be deferred until after the Mid-Term Progress Report has been issued by the teacher. At that time the teacher, counselor, and/or administrator will assess the situation and determine the validity of the request. Students will be dropped from the course and either placed in a study hall, finish out the term in the class, or enroll in a new class and a Withdraw Passing (WP) or Withdraw Failing (WF) will be added to the student's transcript. The only schedule changes allowed outside these timelines will be for students needing to meet established competencies or graduation requirements. Students must make an appointment with their counselor prior to the beginning of second semester to discuss options. Requests for second semester program changes will be considered one month prior to the beginning of the second semester.

Note that if a class is dropped after the allowed drop/add period has passed, the student will receive an "F" in the dropped class and this grade will be reflected in the student's GPA calculation.

✓TRANSCRIPTS

Brown Deer High School will provide, at the student's request, transcripts of the student's grades. Students will be allowed 4 transcripts free of charge. Additional transcripts will include a small fee. Transcript requests should be submitted to the Counseling Department. At least 24 hours are required to process requests for transcripts.

ATTENDANCE

There are no secrets to success. It is the result of preparation, hard work, & learning from failure.” ~ **General Colin Powell**

✓ATTENDANCE POLICY

Schools are required by State Statute (S. 118.15) to observe the compulsory education law which requires all students to attend school regularly until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Regular attendance is an important element for success and is the responsibility of parents /guardians and the students. **ALL students regardless of age are subject to school rules. Students who have reached their eighteenth birthday are permitted to originate their own excuse for absence only if they: Are not living with their parents or legal guardian OR the parent or guardian submits a written statement to the school stating that the student is responsible for himself/herself. Only acceptable reasons for absences will be approved.**

Consistent and persistent willful violation of the school attendance policy will result in appropriate disciplinary action and legal referral for Truancy, which is defined as: Missing part or all of 1 or more days on which school is held for the semester. If absence extends for more than 3 consecutive days or if a student is absent more than 10 days a semester, a physician’s statement is required before the students’ absences are considered excused. (S. 118.163)

The law provides dispositions to the court including the immediate or subsequent suspension of a driver’s license upon its receipt by the student, an order for the student to participate in counseling, community service, or supervised work program, or an order to remain home at all times except for attending school or religious worship (S. 118.163, Brown Deer Ordinance 34-204).

✓REPORTING ABSENCES

The parent or legal guardian must call the school attendance office at 371-7020 before 9:00 a.m. each day a student is absent to provide the school with notification of the absence and the reason for the absence. Any calls received after that time may not be accepted. If the absence extends for more than three (3) days, or if the student has a chronic attendance problem, a physician’s statement may be required before the student’s absences are considered excused.

If the parent/guardian does not contact the school within 48 hours of the absence the student is considered unexcused.

✓EXCUSED ABSENCES

According to Wisconsin law, students are expected to attend school except for LEGAL EXCUSED ABSENCES (S. 118.16) established by the local Board of Education. **The State of Wisconsin recognizes the following as acceptable for absences:**

<ul style="list-style-type: none">● pupil illness● death in the family● court appearances● designated religious holidays● professional appointments	<ul style="list-style-type: none">● family emergency● Impassable roads/extreme weather conditions● family trips or absences submitted in writing and approved in advance
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The following are not excusable absences in accordance with state attendance laws:

<ul style="list-style-type: none">● truancy● missing the school bus● non-emergency car trouble● family trips not approved in advance● shopping● oversleeping	<ul style="list-style-type: none">● gainful employment● hair appointments● errands● head lice, after 1st day● babysitting/child care
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✓SIGN-IN & SIGN-OUT PROCEDURES

Upon a student’s late arrival at school in the morning or at any time during the day, **the student and parent** must first sign in at the Reception Office before reporting to class. A pass will be issued upon his/her signing in. If it becomes necessary for a student to leave school during the regular school hours for reasons such as illness, doctor/dental appointments, court appearances, driver’s tests, etc., a parent is to send a written notice and call the Attendance Office. The student is to sign out in the Reception Office before leaving the building. Upon returning, the student is to sign in at the Reception Office and will be given a pass for re-admittance to class. Failure to follow this procedure will likely result in an unexcused absence. Students are expected to leave and re-enter through the front exit only. **Anyone picking up a student will be asked to present a photo identification prior to a student being released.**

✓**EXCESSIVE ABSENCES**

Students with more than ten absences in a year would be considered excessive. Once a student has incurred ten absences, the parent/guardian must provide a written statement from a physician for any further absence to be considered excused.

✓**TARDINESS**

At BDHS tardiness to school/ arriving late to class will be handled in a progressive manner, with the last resort being a referral to the Brown Deer Police Department for truancy. Tardiness to school is defined as a student arriving to the school building and/or a students' first hour class past the start time of the school day, which is 7:40. Late to class is defined as the student coming to class but not being in his/her assigned seat and ready to begin class when the bell rings; each teacher provides the specific details for his/her class. Only school administrators, not parents, are authorized to excuse tardiness to school in accordance with district policy and state law. The only legal reasons for being late are the same as those for being absent.

6th Tardy/ Late to Class	Document a warning that 10th Tardy will result in a detention
10th Tardy/ Late to Class	Detention
16th Tardy/ Late to Class	Meeting with administration and parent/guardian contact
20th Tardy/ Late to Class	Referred to school attendance officer and Brown Deer Police Liaison for possible truancy citation

✓**UNEXCUSED ABSENCE/TRUANCY**

Students who miss school or full/partial class periods for reasons other than a legal excuse are in violation of Wisconsin's compulsory attendance law. Students may not be allowed to make up school work missed due to an unexcused absence. Students who are illegally absent from school with an unexcused absence will face progressive consequences, ending with a referral to the Brown Deer Police Department.

Periods Marked Absent- Unexcused	Consequence
7	Detention - 30 minutes
14	Saturday detention
21	Meeting with administration and parent contact
28	Parent meeting with school attendance officer and possible referral to Brown Deer Police Liaison for truancy citation

✓**MAKE-UP WORK FOR AN ABSENCE**

Students who have missed school for a legal, excused reason (including suspension) are entitled to make up assignments. Students with an excused absence shall be allowed the same number of days they were legally absent to make up class work upon their return to school; for example, a student who misses two days of school due to illness shall have two days upon his/her return to school to make up missed work. It is the student's responsibility to obtain any missed assignments, class work, or tests from the teacher. If a student is absent for three or more days, the student or parent may contact the Reception Office (371-6746) to obtain assignments. Twenty-four hours' notice is needed before assignments may be picked up.

Unexcused students may be offered the opportunity to make-up missed assignments, but specific learning activities (such as instruction, labs, etc.) are not available. Appropriate credit is determined to be earned, or not, by the classroom teacher.

Long-term assignments, such as research papers or projects, are due at the time the teacher designates regardless of short-term absence. Teachers will inform students at the time the deadline is set if the assignment falls into this category.

It is the student's responsibility to get their missed homework due to a suspension.

✓PRE-ARRANGED ABSENCES/ APPOINTMENTS

Any student who knows in advance that he/she will be absent from school for an excusable reason must have his/her parent call the attendance office as with any other excusable absence. The student must then obtain a Pre-Arranged Absence Form in the Student Responsibilities Office to circulate to his/her teachers. **A completed Pre-Arranged Absence Form must be on file in the Student Responsibilities Office 10 school days prior to the absence.** Knowing that an absence will be occurring, it is expected that the student will either complete the schoolwork missed prior to leaving or submit the assignments to the appropriate teachers immediately upon returning to school as arranged with each teacher in advance of the absence. Students who know of planned absences but do not use this procedure are considered unexcused for the purposes of making up assignments.

All student appointments (such as medical, dental, court, driver's exam) must be cleared in advance through the Attendance Office. A student who will miss one or more classes due to an appointment must have written permission from his/her parent. The parent's written statement should be brought to the Attendance Office to obtain an Appointment Pass on the morning of the appointment. This pass is to be shown to the teacher whose class the student would miss as a result of the appointment. The student then must sign-out in the Reception Office prior to leaving the building. **Upon returning to school, the student must provide a verification of having been to the appointment at the stated time and must sign-in, in the Reception Office to return to class.** All work missed by the student due to an appointment is his/her responsibility to complete as assigned by the teacher. Any absence from school other than at the appointment time and a reasonable amount of time to go to the appointment and return to school is considered unexcused.

✓HOMEROOM ATTENDANCE

Any absence or tardiness to homeroom is subject to the same consequences as being absent from or tardy to any other class. Students are expected to be on time for their homeroom periods and engage in appropriate behavior while in homeroom.

✓ATTENDANCE & EXTRACURRICULARS

While in season, extracurricular participants are expected to attend all classes or they will be declared ineligible to practice or compete on that day. This eligibility issue will be enforced when it comes to the attention of the coach or athletic director. Exceptions are allowed for all field trips linked to current academic courses in which a student is enrolled. Other examples of allowable exceptions can include post-secondary institution sessions or appointments and activities, confirmed medical/legal appointments, funerals, and emergency situations as verified by a school administrator.

✓CLOSED CAMPUS (GRADES 9-11)

BDHS has a closed campus for the entire time school is in session for grades 7-11. On regular school days this means that students may not leave the school building from 7:40 a.m. to 3:10 p.m., unless authorized in writing by office staff. BDHS students may not go to the campus of any other school when either BDHS or the other school is in session unless both BDHS and the other school grant prior written permission. **Students who leave school grounds without authorization from the office staff will be subject to disciplinary action and a truancy citation.**

✓12th GRADE OPEN CAMPUS

Grade 12 students without a scheduled class may leave campus, and return, at the approved class change times as long as an approved Open Campus/Work Experience form has been completed and is on file. Students must be in good standing, no attendance concerns and remain on track for graduation. Students must keep track of the changing class schedule and be on time for their academic classes. Students will remain in school during academic periods on their schedule, including the days when Brown Deer High School is operating on an alternate bell schedule. Students who qualify for Open Lunch and choose to leave must sign out in the reception office and exit from the reception office. **Students on Open Campus must remain off campus for the entire period and cannot carry in food upon their return.**

To maintain Open Campus privileges, a student must complete a **minimum of 5 volunteer hours per month.** Volunteer hours cannot be approved by a parent, guardian, or sibling; all hours must be entered and approved on Get Involved by 9:00a.m. on the required due dates. All due dates will be given in the Senior Meetings. Examples of placements for students have included: working in elementary and middle school classrooms with one or more teachers, volunteer in school sponsored or athletic events, and performing service for the Village of Brown Deer. Service hours may not be earned for any service with a material or monetary reward, court-referred community service hours, or fundraising for School clubs, sports or organizations.

✓WITHDRAWAL FROM SCHOOL

Withdrawal from Brown Deer High School begins with the student scheduling a withdrawal conference with his/her school counselor. The withdrawal conference will make certain that the student has all the information necessary to receive clearance to withdraw in good standing. A Withdrawal Form will be issued for the student to have signed by each teacher and the IMC to turn in textbooks/equipment, pay fines, obtain a withdrawal grade, and receive clearance for withdrawal in good standing. An administrator will give final clearance in the Student Responsibilities Office after the parent or guardian completes a form indicating where the student expects to enroll.

POLICIES AND PROCEDURES

Alone we can do so little; together we can do so much. --Helen Keller

✓ALCOHOL & OTHER DRUGS

No student of the School District of Brown Deer shall knowingly possess, use, distribute, sell, or be under the influence of alcohol, controlled substances, or any other mood-altering chemicals while on the school property, in school vehicles, or during school sponsored activities. The possession, use, distribution, or sale of drug paraphernalia, look-alike drugs, non-alcoholic beer, or any substance misrepresented as alcohol or a mood-altering drug is also prohibited on school property, in school vehicles, or during school sponsored activities. Secondary use or distribution of any prescribed drug on school property or during school sponsored activities is prohibited.

A student may be required to submit to a breath test to determine the presence of alcohol if a school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy.

Violation of this policy or refusal to submit to required breath testing for the presence of alcohol will result in disciplinary action which may include: application of approved school disciplinary practices and procedures; notification of law enforcement officials; notification of parents/guardians or legal custodians; notification of the athletic director and co-curricular coaches/advisors; notification of the district superintendent or designee; suspension from school; recommendation for expulsion.

Use of prescription or over-the-counter medication in compliance with Board of Education Policy #6.07(6) shall not be considered a violation of this policy.

Smoking, vaping, and the use of other tobacco products (see tobacco products section) by students is prohibited on all school property in accordance with Board of Education Policy #6.03(6b).

✓BUS TRANSPORTATION

Bus transportation is a privilege and authorized according to Board of Education policies and regulations. While on the bus, students are expected to follow all school and bus company regulations. Students who do not comply with these rules may have their bus privileges suspended temporarily, (such as for the rest of the semester), or permanently revoked. A late activity bus is provided to Milwaukee transfer students on a pass basis only.

✓COMMENCEMENT (GRADUATION) CEREMONY

Held in Novak Family Field House. Tickets are required. Students must have met all graduation requirements to participate by due date--no exceptions. Graduates must wear cap & gown and appropriate attire/footwear. All fees/fines and other obligations must be met to participate. NO BALLOONS OR NOISE MAKERS IN THE FIELD HOUSE. Tickets are required.

✓CO-OP RELEASE

Students who are authorized to leave school prior to the end of the school day for the purpose of participation in a Co-op, Youth Apprenticeship or Work Experience program must abide by all regulations for early departure from school. This includes vacating the halls immediately unless using a written pass from a staff member, and signing out at the Receptionist Office. Students who have early release privileges may not return for the day unless they are officially participating in an after school activity or have written permission from the principal or his/her designee. **Violation of these conditions for early dismissal from school may result in the termination of early dismissal privileges and/or participation in the work program.**

✓CYBER BULLYING

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyber bullying, are unacceptable. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs, wikis and social networking sites). School or community members who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school administrator. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, or referral to Police Liaison Officer.

✓DANCES

School dances are "closed" private parties sponsored by BDHS for its students. Dances are not open to the public or students from other schools. BDHS students must present their student I.D. cards when entering the dance; no student will be permitted to enter without a valid BDHS I.D. card, except guests who have a valid Guest Pass for the dance. A Guest Pass may be obtained in the School Responsibility Office prior to the dance according to the procedure outlined in the Guest Pass section.

Once a student leaves a BDHS dance, the student may not re-enter the dance. Once the doors are closed to the dance, students may not enter the dance; if a student is going to be late for the dance for a valid reason, the student must obtain a Pre-Approved Late to Dance Pass in the School Responsibility Office prior to the dance to gain late admittance. Breathalyzer tests or other checks for suspected substance abuse, will take place when a student is suspected of being "under the influence."

Students may be denied admission to a dance if they are not in "good standing" as a student because of disciplinary action; students who are suspended or absent for the entire day or any part of the day of a dance, except when gone for a school-sponsored event, may not attend the dance. A student will become eligible and back in "good standing" after a period of time determined by the school administration.

Students who do not abide by school rules and/or display inappropriate behavior will be required to leave the dance. Parents may be contacted. Disciplinary consequences may also result in accordance with school procedures.

Guidelines for Formal Dances

1. Homecoming, and other high school sponsored dances are held in the south gymnasium from 7:30 p.m.-10:30 p.m. for the high school students. (Prom is held off campus; 9th grade students are not eligible to attend Prom). Doors are closed for admission at 8:30 p.m. for high school dances unless announced otherwise by school officials.
 2. Only advance tickets are sold by the high school Student Activities Council. No tickets are sold at the door. All ticket sales are final. No refunds are given. Each ticket is valid only for the original purchaser and his/her date or guest.
 3. Use of two-communication devices is prohibited during school dances. Two-way communication devices brought into the dance are subject to confiscation.
 4. Appropriate dress is required. Females are expected to wear dresses, skirts, or dress slacks. Males are required to wear a dress shirt, dress pants, and a necktie. Dresses and skirts must be at least "5" above the knee, and no revealing cleavage. Students must remain appropriately dressed throughout the dance.
 5. Purses and coats shall be checked at the door before entering the dance.
 6. Food, beverages, and items not permitted in school are prohibited from the dance.
 7. All students must present their ticket and BDHS student ID or approved guest pass to be admitted to the dance.
 8. Students should make arrangements to be picked up at 7:30 p.m. for middle school students and 10:30 p.m. for high school students without having to make a phone call. Students must vacate the school at the end of the dance.
 9. Appropriate school behavior is expected at BDHS dances. This includes dancing that is appropriate for a public school dance as explained by school staff and administrators. Grinding and sexually explicit dancing will result in the students being expelled from BDHS dances. Violation of school behavioral rules may result in disciplinary consequences up to and including suspension and expulsion. Illegal acts, such as being under the influence of alcohol or possession of tobacco, shall be referred immediately to the police.
 10. Prom is the formal spring dance held at an off-campus location and hosted by the junior class. Ticket sales are open to only juniors and seniors in good behavioral and financial standing (no outstanding detentions, suspensions, unpaid fees).
- Freshman students are not eligible to attend Prom. A junior or senior may sponsor one guest as follows:
- A BDHS sophomore in good standing
 - A BDHS alumnus from the most recent graduating class only
 - A junior or senior from another high school in good standing, who has satisfactorily provided a guest pass on time to the Student Responsibilities Office.

✓DISCRIMINATION OR INCIDENTS OF EXPRESSED BIAS

The School District of Brown Deer is committed to providing and maintaining a learning and working environment in which sex, race, religion, national origin, ancestry, creed, age, color, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability are recognized and valued. These differences must not be the basis of discrimination by, in favor of, or against students, staff, parents, board members, or visitors on the premises or anyone participating in school sponsored activities consistent with Wisconsin Statute 118.13.

Any expressed bias or discrimination based on, but not limited to color, creed, nationality, ethnicity, place of origin, physical or mental disability, or gender will not be tolerated and will be reported to school officials immediately.

Bias or discrimination may take any of the following forms, but not limited to jokes, name-calling, discourteous treatment, graffiti, threats, insults, slurs, physical abuse, or violence.

Incidents reported to school officials shall be investigated. A person found in violation of this policy or guideline shall be subject to discipline or prosecution under state law, and in the case of a student, may include suspension and/or expulsion.

The school district denies entry to a school, the school premises or to school sponsored activities, to any person, group or association whose intent is to support or promote hatred or discrimination based on, but not limited to color, creed, nationality, ethnicity, place of origin, physical or mental discipline, or gender. BD Board Policy 6.26

✓DRESS & ATTIRE FOR STUDENTS

Student attire must be respectful of others and appropriate for the educational environment at Brown Deer High School. Pursuant to Brown Deer Board of Education Policy 6.03(5), BDHS students are prohibited from wearing clothing or attire which, in the judgment of school authorities, is contrary to acceptable health and safety standards or may disrupt the educational process or learning environment. For health or safety reasons specific dress may be required for some courses or activities.

Parents are responsible to ensure their children are properly dressed when arriving for school. Students who are legal adults are responsible for their own proper dress. All faculty, staff, and administrators are responsible to consistently enforce the specified dress code in accordance with Board of Education policy and applicable state law to maintain a learning environment free of disruption. **Student dress or attire must conform to the following minimum standards or students will be subject to school consequences:**

OUTERWEAR/HEADWEAR/BAGS

- Coats, padded vests, gloves, sunglasses, and other exterior clothing items may not be worn.
- Headgear may not be worn in the school building during school hours. Students are required to remove any headwear (hats, hair picks, caps, bandanas, cloths, hoods, durags, etc.) upon entering the building and store headwear along with all exterior clothing in their assigned locker for the school day; headwear may only be worn outside.
- Backpacks/bags may not be carried during the day. All backpacks, shoe bags, and oversized purses must be stored in the student's locked locker during the school day.

SHIRTS/TOPS

- Bare midriffs, low necklines, short skirts or shorts, visible undergarments, spaghetti straps and other revealing clothing are prohibited. Tube/halter tops are prohibited. Tank tops with straps less than 1" wide and sleeveless/muscle shirts or tank style undergarments are prohibited.
- Breasts/cleavage or stomachs must never be visible in school. Students may not wear scanty/revealing clothing.

PANTS/SHORTS/SKIRTS/SKORTS

- Pants must be worn to completely cover the buttocks and all undergarments.
- Skirts must be no shorter than 5" above the knee.
- Shorts or skirts must be no shorter than the tips of a student's longest finger when arms are resting at student's side.
- It is never appropriate for a student's underwear/undergarments to be visible due to excessively tight, loose, or skimpy pants/shorts/skirts/skorts.
- Students are encouraged to wear shirt/top that covers the buttocks when wearing leggings.

PROHIBITED ATTIRE

- Pajamas
- **Prohibited items include any attire which displays, promotes, or endorses:**
 - unlawful activities (any and all that apply to adults, minors, and activities prohibited on school grounds)
 - gang-related affiliation or activity (including jewelry)
 - violence (physical, verbal, emotional)
 - profanity or insults (including "put down" words like stupid, idiot, etc.)
 - harassment or discrimination
 - activities contrary to the adopted school curriculum
 - tobacco, alcohol, or illicit drug use
 - sexual activity or innuendo, including explicit or suggestive images or words/phases
- Attire or accessory which by its design, use or intended use, could cause bodily harm, property damage, or intimidation to other persons, may not be worn (e.g. leather straps, pet collars).
- Excessively baggy pants and/or hanging pockets.
- Wallet chains larger than small-link jewelry

SHOES/FOOTWEAR

- Students must wear shoes/appropriate footwear at all times in the building. Metal cleats may not be worn. Slippers may not be worn.

Students in violation of the dress code will be expected to change into appropriate clothing. Prohibited attire may be confiscated and held for pick-up by a parent.

✓FIELD TRIPS

Field Trips are an educational experience; however, they do not exempt a student from being accountable for what was covered in the missed classes during the absence. Students should expect to make up work missed outside of the regular hours, arranging to use time before school, after school, or during their lunch or free period. Students can be removed from field trips due to behavior concerns at administrator's discretion.

✓FINES

Students must pay all financial obligations they have incurred as a result of overdue library materials, misused school materials, damaged equipment, non-returned uniforms, etc. Students are notified of their fines and must pay the indicated amount in the school office. Grades, diplomas, yearbooks, and school records may be withheld, privileges may be withdrawn, and disciplinary action may be taken for non-payment of fines. Students are reminded that the best way to take care of a fine is to be careful and responsible enough not to be fined.

✓FIRE & TORNADO DRILLS

Safety drills are conducted in accordance to state guidelines. It is the responsibility of all students to conduct themselves according to directions during a school safety drill. When the **fire alarm** sounds, students are to be silent, wait for instructions from their teacher, and then leave the building--without talking--as quickly as possible by the prescribed route. **DO NOT RUN!** When the **tornado signal** is sounded, the teacher will direct students to the shelter area assigned to each teaching station.

✓FOOD & BEVERAGES IN SCHOOL

It is expected that food and beverages will be consumed by students in a responsible manner at all times. As a general guideline, food and beverages should be consumed only in the Commons. Eating and drinking in the hallways is prohibited. Teachers may permit consumption of food and beverages in their classes during homeroom. Students are expected to always clean up after themselves immediately when consuming food or beverages. **Students are not allowed to obtain food through delivery by a restaurant or food delivery service at any time during the school day.**

The use of glass containers of any type is discouraged since they readily break and are a safety hazard.

Food and beverages are prohibited at all times in the gymnasium, computer labs, IMC, and science laboratories. **Water in original bottle is the only beverage permitted without approval.**

Students are not allowed to sell food, including snack foods, candy, beverages, at any time within the school building. Students who are participating in a school approved fundraising campaign are allowed to sell food at designated times and areas.

✓FOOD SERVICE

Breakfast is served daily and may be purchased for about \$2.00. Breakfast can include a hot breakfast sandwich, pastry fruit, and/or juice. The standard hot lunch is served daily and may be purchased for about \$3.00. The cafeteria also offers sandwiches, salads, and other items on an a la carte basis. Students are expected to eat their lunch in the commons, and dispose of all litter in a trash container.

Students are assigned to one daily lunch period. Since classes are also in session during this hour, it is important for students to be respectful of others and follow the established procedures for lunch. Students who skip in front of others in the line may lose food purchasing privileges for a quarter, semester, or the entire year. Students who have not been awarded open campus lunch privileges may **NOT** leave the campus during their lunch period. Students who walk through the food line without paying will be disciplined appropriately and may be referred to the Brown Deer Police Department if the private food service provider chooses to press charges. Seniors who qualify for Open Lunch are to exit and re-enter the building through the reception office.

✓GAMBLING

Gambling is not allowed anywhere on school premises or at school-sponsored functions unless authorized in writing by a school administrator for a special event. Card and dice playing, including the use of "magic" cards or sports cards, is not permitted on school grounds unless authorized in writing by a school administrator as a school activity. Students are not permitted to have dice at school. Dice are not appropriate at school unless used by a teacher for instructional purposes.

✓GANGS AND GANG ACTIVITY

Gang activity in BDHS or on school property is prohibited. A gang is defined as an organized association, either formal or informal, of two or more persons with common signs, symbols and other identifying factors, who individually or collectively engage in criminal activity. Gang criminal activity includes, but is not limited to, intimidating or threatening others, participating in and/or enticing others to participate in any form of physical violence involving persons or property.

Gang activity includes but is not limited to the display or possession of gang symbols; soliciting others for membership; requesting payment of dues, insurance, or other forms of protection from any individual; intimidating or threatening any individual; and/or inciting others to participate in any form of physical violence involving persons or property, or other criminal activity.

Gang identifiers, which may change periodically, will not be allowed to be displayed by anyone on school property or at school sponsored activities. Students may not display or wear any sign, gesture, insignia, symbol, color, combination of colors or combination of clothing, wearing apparel, or accessories which have been designed as gang identifiers. Examples of gang identifiers include, but are not limited to: 5-6 point stars, arrows, pitchforks, crowns, identifying numbers or groups of names or initials. The list of identifiers may be updated at any time.

Violation of this prohibition of gang activity may result in notification of parents and/or guardians and/or law enforcement officials; suspension from school pending parent/student conference with school; expulsion from school. BD Board Policy 6.03 (4a)

✓HALL PASSES

Students are not to be loitering in the hallways or going to their lockers during class time, including the lunch hours. Authorization from a staff member is required for a student to be in the hall after the bell signals the start of a class period. A student is granted 2 personal passes per quarter. The student planner must be used for personal passes. Students without a planner may be issued a personal pass at the discretion of the teacher, and will be required to make up the time out of class after school. **Hall passes are prohibited the first and last 15 minutes of class.**

✓ HANDOUTS/SIGNS IN HALLS

Any signs or handouts must be approved by the administration before being put up in the hallways or distributed in school at any time. Signs may be placed only in approved areas with clear tape or thumb tacks.

✓IDENTIFICATION CARDS

Each BDHS student will receive a pre-printed photo identification card and a lanyard. **Students must carry their school provided ID and present it to a staff member when questioned throughout the school day (until 3:10 P.M.).** ID cards must be displayed or carried at school sponsored events, and provided upon request from any staff member. The identification card is also required for IMC privileges, computer usage, lunch purchases, and voter registration. Students who fail, or refuse, to produce school issued proper ID are subject to disciplinary action, including out-of-school suspension for repeat violations. A replacement fee of \$ 5.00 is charged for a new identification card after a student's first offense of being without their ID. Students can order an ID from their teacher during 1st and 2nd period daily. **LUNCH CANNOT BE PURCHASED WITHOUT AN ID.** Parent/Guardian will be contacted.

✓INSTRUCTIONAL MEDIA CENTER

The Instructional Media Center (IMC) provides students with books, magazines, reference, online, and multimedia resources. Students are expected to comply with all rules in the IMC. Students who choose to engage in inappropriate behavior or inappropriate computer use will be subject to disciplinary action and loss of IMC privileges.

During the school day, students must follow the set procedures for using our IMC. All students must sign up with the IMC staff by 7:40 A.M. to be in the IMC during study halls. Students must also adhere to the following IMC guidelines:

- Arrive with materials to work on.
- Conversation should be kept to a whispering tone and not distract others.
- Priority will be given to students who need computers for educational purposes.
- Eating is not allowed in the IMC.
- Personal electronic devices may be used with no distraction to others. (Talking on electronic devices is prohibited)

✓INAPPROPRIATE ITEMS

Food, toys, lighters, matches (pocket T.V.'s, C.D.'s, etc.), silly string, unsafe items, including laser lights and inappropriate articles for a safe, orderly, and respectful classroom or school environment should not be brought to school. Such items may be confiscated permanently by school authorities. Other disciplinary measures may also result.

✓INCENTIVE DAYS

Throughout the year students may be eligible to participate in incentive activities. These special schedule activities are offered to students who are in "good standing" behaviorally and academically. Criteria will be established for incentive days and will be shared with staff and students prior to the incentive day. On occasion a surprise incentive day may occur in which criteria will be shared with students prior to the start of the incentive. Students are expected to attend incentive school days as normal regardless of their standing behaviorally or academically. Students qualifying for Open Campus may be excused from the incentive activities at the discretion of administration.

✓INCLEMENT WEATHER

Inclement weather sometimes causes school to be cancelled for the day. This is especially true in the winter with snow and ice storms. Local radio and television stations are provided with cancellation news. Students are advised to listen to the following radio stations for "No School" announcements: WTMJ 620 AM or WISN 1130 AM (others may also provide this information). In addition to the above radio stations, the following television stations will be notified whenever school is cancelled: WTMJ-channel 4, WITI-channel 6, WISN-channel 12, and WDJT-channel 58.

✓INJURIES

All accidents and/or injuries which occur on school grounds or while the student is involved in a school-sponsored event or activity must be reported to the Main Office as soon as possible. BD Board Policy 6.07 (1)

✓LOCKERS

Every student is assigned and held responsible for a locker for the student's belongings to be held during the school day. These lockers are the property of Brown Deer School District and may be searched at any time, without notice or the student present, by school administrators or their designees.

Students are responsible for any damage or abuse to their assigned locker, and the student will be charged for any maintenance work or replacement required as a result of damage or abuse. Students are to keep their lockers clean and orderly and are not to use their lockers to display offensive materials. Changing or sharing lockers is strictly prohibited and may result in disciplinary action. Students are reminded to keep their lockers locked at all times and not to share their lock combination with others. The school is not responsible for items lost from lockers.

Students are not permitted to tamper with the locks or lockers assigned to other students. The combinations to lockers are considered the property of the student to whom the locker is assigned; obtaining the combination of a lock belonging to another student deprives that student of their property and expectation of privacy from other students; school and/or legal action may be taken in such instances. Any problems with locks or lockers should be reported by the student to the Student Responsibilities Office immediately.

Note: These exceptions and policies apply to any and all lockers a student may be assigned (e.g. hall, P.E., art, etc.).

✓LOITERING

Students must exit the building by 3:30 P.M. unless they are involved in co-curricular, are under the direct supervision of a staff member for official school business, or they may be charged with loitering.

Loitering is defined as remaining in, on, or near a place in an idle or apparently idle manner without real necessity or purpose. It shall be prohibited for any person, firm, organization or corporation to loiter upon the property of the Brown Deer schools at any time.

During hours when school is in session, or school-related activities are being conducted, the principal or designee shall direct loiterers to leave the school premises. If those loitering refuse to comply with such requests or cause a disturbance, the principal may request aid from the Brown Deer Village Police Department.

The Brown Deer Village Police Department has the authority to remove loiterers from school properties whenever requested to do so by school authorities, or upon direct observation of violations of this policy. BD Board Policy 7.08

✓MEDICATION AND HEALTH

Please note the following regarding illness and absences: A child with a fever of 100° or above should remain at home until his/her temperature is within normal range (without the use of medications) for 24 hours. If vomiting or diarrhea occurs, keep your child home from school for 24 hours after the last episode (without medication) and until he/she can keep fluids and food down.

Your child is instructed to report to their teachers any personal injuries, accidents or illnesses that occur during the day. If your child experiences an injury or becomes ill during school hours with a temperature of 100° or more, has vomited and/or had diarrhea or has visited our health room more than two times in a day, we will contact you or an emergency contact to pick up your child from school.

All communicable diseases must be reported to the Brown Deer Health Department within 24 hours of onset, according to the State Statute 252.05. Please notify the Village of Brown Deer Health Department 371-2980.

If your child is absent for three (3) consecutive days due to illness, he/she will be required to provide a medical excuse.

If your child has any restrictions due to injuries, a doctor's excuse is required for our records. He or she will remain under restriction until a doctor's release is provided to the school office.

Students are allowed to carry and administer their own oral non-prescription medications while at school. Parents may request school staff to monitor student self-administration. In either instance a Request for Administration of Non-prescription Medicine Form must be completed and filed with the health office staff. Students may self-administer any emergency prescription medications such as inhalers while at school. A Request for Administration of Prescription Medicine Form must be completed and filed with the health office staff.

Students who are using medications must carry the medication in the original, labeled container. If the student requires special medication procedures, considerations or assistance he/she should contact the school nursing staff in the Health Room. Any orders given by a physician which require special assistance or result in certain restrictions should be submitted to us in writing from the attending physician. BD Board Policy 6.07 (6)

✓NEIGHBORHOOD RELATIONS

Property adjoining the school grounds, like all residential property, is private; therefore, littering and trespassing are not permitted. Police action will be taken against violators who are reported. Just as important as our legal responsibilities are our responsibilities to Brown Deer High School. Any action by a BDHS student reflects upon the whole school. The neighbors of our school have a right to resent any infringement upon their rights. Be good neighbors and good representatives of our school.

✓NONDISCRIMINATION

It is the policy of the School District of Brown Deer 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, including all career and technical education programs, or other program or activity because of the person's

sex, race, religion, national origin, ancestry, creed, age, color, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by Wisconsin state law (S. 118.13). This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (gender), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973. BD Board Policy 6.03(7)

Any student who feels he/she has been a victim of discrimination in school or at a school-sponsored activity should contact the Principal or Assistant Principal within 24 hours so the matter may be investigated immediately.

✓PARKING & CAMPUS DRIVING PRIVILEGES

Students driving cars or trucks to school must park in the student parking lot only. Cars are to be parked within the yellow lines and facing forward only. At no time during the school day may a student park anywhere except in the student parking lot. Students may never park in the front parking lot prior to 4:00 p.m. Improper parking, or parking in an area other than the student lot or parking without a permit may result in school disciplinary measures and/or ticketing by the police and/or towing from BDHS grounds. All cars and trucks driven to school MUST be registered in the Student Responsibilities Office at the beginning of the school year and properly display the issued permit. Parking permits are not transferable to another student for any reason.

No student is permitted in the parking lot during school hours without a valid pass from the Student Responsibilities Office.

Student vehicles on school district property may be searched if there is reasonable suspicion that something illegal is stored in the vehicle(s).

BDHS and the school district are not responsible for any damage or loss to vehicles parked on school grounds. Driving to school and parking on school district property are privileges, not rights. Students who do not drive sensibly and carefully will have their driving and parking privileges revoked for all school district property. Violation of such revocation will result in tickets being issued by the Brown Deer Police Department and further disciplinary action by the school district.

✓PUBLICATIONS, QUESTIONNAIRES & SOLICITATION

Students who have materials that they wish to distribute to the student body must have prior authorization from the principal or his/her designee. Students may not solicit funds or pledges or sell items without prior approval from the principal or his/her designee. Fundraisers and activities sponsored by a school organization are exempted. BD Board Policies 6.08 (4) and 6.09

✓SCHOOL EQUIPMENT

Brown Deer High School provides a great deal of equipment for student use. This includes, but is not limited to, computers, calculators, general office equipment, general kitchen appliances, electronics equipment, technology education tools and equipment, athletic equipment, and library equipment.

Students are held responsible for any damage that occurs to the equipment he/she is using. If it is determined by the instructor, the administration, and/or police liaison officer that the student is responsible, the costs incurred in correcting the problem(s) will be charged to that student(s).

It is further understood that school-owned equipment is to be used for class-assigned, teacher approved work ONLY. Unauthorized use may result in said student being banned from further use of specific school equipment/property.

✓SEARCH AND SEIZURE

Student lockers, desks and other assigned areas are the property of the School District. School administrators may make rules and regulations regarding their use and have the right to inspect said property and areas. Students have the right to the use of their assigned lockers, desks and other areas, in accordance with the established rules and regulations of the school.

Whenever, in the judgment of school administrators or their designee(s), there is reasonable ground or suspicion to believe that a search and/or seizure action is necessary to protect school property, to avoid disruption of the educational process, or to protect and insure the safety and welfare of individuals in the school, such action shall be taken by the school administrator(s) or their designee(s).

When school administrator(s) or their designee(s) have reason to believe that a student is harboring or concealing upon his/her person, his/her property, or school property, a weapon, prohibited substances or objects, or dangerous item(s), such officials have not only the right, but the obligation, to conduct a search and/or seizure, or to refer the matter to law enforcement authorities. Law enforcement authorities shall be notified in instances where school personnel have reason to believe that a student has upon his/her person or property prohibited substances or objects or evidence of a crime.

School administrator(s) or their designee(s) may request police assistance in cases where this assistance is considered to be necessary or desirable. BD Board Policy 6.03 (3)

✓STUDENT RECORDS

Brown Deer High School maintains individual student records to assist certified district personnel in providing appropriate educational programs for each student. These confidential records are maintained by the principal or his designee. Confidential student health records are maintained separately from academic and behavior records by the school nurse. School records are maintained in compliance with Wisconsin Statute 118.125 and Federal Law (Family Educational Rights and Privacy Act, Title V, Section 438, 439, 440, 513, 514, and 515).

Parents/Guardians and adult students have the legal right to review and/or copy contents of the permanent school records of their children or themselves. Such review must be made by scheduling an appointment with the principal. If copies are requested there will be a charge based on actual cost.

Directory information such as name, address, name of parent or legal guardian, date and place of birth, telephone listing, dates of attendance, major field of study, height and weight of members of athletic teams, years in school, school of attendance, awards, participation in official activities or sports shall be considered public information and may be released to appropriate persons and media in accordance with Board of Education policy unless the parents or adult students refuse to release, in writing on their own initiation. BD Board Policy 6.17

✓STUDY HALLS

Study Hall is regarded as part of the student's mandatory instructional time by the State of Wisconsin and the Brown Deer School District. Therefore, high school students who are assigned to a Study Hall must attend or be subject to the same consequences as missing any other class. Students are expected to be on time for their Study Halls and engage in appropriate behavior while in the Study Hall. The minimum Study Hall behavioral expectations are as follows: every student is expected to bring study or reading materials and use them; silence is expected at all times unless specific permission is granted by the supervisor for students to study quietly together; food and beverages are not permitted; established hall pass procedures are followed to other rooms or areas of the school. Not complying with Study Hall behavioral expectations will result in disciplinary consequences. Students wishing to leave study hall to work in another area of the building must have a pass from one of their existing teachers to sign out of study hall. This pass must be obtained prior to the study hall period.

✓TECHNOLOGY USE

The taxpayers of Brown Deer have provided us with computers and some of the best Internet capabilities in Wisconsin for educational reasons. We expect our students to use our computers and our Internet access responsibly. The following guidelines provide students with clear, no-nonsense rules for using the Internet at BDHS:

- E-mail may be used only for school work.
- The internet may be used only for school work.
- "Hacking" is not acceptable.
- There are serious consequences for violating this school district policy

An individual search will be conducted if there is reasonable suspicion that a user has violated the law or board policy. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation. BD Board Policy 6.28

✓TOBACCO PRODUCTS

State law (S. 48.983) prohibits the use or possession of tobacco products by a minor. Tobacco products include but are not limited to cigarettes, cigars, chewing tobacco, electronic cigarettes, vaping and juuling paraphernalia, and liquid nicotine products. In addition, state law (S. 120.12) prohibits the use of any tobacco products in school buildings, on school grounds, or in school vehicles. This ban on the use of tobacco products also extends to all school-sponsored activities and functions conducted off of school grounds. This prohibition also applies to electronic cigarettes, hookahs, and other vapor emitting devices with or without nicotine content that may mimic the use of tobacco products

Students who violate the law will be referred to the police for legal consequences which may include fines and court appearances. Violations of school rules regarding the use and possession of tobacco products while on school property or attending school functions will result in disciplinary action such as detention, in-school suspension, out-of-school suspension, expulsion, parent conference, revocation of privileges, and suspension/removal from co-curricular activities. Five day suspension out of school may be a minimum for endangering the safety of students, staff, and school district property. All violators of state law regarding tobacco products will be referred to the police. BD Board Policy 6.03 (6b)

✓TRESPASSING

Brown Deer High School is open from 7:25 AM to 3:30 PM on regular school days (and for 15 minutes after the dismissal bell on "early release" days) only for staff, registered students, public school employees, and persons whose presence the principal may deem related to school business. All others entering the schools during these hours must report to the Reception Office and apply for a visitor's pass. The principal or his/her designee shall determine whether or not a visitor's pass will be issued, and in cases where a visitor's pass is denied, the person applying will be asked to leave the school grounds immediately.

If for any reason a visitor refuses to leave, when asked by the principal or his designee, the visitor will be informed that the principal or his designee has the authority to request that trespassing charges be brought against the visitor. The principal or his/her designee will proceed with contacting the village police for assistance and ticketing if the visitor persists in his/her refusal to leave the school grounds (S. 943.13, 943.14). BD Board Policy 7.06

✓TWO-WAY COMMUNICATION/WIRELESS DEVICES and ACCESSORIES

Students who are in possession of a two-way communication device/wireless device or accessory must turn them off during the school day and school activities (e.g., field trips, co-curricular, school dances) unless granted permission by a staff member. **Devices cannot be used during school except when explicitly stated by a teacher during supervised lessons in the classroom. Teachers will verbally and visually indicate when it is appropriate for their use.** Students who violate this policy may have their

cell phone confiscated until a parent conference is held. Each classroom has a place for students to keep their devices if they don't leave them in their locker. Students bring their devices to school at their own risk. Brown Deer High School will not be responsible for any damages to the device or if a device is lost.

Additional violation of this policy by students will result in disciplinary action which may include: application of school disciplinary practices and procedures; notification of law enforcement officials; notification of parents/guardians or legal custodians; notification of the activities director and/or co-curricular coaches/advisors; notification of the district superintendent or designee; suspension from school; recommendation for expulsion. BD Board Policy 443.5

1 st Electronic Misuse Violation	Returned to student at the end of the class period.
2 nd Electronic Misuse Violation	Returned to student at the end of the day.
3 rd Electronic Misuse Violation & Additional Electronic Misuse Violations	Returned to Parent/Guardian at the end of the day. Office Disciplinary Referral will be put in Skyward. Administrator/Parent/Student Meeting

✓ VIDEOTAPING IN SCHOOL (INCLUDES PHOTOGRAPHY & FILMING—PHYSICAL & DIGITAL)

BDHS students are not allowed to record any student or staff member, regardless of age or position, without prior approval by both the subject(s) of the video/photo, and a supervising teacher or administrator. Students who violate this policy will be subject to disciplinary action, which can include suspension and recommendation for expulsion. Students and parents are warned that posting video, audio and/or photos on the internet or any type of social media sites will result in stronger consequences. BD Board Policy 6.27

Advanced consent shall be obtained from parents or guardians of children when:

1. The film or tape will be taken from the School District of Brown Deer either physically or by electronic/digital transmission
2. The film or tape will be viewed by persons who are not professionally responsible for the specific setting, i.e. other—those other than the classroom teacher, the student teacher, or a university student teacher supervisor.

✓ VIOLENCE, HARASSMENT & INTIMIDATION

The School District of Brown Deer recognizes that the schools need to maintain a learning environment in which students, staff, and parents feel safe. No student shall threaten verbally, non-verbally, or physically the safety of another person through the use of intimidation or violence. Any verbal, sexual or physical harassment will not be tolerated and will result in disciplinary action. Behavior of this type may result in a referral to law enforcement agencies as appropriate.

✓ VISITORS/HIGH SCHOOL GUEST PASS PROCEDURE

Visitor Passes will be issued to guardians of BDHS students and BDHS alumni if they want to visit during the school day with approval by the Administration. Only guardians or emergency contacts listed in Skyward will be allowed entrance into the school building and contact with students. All visitors must report directly to the Reception Office when entering the school. Visitors will be required to present photo identification upon signing in.

Any student wishing to bring a guest to a school event for enrolled BDHS students must follow the pre-arranged Guest passes procedures. The Brown Deer High School host student must report to the Student Responsibilities Office to apply for a Guest Pass at least five school days prior to the requested visit date. The following information will be required for the Guest Pass:

- Guest's full, legal name
- Guest's birth date and present age
- Guest's address
- Guest's current school and school phone number
- Reason for the visit
- Signature of the host parent, guest parent and guests' school administrator

The completed Guest Pass Application will then be given to the Assistant Principal and/or Police Liaison Officer for verification and approval. If the guest is approved for attending a BDHS event, the guest must report with his/her host immediately upon arrival on campus to the Reception Office along with proof of identity (Driver's License, School ID Card, Photo Library Card, etc.). The guest will then be issued a Guest Pass for the day or the event. Guests must be of high school age unless they are recent BDHS graduates.

✓WEAPONS & DANGEROUS ITEMS

It is the responsibility of the school to provide for and ensure the health, welfare and safety of students, employees and the general public while on school premises. It is further recognized that the Brown Deer School Board has the responsibility to establish reasonable rules and regulations regarding the use and/or possession of a weapon and/or dangerous item by any person on school premises. In discharging this responsibility to the students, employees and the general public, the Brown Deer School Board has established the following restrictions on the use and/or possession of weapons and/or dangerous items on school premises or during a school activity

1. No one, other than law enforcement officers, shall possess, use, threaten the use of, or store a weapon or dangerous item on school property, in any vehicle located on school property, in any school facility, in any school vehicle or at any school-sponsored event or function.
2. Use or possession of a weapon or dangerous item which may constitute a violation or criminal statute shall be reported to law enforcement officials.
3. A weapon is defined as any object that by its design, use or intended use could cause bodily harm or physical damage or intimidate other persons. Weapons include, but are not limited to, any firearm, whether loaded or unloaded, any air gun, any electronic device designed to shock animals or others, any device designed as a weapon or dangerous item and capable of producing bodily injury or death, and any device or instrument which may be used in a manner which is intended or likely to produce bodily injury or death. Examples of devices or instruments are knives, razor blades, screwdrivers, awls, throwing stars, clubs, nun chucks, or any other device which would qualify as a weapon within the meaning of local ordinances.
4. Items not designed as weapons will also be considered as weapons under this policy if they are to cause or with the intent of causing bodily harm or property damage or to intimidate other persons. Such items include, but are not limited to: chains, pencils, belts, and sprays.
5. Other potentially dangerous items utilized in a manner that poses harm or threat to the health and safety of students, employees and the general public are banned (e.g., laser pointers).

Any student who violates the policy in the use or possession of weapons or dangerous items on school property, in any vehicle located on school property, in any school facility, in any school vehicle or at any school-sponsored event or function, shall be referred for consideration of suspension and possible recommendation for expulsion after consultation amongst the administrators and the superintendent.

Notice of weapons and dangerous items considered under this policy shall be included annually in the student handbook. All weapons and dangerous items shall be confiscated and referrals made to the law enforcement agencies as appropriate. (S. 120.13, 948.60, 948.605, 948.61) BD Board Policy 6.03 (6A)

CO-CURRICULARS

Playing is my passion; winning is my aim; failure is my inspiration; winning is my game
--Sarah Parikh

✓ACTIVITIES CODE

All students who participate on athletic teams, performance activities, school clubs, and leadership positions, as listed in the Activity Code Handbook, must adhere to the Brown Deer High School's Activities Code. Copies of the code are available in the Activities Office and on the high school website under the Athletics Tab or Downloadable Documents tab. Both the student and his/her parent/guardian must sign the Activities Code annually.

✓ATHLETIC TEAMS

Brown Deer students have many opportunities to become involved in interscholastic athletic teams. All teams follow the rules of the Wisconsin Interscholastic Athletic Association (WIAA). Students are urged to listen to announcements and seek information from coaches for specific details about teams.

- **Fall Sports:** Boys Soccer, Girls/Boys Cross Country, Football, Girls Tennis, Girls Volleyball, Girls Swimming & Diving, and Cheer Team.
- **Winter Sports:** Girls/Boys Basketball, Wrestling, Boys Swimming, and Cheer Team.
- **Spring Sports:** Girls Soccer, Boys/Girls Track/Field, Girls Softball, Boys Tennis, and Boys/Girls Golf, Boys Baseball

✓CLUBS AND ACTIVITIES

The following activities are available to students with staff advisors/coaches: **Chamber Singers, School Newspaper, Student Activities Council, DECA, Junior National Honor Society, Theater Productions, National Honor Society, Spanish Club, German Club, Yearbook, Best Buddies, Mentoring, Academic Decathlon, and Math Team.** Additional clubs and activities are announced from time to time during the year. Students are welcome to work with staff to develop clubs and activities that are of interest to them.

✓SPECTATOR RULES

- No profanity or inflammatory speech
- No obscene gestures
- No noisemakers
- No taunting
- No alcohol – drugs – tobacco
- No pushing or fighting
- All spectators must be in bleachers
- No throwing items of any kind
- No walking on game floor
- No admittance to prohibited people
- No gambling
- No climbing or running (includes bleacher railing)
- All Woodland Conference and WIAA rules of conduct

Students who violate these rules, school rules, or directives from event staff – at BDHS or at other schools – will be subject to disciplinary action, referral to police, and sanctions of the BDHS Activities Code.

Students may be denied admission to school sponsored events if they are not in “good standing” as a student because of disciplinary action; students who are suspended or absent for the entire day or any part of the day of an event, except when gone for a school-sponsored event. A student will become eligible and back in “good standing” after a period of time determined by the school administration.

✓SPORTS PHYSICAL

Students who are interested in participating on an athletic team must have a completed sports physical card on file prior to practicing or trying out for any sport. The physical is valid for one year and may be followed for one year with the alternate physical form. Complete details and copies of the physical forms to take to the student’s physician are available in the Activities Office.

DISCIPLINE

All your scholarship would be in vain if at the same time you do not build your character and attain mastery over your thoughts and your actions. --Mahatma Gandhi

✓BEHAVIORAL EXPECTATIONS

BDHS expects students to be a credit to themselves, their families, and their school at all times. The behavioral expectations for BDHS students are very similar to those for being a responsible and productive member of American society. Cited below is the “Falcon Four” describing basic expectations for all BDHS students and a detailed list of above and below the line behaviors. Repeated below the Line behaviors with intervention and Bottom Line behaviors will result in sanctions and referral to an administrator. Students may be denied admission to school activities if they are not in “good standing” as a student because of disciplinary action. A student will become eligible and back in “good standing” after a period of time determined by the school administration.

✓CLASSROOM CODE OF CONDUCT

State Law (S. 118.164) provides for the permanent removal of a student from a class for certain types of disruptive and unacceptable behavior. A student may be removed from class for conduct or behavior which:

1. is incompatible with effective teaching and learning in the class;
2. interferes with the ability of the teacher to teach effectively;
3. is disruptive, dangerous or unruly;
4. violates the behavioral rules and expectations set forth in the student handbooks and district policies;
5. violates the district’s policies regarding suspension or expulsion

For the purposes of this code, a class is any class, meeting or activity, which students attend or in which they participate while in school under the control or direction of the district. “Class” also includes regularly scheduled district sponsored extracurricular activities.

A “teacher of that class” is defined as the regularly assigned teacher of the class, or any person assigned to teach, monitor, assist in or oversee the class. If there is more than one teacher in the class, it is advisable that all teachers of that class assent to the removal of the student. The parent/guardian of the student, and/or the student, shall have the right to meet with the building administrator and/or teachers who made the request for removal. Where possible, such meeting shall be scheduled within three days of the request for a meeting. At the meeting, the building administrator shall inform the parent/guardian and/or students as fully as possible the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this code shall prevent the building administrator from implementing a removal to another class, placement or setting, prior to any meeting, notwithstanding the objection of the parent/guardian or student. The parent/guardian may appeal this decision to the next highest level of administrative authority, be it building principal, district administrator or designee. BD Board Policy 6.30

Brown Deer High School Falcon Four

EXPECTATIONS	Classrooms / HIP	Hallways / Stairways	Cafe
BE RESPONSIBLE	<ul style="list-style-type: none"> Complete class assignments during work time Focus on your own work during class Demonstrate behavior that lets everyone learn Take ownership of choices 	<ul style="list-style-type: none"> Keep moving Resolve conflicts with maturity Use trash receptacles 	<ul style="list-style-type: none"> Clean up after yourself Dispose of items properly Use time wisely
BE RESPECTFUL	<ul style="list-style-type: none"> Demonstrate behavior that lets instructors teach Stay on task during work time Use appropriate language and volume Listen when others talk 	<ul style="list-style-type: none"> Use appropriate language and volume Follow PDA guidelines Be polite and patient Keep hallways clear Personal lockers for assigned person only 	<ul style="list-style-type: none"> Wait your turn in line Be polite and patient Say please and thank you Use appropriate language and volume
BE READY	<ul style="list-style-type: none"> Be in room, on time, with materials ready to learn Use electronics as directed by staff Bring completed assignment Wear your own properly displayed ID 	<ul style="list-style-type: none"> Access locker and retrieve materials quickly Be in assigned area when bell rings 	<ul style="list-style-type: none"> Have ID ready Respect the 2 minute warning Stay in assigned area until dismissed
BE SAFE	<ul style="list-style-type: none"> Stay seated until the bell rings Use appropriate physical/verbal interactions 	<ul style="list-style-type: none"> Carry your own ID During instructional time, passes are visible Keep hands, feet, and objects to self Walk 	<ul style="list-style-type: none"> Resolve conflicts with maturity Handle food appropriately

✓DETENTION

Detentions, before/after school, lunch or Saturday morning, primarily serve as a reprimand and as a deterrent for further violation of school policies and procedures. Unless other arrangements are made, detention must be served at the time and place indicated when issued. A student who has not served all his/her detentions by the end of the semester may be prohibited from taking his/her semester tests, or attending/participation in school activities or receive a truancy citation if detention is related to attendance. If a student fails to serve detention(s), in-school suspension or out of school suspension could result.

✓HABITUAL/MAJOR BEHAVIOR ISSUES

Students who receive frequent/major Office Disciplinary Referrals (ODRs) may be subject to loss of privileges of school activities such as field trips, athletic events, dances, etc., as determined by the Assistant Principal, Principal or his/her designee.

✓STUDENT CONDUCT

Any student who, through his/her action, endangers the safety of himself, herself, or others, disrupts the normal educational processes of the school or who follows a course of conduct which, in the judgment of the school authorities, will result in the disruption of the educational processes, shall be subject to the Student Suspension & Expulsion Policy of the school district. BD Policy 6.03 (4)

Brown Deer High School Falcon Four

EXPECTATIONS	Activities	IMC/ Study Hall	Bathroom
BE RESPONSIBLE	<ul style="list-style-type: none"> Follow activities code of conduct Follow directives from activities manager 	<ul style="list-style-type: none"> Follow acceptable use policy for technology Follow food and beverage policy Consume clear water at tables only Stay on stated task Return materials on time 	<ul style="list-style-type: none"> Keep bathroom clean Give privacy to others Flush Respect property
BE RESPECTFUL	<ul style="list-style-type: none"> Be a good sport Cheer appropriately Use appropriate language and volume Be polite to ALL guests 	<ul style="list-style-type: none"> Use appropriate language and volume Use quiet conversation when necessary for studying Honor everyone's personal space Respect property 	<ul style="list-style-type: none"> Be quick Walk in and out quietly Paper towels thrown in garbage can
BE READY	<ul style="list-style-type: none"> Be on time Take seat promptly 	<ul style="list-style-type: none"> Be in room, on time, with materials Bring enough study materials for the entire period Use electronics as directed by staff 	<ul style="list-style-type: none"> Use time efficiently Return to class quickly
BE SAFE	<ul style="list-style-type: none"> Resolve conflicts with maturity Show ID upon request 	<ul style="list-style-type: none"> Dispose of all materials appropriately Use appropriate physical/verbal interactions 	<ul style="list-style-type: none"> Wash hands Use toilets, sinks, and paper towels correctly

✓SUSPENSION (IN-SCHOOL)

The in-school suspension is intended to provide the student with a time-out from the regular daily (through the end of a central detention 3:45) routine to focus on the choices the student has made that resulted in disciplinary action of this magnitude. Parents will be informed of the student's in-school suspension. The student will be provided with assignments from his/her classroom teachers and is expected to spend his/her time doing those assignments. **Violation of the in-school suspension rules and/or refusal to serve the in-school suspension is considered grounds for suspending the student out of school.** In these cases the student will return to complete the in-school suspension upon re-entry to school.

✓ SUSPENSION (OUT-OF-SCHOOL)

State statutes permit the out-of-school suspension of students (S. 120.13) for up to five days for misconduct. As a general rule, students may be suspended if they defy the authority of BDHS staff, disrupt the orderly operation of the school, or interfere with the right of other students to learn. **Suspended students may not be on any school district property, nor attend any school function, or work in any Co-op or Work Experience Program, during the term of their suspension.** For the purposes of making up school work missed while suspended from school, suspensions are considered excused absences; **however, assignments may not be provided to suspended students until after their return to school.** Students who commit an illegal offense while on school grounds or at a school sponsored activity are subject to suspension from school as well as legal charges.

✓EXPULSION

According to Wisconsin Statutes (S.120.13), the Brown Deer Board of Education may, on referral from a school administrator and after an expulsion hearing, expel any student who is found to be a detriment to the school environment because of one of the following reasons: repeated refusal or neglect to obey the rules; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school or while under the supervision of school authority which endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of school authority which endangered the property, health, or safety of others at school or under the supervision of a school authority; endangers the property, health, or safety of any employee or school board member of the school district. Students who engage in such actions will be considered by the BDHS administration for recommendation to the school district administration for expulsion from school.

SERVICES

Life's most persistent and urgent question is: What are you doing for others?
--Dr. Martin Luther King, Jr.

✓ACCIDENT INSURANCE

Neither the school nor the school district provides students with medical coverage for accidents which occur on school grounds or at school activities. It is recommended that all students be covered by adequate accident insurance.

✓BUSES

Buses are available to students of Brown Deer High School at the beginning and end of the day. Safety is the first consideration for bus transportation. Every bus student is provided with the rules and procedures for riding the bus. Students will lose their privilege of riding the bus if they misbehave while waiting for the bus, riding the bus, or departing from the bus.

✓CAREER CENTER

The Career Center is located in the Counseling Department. Materials in this center are available to help students prepare their post-graduation plans.

✓COLLEGE INFORMATION

The Counseling Office has ample material on public and private colleges in Wisconsin and throughout the United States. Students interested in attending 2-year campuses, 4-year campuses, technical schools, or specialized schools should review the information in the Counseling Office and talk to their counselor. Information and registration materials for ACT and SAT tests are also available in the Counseling Office.

✓COUNSELING

The mission of the Brown Deer Counseling Department is to provide academic, career, personal, and social guidance to help students transition successfully through high school and into life as young adults. Counselors help students assess their interests, abilities, and goals for life after high school. Short-term counseling is provided for personal concerns, but long-term counseling is referred out to community agencies.

✓HEALTH OFFICE

Students who become ill or injured while at school should report to the Health Office. Students must have a pass to the Health Office from their teacher to be admitted. Students may remain in the Health Office for a maximum of 15 minutes unless special permission is given to stay longer. Parental/guardian permission must be confirmed by school staff in order for students to leave the campus due to illness or injury.

✓HOMEBOUND INSTRUCTION

Homebound Instruction is for students who are unable to continue school attendance due to extended illness or a medical condition. Students may apply for Homebound Instruction when their medical condition prevents them from attending school. A school administrator will consult with the student and his/her family to determine if Homebound Instruction is appropriate.

✓LOST & FOUND

All lost articles such as books, shoes, and apparel are placed in the North Commons. Items of greater value such as purses, eyeglasses, electronics, keys, jewelry, etc. are turned into the Student Services office. Students looking for their lost items may come to the office during non-class time. At the end of each quarter, all remaining items are given to charity.

✓SCHOLARSHIP INFORMATION

The Counseling Office posts scholarship and financial aid information on the BDHS Counseling Website for students planning on continuing their education after high school. Many scholarships are available to students who are urged to listen carefully to announcements and check the scholarship postings regularly throughout the year. Students should review scholarships on the website monthly.

✓WORK PERMITS

Application for a student work permit can be made in the Main Office and the Receptionist Office at BDHS no later than 3:30 p.m. According to State of Wisconsin regulations, the following must be presented at the time of application:

1. A certified copy of the student's Birth Certificate or a Baptismal Certificate.
 - a. Notification of Birth Registration Form is NOT a birth certificate and is not acceptable.
2. A letter from the employer giving the hours to be worked and the duties to be performed.
3. A letter from parent/guardian giving permission for the student to work.
4. An original copy of the student's Social Security card.
5. A \$10.00 fee which is reimbursed to the student from the employer.

Students may pick-up a Work Permit Form in the Receptionist Office, which provides all the necessary information for obtaining a Work Permit.

✓OFFICE DIRECTORY

Go to the MAIN OFFICE

- Want to apply for a work permit
- Want an appointment with the Principal
- Have questions about Transportation

Go to the STUDENT RESPONSIBILITIES OFFICE

- Have changed your phone/address or your parents have a new number at work
- Want an appointment with the Assistant Principal
- Want to report a problem or concern
- Have a question about your detention
- Want to apply for a Dance Guest Pass
- Are withdrawing or transferring from school
- Want an appointment with the Police Liaison Office
- Need your Skyward login
- Have a problem with your lock/locker
- Have lost or found items
- Open Campus Questions
- Exam Exemptions
- End of the year calendar

Go to the ATHLETIC OFFICE if you:

- Want sports physical forms and other sports related paperwork
- Want an Athletic Handbook

Go to the RECEPTION/ATTENDANCE OFFICE if you:

- Need to leave school early
- Arrive to school late
- Need a Pre-Arranged Absence form
- Have a question about your attendance
- Need an Appointment form
- Need to pick up a sick child
- Want an item placed in a staff member's mailbox
- Want to pay fees or money owed to the school

Go to the HEALTH OFFICE if you:

- Have a health concern or question
- Need to update immunization records

Go to the COUNSELING OFFICE if you:

- Have a question about your schedule
- Want to add or drop a class
- Have a question about your grades/credits
- Want college or career information
- Need PSAT/ACT/SAT testing information
- Want an appointment to meet with your counselor
- Are withdrawing or transferring from school
- Have a friend you want to help
- Want scholarship information

Go to the POLICE LIAISON OFFICER if you:

- Want to report a crime
- Have a question about a legal matter