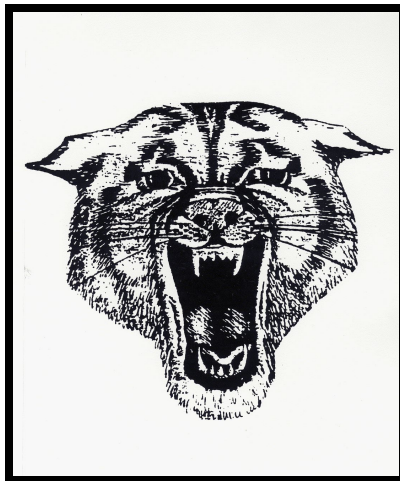


Blair-Taylor Middle-High School Student Handbook 2017-18

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OUR BLAIR-TAYLOR MISSION

“To educate all learners to reach their potential as productive citizens”

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Dear Student,

Welcome to the new school year at Blair-Taylor Middle-High School. You, the student, are the most important part of the school. Choices you make with your time at Blair-Taylor Middle-High School will determine the value of *your* education. Work hard, determine your destiny, and have a great year!

Sincerely, The Blair-Taylor Staff

Walking the Wildcat Way

What does it mean to “Walk the Wildcat Way?” Being **respectful, responsible, safe and honest** is Walking the Wildcat Way. When students and adults act this way in a place, everyone there is able to learn and grow to the best of his or her ability. These are the expectations for everyone in the Blair-Taylor United Campus. These behaviors are taught when needed, celebrated when demonstrated and corrected when not shown. Together we will Walk the Wildcat Way and create a great place to learn.

This handbook has been prepared as a **guide** to the policies and procedures to be followed this year. *It is not possible to cover every situation in great detail but only to give you the essentials upon which to start.*

OPERATIONAL PROCEDURES

NON-DISCRIMINATION POLICY

Blair-Taylor Middle-High School (Policy #112) does not discriminate on the basis of sex, race, national origin, ancestry, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability in educational programs or school activities. Discrimination will not be present in rules of appearance, in standards of compliance with the rules, nor in disciplinary measures, including suspension and expulsion. The district encourages informal resolution of complaints under this policy; however, a formal complaint resolution procedure is available to address allegations of policy violations. See School Board of Education Policy # 112 for details. **Any questions concerning this policy should be directed to: Mr. Jeffrey Eide, Superintendent, Blair-Taylor School District, N31024 Elland Road, Blair, WI 54616, (608) 989-2881.**

School Closing: In case of inclement weather and school either has to start late or be canceled altogether, the following radio/TV stations will be informed generally by 6:00 A.M.: WKTY 580 AM or WSPL, WIZM 14.10, WAXX 104.5 FM or WAYY 1150 AM, WISS 1220 AM, WHTL 102.3 FM, WEAQ 790 AM or WIAL 94.1 FM, WKBT-TV- Channel 8, WEAU-TV-Channel 13. An all-call may also be sent from the school informing parents of the school closing.

High School Courses:

1. **Course Changes:** All course changes must have the approval of the classroom teacher, counselor, parent/guardian, and principal. A grade of "WF" (withdraw/fail) will be given to any student who drops the course **after the fourth week** of the quarter. Faculty may make recommendations for class changes and initiate drop/adds in the best interest of the individual students without penalty. See “Distance Learning Courses” for more information regarding dropping a Distance Learning class.
2. **Independent Study:** All independent study courses must be approved by the teacher. Class expectations and grading system for the class must be defined by the teacher.

3. **Distance Learning Courses:**

- a. Students interested in taking distance learning classes must be in good standing academically. They must be on track for number of credits earned. They must also have a GPA of 2.5 or better and have passed all courses to date.
- b. Students will indicate an interest in taking distance learning classes during the regular course registration process. However, they will not be able to actually register for the classes until required paperwork is completed and turned in. **If the student drops or fails the course after the paperwork has been returned and the student was scheduled for the class, he or she will be required to pay for the course, which could range in cost between \$200-\$1,600.** Paper work turned in past the due date will result in the student's inability to be registered for the class.
- c. For grading policies of distance learning classes, refer to individual instructor's syllabus.

4. **Youth Options Application Procedures:** A pupil who intends to enroll at an institution of higher education under this section shall notify the school board no later than March 1 if he or she intends to enroll in the fall semester, and no later than October 1 if he or she intends to enroll in the spring semester. Written notification shall be made using DPI form PI 8700-A. The notice shall include the titles of the courses the pupil intends to take, the number of credits for each course, and shall specify if the pupil is taking the courses for high school or post-secondary credit only. If the pupil specifies that he or she intends to take a course for high school credit, the school board shall determine whether the course is comparable to a course offered in the school district and whether the course satisfies any of the high school graduation requirements under s.118.33 and the number of high school credits to award the pupil for the course, if any. See School Board Policy # 342.42 for further information.

Clubs, Sports, and Organizations: Blair-Taylor Middle-High School offers a variety of co- and extra-curricular activities. Students may be involved in many different activities, but they can hold an office in only one. Students should refer to the Athletic Code for information on all sports. **Fund-raising:** All co/extra-curricular, class, and group fundraising activities are required to get approval through the high school student council with final approval by the principal before the fundraising activities take place. All fund raising, including requests for donations, conducted by students and/or staff must be approved by the principal. The fundraising request form is available on the high school page of the Blair-Taylor School District website.

1. **High School Sports:** football, swimming, cross-country, cheerleading, volleyball, basketball, wrestling, track, softball, baseball and golf. **Middle School Sports:** football, cross-country, volleyball, basketball, wrestling, and track.
2. **High School Extra-/Co-Curricular Activities:** B-T Letter Winners Club, Dance Team, Drama Club, FBCLA, FCCLA, FFA, Forensics, High Quiz Bowl, Jazz Band, National Honor Society, Odyssey of the Mind, SADD, Skills USA, Spanish Club, Sporting Clay, and Student Council. **Middle School:** FFA, Forensics, Quiz Bowl, Jazz Band, Odyssey of the Mind, Skills USA, Sporting Clay, and Student Council.
3. **National Honor Society:** Sophomores, juniors, and seniors are invited to apply for membership in NHS if they have met the scholarship qualification by achieving a 3.33 GPA on a 4.00 scale. Besides scholarship, three other criteria are considered for NHS membership: leadership, service, and character. Membership is granted to those students selected by the faculty council. To be offered membership into NHS is to be considered one of the highest honors that can be bestowed on a high school student. Senior students in good standing in NHS wear a white collar at graduation.

Special Events: Activities for Homecoming, Prom, CTE Month, Middle School Holiday activities, etc. need to be approved by the principal. See *"Dance Regulations and Court Selection" Addendum for more information.*

DAILY SCHEDULE 2017-18

	MIDDLE SCHOOL	HIGH SCHOOL
8:00-8:43	1st Hour	1st Hour
8:47-9:30	2nd Hour	2nd Hour
9:34-10:17	3rd Hour - Blue/Silver	3rd Hour
10:21-11:04	4th Hour	4th Hour
	11:04-11:34 - Lunch 11:34-12:17 - 5th Hour 12:21-1:04 - 6th Hour	11:08-11:51 - 5th Hour 11:51-12:21 - 1st Lunch 11:55 - 12:38 - 6A-Class 12:28 - 1:08 - 2nd Lunch 12:21- 1:04 - 6B-Class
1:08-1:51	7th Hour	7th Hour
1:55-2:38	8th Hour - Trimester	8th Hour
2:42-3:20	Homeroom - Wednesday PAWS -M, T, Th, F	Homeroom - Wednesday PAWS - M, T, Th, F

ndary institutions. Grading is a measurement of student proficiency on the learning targets in spe

ACADEMIC INFORMATION

Grading for Learning: The primary purpose of grading is to communicate the academic achievement status of students to the students, their families, employers, and postsecocific subject areas and will be measured through the application of formative and summative measures, such as an exam or project.

Assignments provide an opportunity for students to practice the skills taught in class and will require a commitment of time beyond class time. Assignments give both the student and the teacher information about how well the student understands the material. If an assignment or test has not be turned in or completed, it will appear as a zero in the Skyward Gradebook. If the assignment is past due, but the teacher has not graded it, an asterisk will be seen in the gradebook. The student may have turned in the assignment; the grade for it has not been entered in the gradebook. Parents are welcome to email or call teachers with any questions about assignments or tests.

Incomplete Quarter or Semester Grades: An incomplete grade is given when a teacher's requirements for a specific course have not been met. Incomplete grades should be made up **within two weeks after the end of the quarter**. If the work is not completed within the required timeline, the grades will be recalculated and the student will receive the grade he or she has earned for that class. Extension of the two-week period may be granted at the discretion of the teacher and principal.

Writing “Must Haves”: All teachers expect students’ written work to include the “5 Must Haves”.

1. Letters must be legible when hand writing.
2. Capitalize all words that need to be, such as proper nouns.
3. Sentences must begin with capital letters and have end punctuation.
4. Paragraphs must have proof.
 - a. “Thinking KAP” - Key word...answer...proof
5. Essays must have at least four well-organized paragraphs.

Laude System: The Laude System encourages students to take appropriately challenging courses that will prepare them for the future. This system is a point-based system that combines Laude Points with a student's grades under the normal grading scale. This system rewards students for taking designated high level courses. Students will earn either one honor point (per semester) or .5 honor point (per semester) for taking designated courses. **Note: A student must successfully complete the course to earn honor points.** A student must have a 3.20+ GPA and must receive a minimum of 5 honor points in order to be recognized by the Laude System. *Cum Laude Honors* equals 16 - 21.5 points. *Magna Cum Laude* equals 22 - 39.95 points. *Summa Cum Laude* equals 40+ points.

Exceptional Education: As a student of the Blair-Taylor School District, you have the right to seek help from the school if you are experiencing learning difficulties, emotional frustrations, or social problems. The school district can provide you with assistance in identifying the problems and will work with you regarding solutions and recommendations. You or your parent/guardian may seek assistance from one of your teachers, counselor, or principal for this kind of assistance.

Grading Scale	<u>GRADE</u>	<u>PERCENTAGE</u>	<u>POINT VALUE</u>
	A	96 – 100%	4.000
	A-	92 – 95%	3.670
	B+	89 – 91%	3.330
	B	86 – 88%	3.000
	B-	83 – 85%	2.670
	C+	80 – 82%	2.330
	C	76 – 79%	2.000
	C-	73 – 75%	1.670
	D+	70 – 72%	1.330
	D	68 – 69%	1.000
	D-	65 – 67 %	0.670
	F	64 – 0 %	0.000

Honor Roll: The following honor rolls have been developed to recognize outstanding middle and high school students based on grade point average. Grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit hours. The honor rolls are published in the local newspaper after each quarter. Honor roll qualifiers are also recognized at recognition events.

- a. "A" Honor Roll – 3.670 or above
- b. "B" Honor Roll – 3.000 - 3.669

STUDENT CONDUCT AND CONSEQUENCES

The behavior and conduct of students attending Blair-Taylor Middle-High School shall reflect *respect, responsibility, safety and honesty* as indicated in the Wildcat Way matrix. In addition to the information presented in this document, **students must adhere to the expected behavior and conduct stated in specific matrices that have been developed for each area of the building, including classrooms.**

Respectful

Create a respectful environment:

- Show courtesy and respect towards all
- Contribute to a distraction-free learning environment
- Use acceptable language at all times, free of name calling, insults, or profanity
- Congratulate and encourage others
- Compromise to solve problems or disagreements without the use of threats or fighting

Dress and Appearance: Appropriate dress, good grooming, and good manners are essential to the educational well-being of our student body. School attire (clothing, jewelry, etc.) should be conducive to the educational process and as such, should not cause any undue distraction to others. Wearing attire that follows these expectations enhances the opportunity for an harassment-free environment.

The following guidelines, while not all-inclusive, will be used by staff in discerning the appropriateness of student attire for normal school activities:

- a. Shirts or blouses must reach below the top of the pants or skirts and cover the midriff area.
- b. The hem of skirts, dresses, or shorts must be below the mid-thigh area.
- c. Underwear area, including bra straps, must be covered.
- d. Shoulder area of shirts or blouses must be at least two fingers wide. Tube tops, spaghetti straps, one-shoulder shirts, and halter tops are unacceptable.
- e. Back and cleavage must be covered.
- f. Messages and/or images should be school appropriate. Attire may not promote alcohol, drugs, discrimination, violence, be sexually suggestive, obscene, or profane.
- g. Cross dressing for the purpose of eliciting a humorous response or causing a distraction is not allowed.
- h. Students are required to wear shoes at all times when in school for health and safety reasons.
- i. It is not appropriate to wear the following in school: coats, sunglasses, headgear of any kind, dog collars, and chains.

Students wearing offensive clothing or inappropriate clothing will need to replace it with appropriate attire. This will be provided, if needed. Students who choose not to change or remove offensive attire will be removed from class and may be sent home, which would result in an unexcused absence. Dress code violators may also receive detention time.

Responsible

Demonstrate responsibility:

- Listen and follow directions and procedures
- Maintain personal space and a well-organized locker
- Inform an adult when someone is in danger or has been treated inappropriately
- Come to school and class on time, prepared to work and study
- Be where you are expected to be and travel with a hall pass
- Maintain a positive balance in your lunch account

Attendance: Attendance is important for success in school and on the job. School personnel work with parents and guardians to encourage strong attendance by all students. It is nearly impossible for a student to succeed in middle or high school without maintaining regular attendance. Truancy is a major cause of failure and of students not successfully completing high school. Habitual Truancy will be referred to the District Attorney or social services. Attendance is included on transcripts. Blair-Taylor School Board Policy states that absences excused by a parent or guardian beyond fifteen (15) days per school year may be considered unexcused unless medical or legal documentation is provided that supports the absences. For more information concerning attendance, see "Attendance" Addendum.

Unexcused absences, including unexcused days, will result in detention time. Communication through a note or telephone call by a parent/guardian must be received by the office within one week of a student's absence in order for the absence to be excused. A skipped class, **which includes not going where requested during**

PAWS, will result a 45 minute detention for high school students and a closed noon for middle school students. An unexcused day results in a two hour detention.

Senior Trip Day vs. Senior Skip Day: Seniors are allowed to take a senior trip to celebrate their time together as a class and their upcoming graduation. If, however, any students participate in a senior skip day, the senior trip for the class will be cancelled. Anyone absent on a day that appears to be a senior skip day will be considered unexcused unless he or she provides the school with a note from a doctor.

Breakfast and Lunch Accounts: Free and reduced price lunch applications may be obtained in the middle-high school office. Students should put money into their accounts before school and keep their lunch accounts solvent. Students will not be allowed to charge over \$10.00. Students may not be allowed to eat until the account is in the black.

Fees & Fines: All money owed to the school for fees, fines, lunch account etc. must be paid in full before a student is allowed to take driver's education. Also, a student does not receive his or her graduation diploma when outstanding money is owed.

Graduation Requirements: When it is determined at the **end of the third quarter** of the school year that a senior is not meeting the graduation requirements as set forth by Policy #345.43 of the Board of Education and the Department of Public Instruction, the student and his or her parent/guardian will be informed that he or she may not participate in graduation exercises unless all requirements are met by 4:00PM on the Thursday before the Saturday graduation ceremony. If graduation requirements are not met, but the principal has determined that the credit deficiency can be made up through attendance at summer school, the student will be allowed to participate in the ceremony, but there will be a notation of "working toward graduation" in the commencement program. The student will receive the diploma upon successful completion of all requirements. This option will also be extended to students who are passing at the end of third quarter but are failing at mid-fourth quarter or end of fourth quarter.

A student's legal name will be printed on the student's diploma. If the student is in the process of changing his or her name and would like to have that change printed on the diploma, legal documents indicating the change need to be submitted to the office no later than November 1st of the student's senior year in order to make the deadline for ordering the diplomas.

Hall Passes: Students will be required to have written or verbal permission to travel to a different location on campus. Students are required to sign out of a location before leaving and sign in upon return.

Lockers: Student lockers are provided by the school for the convenience of the student and are to be used for the storage of outer garments and school-related materials. Students are not to switch lockers that are assigned to them. The principal must approve all locker changes. Lockers are not the private property of students or under their exclusive possession and may be opened and inspected by school authorities at any time. Any unauthorized item found in a locker may be removed. Food and beverages may be stored in lockers. Beverage containers must be resealable. Students are responsible for cleaning up any spills and disposing of all trash including expired items. Tape may not be used inside lockers. Only masking tape may be used on the outside. Students should refrain from keeping valuables in school lockers. The school is not responsible for lost, broken or missing items. It is recommended that students lock the lockers and keep the combinations private. Books and materials belong in, not above, the lockers.

School Issued Electronic Device: If the school computer that has been assigned to you is found unattended and brought to the office, you will receive closed noon (eat lunch in the office) for being irresponsible.

Safe

Contribute to a safe environment:

- Prevent injury by following safety rules
- Keep our school clean
- Interact safely with others without aggression
- Leave unsafe items at home
- Be prepared for emergencies
- Keep backpacks in lockers

Automobiles: Students who drive a motor vehicle to school must know and obey the following rules:

1. All vehicles must be legally parked in the designated school parking lot.
2. All traffic laws and signs must be obeyed.
3. A Student Parking Registration form must be completed and turned in to the office by students for vehicles that will be parked in the school lot. Students will receive a hang tag to be placed behind the rear view mirror when they register a vehicle. Only place the hang tag on the mirror when vehicle is parked. Vehicles without a hang tag will not be allowed in the lots.
4. Sitting in cars or being around cars during the school day is not permitted. Students who need to retrieve something from a vehicle must receive permission to do so.
5. Students who park illegally will follow discipline procedures as presented in School Board Policy #494, which includes but is not limited to not being allowed to park in the lot or being towed at the owner's expense.
6. Leaving the building without permission to retrieve something from a vehicle, or being caught driving or riding with another person during the school day is prohibited.

Consequences for not following these expectations may include detention, suspension, or the loss of the privilege to park on school grounds. *See School Board Policy #494 for more information.*

Buses: Students are expected to abide by the following rules:

1. All rules of conduct that apply while on other school property also apply on the school bus. Be polite and courteous. Use school appropriate language and behavior.
2. Follow the driver's instructions the first time stated. Riders are not to create any disturbance on the bus that may distract the driver's attention from his or her driving.
3. All passengers must be in their seats while the bus is moving. The bus drivers have the right to assign seats. All items brought on the bus, such as backpacks, need to be held on students' laps.
4. Be on time to the bus stop and respect the property surrounding the bus stop.
5. Weapons, glass, smoking, lighters, matches, and live animals are strictly forbidden.
6. Nothing is to be thrown on the bus or from the bus at any time. Doing so may result in suspension.
7. No part of the body is to be extended from the windows at any time.
8. During the normal before and after school bus routes, food and drinks are not allowed. During field trips or extra-curricular trips on the bus, students must have permission to consume food and beverages on the bus.
9. Keep the bus clean and free of damage.

The following steps will be taken for not following the bus expectations:

Step # 1: principal conference, warning, note to parents

Step # 2: detention, closed noon, or possible In-School Suspension

Step # 3: removal from the bus will be reviewed with the principal and bus driver

All offenses will be reviewed by the principal and bus driver. Steps may be skipped depending on the severity of the infraction.

Bus Permission Slips: Only regularly scheduled bus students are to ride the school bus. Students who wish to ride a bus they are not scheduled to ride must have a note from a parent giving permission to ride that bus. Students should be aware that riding the bus is a privilege and improper conduct can result in that privilege being denied. The driver is delegated the same authority as a staff member to make and enforce rules.

Medication: In order for a student to take any form of medication at school, a signed note from a parent/guardian stating dose, time, and necessity of taking the medication plus a written order from the physician prescribing the medication must be presented to the office. All medication, including over-the-counter drugs, will be kept in and dispensed through the middle-high school office or nurse's office. Students cannot keep any such medication in their lockers or share medication with other students, i.e., aspirin, etc. Students must also have a note from the doctor if the doctor requires the student to be on crutches, use a wheelchair, or carry a backpack.

Beverages: In order to help maintain the health of the students and monitor the consumption of beverages in school, students may only drink water in the classroom. The water must be in a clear container. Beverages purchased at lunch must be consumed in the commons or after school. Beverages brought from home must be consumed before or after school. Remember, beverages stored in lockers must be in sealed containers. Exceptions may be made for special occasions in classes or homeroom with the teacher's permission.

Safety Drills for Fire, Tornado, Lockdown:

1. **Fire Drills:** We are required by Wisconsin State Statute #118.07(2)(b) to have fire drills on a regular basis. When the fire alarm sounds, students are to move quickly and in an orderly fashion out the assigned exit to a distance of 100 feet from the building. This is done to help ensure safety and to clear the entrances for fire fighting equipment.
2. **Tornado Drills:** We practice tornado drills to become familiar with what to do in case of a tornado warning. A tornado warning means a tornado has actually been sighted. If this occurs, an announcement will be made over the PA system. Students should proceed to their assigned areas, sit on the floor close together, and face away from any glass or outside walls with their heads down.
3. **ALICE Drills:** ALICE stands for Alert, Lockdown, Inform, Counter and Evacuate. ALICE drills are practiced to prepare all individuals in the building for an emergency, such as an intruder, should one occur. New information and training will be incorporated into the drills as it becomes available.

Throwing Objects: The throwing of snowballs or any other object is a threat to the health, safety, and welfare of others, as well as a disruption to the learning environment. Students could be held liable for any damages that may occur to a person or property from such an incident. Water gadgets are not allowed in school. Students may receive detention for throwing such objects in school or while on school property.

Honest

Maintain integrity:

- Use technology in an acceptable manner
- Practice academic honesty
- Be honest about your actions

Electronic Devices: Using any electronic device, including a cell phone, in school is a privilege, not a right. Students must have authorization by a school staff member to use any electronic device, including the school issued device. Use of software and the Internet, including e-mail, Google accounts, etc., on school issued

digital devices may be monitored at any time. The following must be school appropriate and follow the Wildcat Way:

- a. Word choice - This includes, but is not limited to, typed words and song lyrics.
- b. Images, including photographs
- c. Internet use
- d. Downloads

Inappropriate use of the school issued device may result in a warning followed by the device required to be turned in to the office at the end of the school day for one week. Parents will be notified when this occurs.

Students will not be allowed to use personal computers, iPads or tablets in school. Personal electronic devices, such as cell phones, must remain in the lockers from the beginning of the day until the end of the day except for lunch time.

Unacceptable or unauthorized possession or use of personal devices, as well as school-owned devices, by high school and middle school students will result in the following consequences when the device has been turned in to the office:

- | | |
|-----------------|--|
| 1st Infraction: | 30 minute detention before or after school within two days of the infraction |
| 2nd Infraction: | 1 hour detention before or after school within two days of the infraction |
| 3rd Infraction: | 2 hour detention before or after school within two days of the infraction. A parent may be required to pick up the student's device. |
| 4th Infraction: | Check personal device, such as cell phone, into the office at the beginning of each day for a minimum of two weeks. |

Note: Students may be asked to report to the office to be searched if device is not produced.

Students who bring a personal device, such as a cell phone, to school assume responsibility for it if it is damaged, lost or stolen. School personnel will assist in recovering a missing device.

Plagiarism: It is the act of using others' words or ideas without giving them credit. Individual teachers have different procedures, but students who are caught plagiarizing may be required to redo the assignment and receive a consequence outlined below.

Consequences

Consequences for failing to meet positive behavior expectations of respect, responsibility, safety and honesty may include the following:

- Redirection and/or reteaching
- Warnings
- Parent notification
- Parent conference
- Lunch detention
- Loss of privileges/participation in school activities
- Before/after school detention
- Removal from class, which results in a one hour detention
- Suspension - In-School-Suspension or Out-of-School Suspension
- Local Law Enforcement Involvement

Middle school students will follow the “Pathway to Self-Control” to help correct the undesirable behavior. See *Pathway to Self-Control Addendum* for more information.

Detention Procedure

Detention may be served from 7:30-7:55AM and/or 3:20-4:20PM. Students are responsible for their own transportation when serving detention.

Step # 1: Students may be assigned detention by the office or by any member of the faculty for undesirable conduct. Students who receive a detention from a teacher will serve it with that teacher or in the middle-high school office.

Step # 2: Students who do not serve their detentions by the end of the day following the day the detention was earned, or the timeline given by the faculty member, will have closed noon until the detention is served. In addition, the teacher or office personnel will notify the student’s parents of the unserved detention. If the detention is not served by the end of the second day after the detention was earned, the time owed will double.

Step # 3: If a student fails to serve detention by the end of the third day after the detention was earned, the student will serve ISS (In-School Suspension). The ISS is not in place of the detention; the detention will still need to be served before or after school.

Illegal activities such as stealing, vandalism, graffiti, use, possession or selling of drugs, paraphernalia, alcohol, tobacco products or other controlled substances are prohibited. Matches, lighters, weapons, firearms, laser pointers, or any other dangerous items are also illegal on campus and will be confiscated. Intimidation, fighting, and harassment are all prohibited. All of these behaviors as well as engaging in willful, persistent, disruptive behavior that interferes with the education process may result in immediate detention, suspension, expulsion, and/or police action.

Rights

Administrative Rights: The administrators reserve the right to proceed to an appropriate measure of disciplinary action in order to preserve the learning climate and to ensure the health, safety and welfare of the students and staff.

Staff Rights: Teachers have the right to teach free from interruption and the right to preserve the climate for learning and teaching.

Student Rights: Students involved in disciplinary procedures will be afforded due process and the opportunity to present the facts as they perceive them.

18-Year-Old Students: While people are considered adults when they turn 18, everyone regardless of age, is expected to follow the rules and regulations of the school and any directives from school staff.

APPENDIX A: ATTENDANCE

Excused Absences:

1. Blair-Taylor School Board of Education Policy #431 addresses student attendance and provides examples of excusable reasons for absences from school including:
 - a. Student illness reported by parent. If a student becomes ill during the school day, the office will communicate with the parent or the individual designated on the emergency card before the student may leave school.
 - b. Serious illness of a member of the immediate family.
 - c. Wedding of a family member.
 - d. Death of a family member.
 - e. Work at home in an emergency situation only.
 - f. Family trip/vacation.
 - g. Medical and dental appointments. Schedule on days off when possible. Please submit a note of verification to the school.
 - h. A court appearance or other legal proceeding, which requires the attendance of the student.
 - i. Getting a driving permit or license, for which a maximum of four hours may be excused. Students should plan ahead to make these appointments so that school time is not used if possible.
 - j. An advance request was by a parent/guardian for a reason they deem appropriate and which is approved by the principal.

Pre-Arranged Absences: A Pre-Arranged Absence form must be filled out and turned in to the office before attending one of the following events: a school sponsored event that is longer than one day and any non-school sponsored event, including a family vacation, playoff, state tournament, or visit to an institute of higher education. A student may be excused for one visit to an institute of higher education per year.

1. Students attending a playoff or state tournament with a coach must have participated in that sport for the entire length of the sport season.
2. Students not attending with a coach who wish to attend a playoff or state tournament will be excused only if they attend with an adult family member. (Adult means 21 or older and family means brother, sister, aunt, uncle, parents or grandparents). Other circumstances must be pre-approved by the principal.
3. All detention time must be made up prior to leaving to attend a playoff or tournament event or it will be treated as an unexcused absence.

The principal retains the right to determine that the absences will be unexcused if the student is not in good standing in his or her classes. A discussion between the student and principal will take place prior to the event.

Absences Related to Athletics: Section 5 of the High School Athletic Code States: "A student must attend all class periods for the day in order to participate in an athletic event or practice on that day. If a student has any unexcused absences he/she may not participate in an athletic event or practice on that date. Excused absences by the principal or athletic director will be accepted for such things as medical appointments, driving tests, family emergencies, etc."

1. A student absent from class because of illness for any portion of that day may not participate in an athletic event or practice that day. In addition, a student who is sent to the office for disciplinary reasons will be considered unexcused and will not be allowed to participate in an athletic event or practice that day.
2. A student who is out of school due to illness or who leaves school during the day due to illness may not attend after school or evening school affiliated events.

Student Procedures Following an Absence:

1. Upon returning to school after an absence, students are required to report to the office before the first bell with a written explanation of the absence from their parents or guardians, unless the absence has received prior approval or notification. Students must allow sufficient time to receive the admit slip and still report to class on time. Students who fail to provide an excuse from a parent or guardian upon returning to school will have the absence recorded as unexcused. A student will have two (2) days after returning to school to bring in an excuse and have the unexcused absence changed to an excused absence.
2. Students who were absent are expected to make up the missed work within the time allotted by the teacher. Students will be given the opportunity to make up scheduled tests.

Unexcused Absences (Truancy):

1. Unexcused absences are defined as follows:
 - a. Truancy is defined by Wis. Statute. #118.16 (c) as, "Truancy means any absence of part or all of one or more days from school during which the school attendance officer (principal) has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil."
 - b. Any absence after which a student fails to provide a parent/guardian excuse within two school days.
 - c. "Unexcused absences" beyond the five (5) day limit per semester or ten (10) day limit per year will be considered "habitual truancy" (Wisconsin State Statute 118.16) and may be reported to the District Attorney.

Blair-Taylor School Board Policy states that absences excused by a parent or guardian **beyond fifteen (15)** days per school year may be considered unexcused unless medical or legal documentation is provided that supports the absences.

Unexcused absences include, but are not limited to:

1. Skipping classes
2. Leaving school grounds without authorization
3. Going to a personal vehicle without office permission
4. Out of school suspension
5. Shopping, including shopping with parents
6. Picking up prom dress/tux or getting ready for prom or homecoming
7. Hair and/or nail appointments
8. Working at any job not connected with a family business or school approved work study
9. Baby-sitting. Exceptions can be made in an emergency situation with immediate family and approval by the principal.
10. Picking up or taking senior pictures
11. Oversleeping
12. Late due to car trouble after the first time. One tardy due to a car problem will be accepted as excused per school year.
13. Missing the bus or ride to school
 - a. If students choose to not ride the bus provided by the district, they accept the responsibility for being at school on time. An absence or tardy will not be excused for missing the bus or other ride.

Truancy Procedures:

1. Parents are notified of their child's absences daily by telephone.
2. When a student has a combination of excused and unexcused absences beyond ten (10) days, an attendance notification letter will be sent to the parent or guardian recommending a statement from the doctor for any additional absences due to illness to be excused.
3. When a student has been excused more than fifteen (15) days per year, an attendance notification letter will be sent to the parent or guardian requiring medical or legal documentation.
4. Continued unexcused absences will begin the habitual truancy process, and a notification letter will be sent home.
5. The school is obligated to report habitual truancy to the Trempealeau County district attorney, as the school is located in this county.
6. If the district attorney finds the student habitually truant, fines can be assessed to the parent or guardian with other possible student sanctions such as driver's license suspension. These consequences may be repeated during the school year if the problem with truancy continues.

Unexcused absences, including unexcused days, will result in detention time. Communication through a note or telephone call by a parent/guardian must be received by the office within two (2) days of a student's absence in order for the absence to be excused. A skipped class will result a 45 minute detention. An unexcused day results in a two hour detention. Parents and guardians can help students avoid unexcused absences by providing a note or calling the office within two (2) days of an absence.

Tardiness:

1. Punctuality is considered a necessary habit by employers! Students are expected to be on time.
2. Arriving within fifteen (15) minutes of the beginning of the school day is considered tardy unless an acceptable excuse is provided.
3. After the first class period of the day, students who are late to a class (five minutes or less) without a pass are considered tardy. Students who are more than five (5) minutes late for a class without a pass are considered absent (unexcused).
4. High school students who are tardy more than three (3) times during the week will receive a 45-minute detention, which must be served before or after school by Wednesday of the following week.
5. Middle school students who are tardy more than three (3) times during the week will receive closed noon on Tuesday of the following week.

APPENDIX B: CODE OF CLASSROOM CONDUCT (School Board Discipline Policy #442)

One of the primary goals of the Blair-Taylor School District is to establish and maintain a favorable academic atmosphere for students and staff. Effective learning cannot take place in a classroom where student behavior interferes with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

Behavioral expectations are always more constructive and more likely to be followed where their terms are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance that would justify removal under this code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this code, in every circumstance the teacher should exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class. Removal from class is a serious measure and should not be imposed in an arbitrary, casual or inconsistent manner. The severity of the consequences applied depends upon the seriousness of the offense and previous disciplinary incidents. The building principal has the final decision on a student's consequences.

Students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students. There are other considerations with regard to placement of these students. In particular, placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, most students covered by the IDEA should have a behavior plan, which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues and this Code annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.

1. Student Removal From Class (7-12)

Dangerous, disruptive or unruly behavior interferes with the ability of the teacher to teach effectively. Any staff member may remove a student from a room for any of the following reasons:

- a. Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
- b. Being under the influence of alcohol or other controlled substances, or otherwise in violation of district alcohol and other drug policies.
- c. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment.
- d. Fighting
- e. Taunting, baiting, inciting and/or encouraging a fight or disruption.
- f. Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
- g. Pushing or striking a student or staff member.
- h. Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties.
- i. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means.
- j. Dressing or grooming in a manner that presents a danger to health or safety, which causes interference with work or creates classroom disruption.

- k. Restricting another person's freedom to properly utilize classroom facilities or equipment.
- l. Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions.
- m. Throwing objects in the classroom.
- n. Repeated disruptions or violation of classroom rules.
- o. Excessive or disruptive talking.
- p. Behavior that causes the teacher or other students fear of physical or psychological harm.
- q. Physical confrontations or verbal/physical threats.

Other behavior as outlined below:

- a. Willful damage to school property.
- b. Defiance of authority (willful refusal to follow directions or orders given by staff).
- c. Repeatedly reporting to class without bringing necessary materials to participate in class activities or refusal to participate in class activities.
- d. Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.
- e. Repeated use of profanity.

2. High School Consequences

Parents/guardians will be notified any time a student is removed from class.

Step # 1: Students removed from class will have an hour detention with the teacher who gave the detention. Student will be allowed to return to class the following day.

Step # 2: Student removed from the same class a second time will receive an ISS (In-School Suspension) or OSS (Out-Of-School Suspension) for one day. A student will be able to return to class after the suspension is complete. Any student serving an ISS will be expected to use our pre-arranged absence form and get assignments from teachers prior to first hour. Upon the second offense, a conference will be held with student, parents, and teacher regarding the removal and consequences for further removal.

Step #3: Student removed from the same class for a third time will receive a W/F (Withdraw Fail).

Depending on the nature of the offense, it is possible that a student could move right to step two or three. The building principal has the final word on a student's step.

3. Middle School Consequences

Any student asked to leave a classroom because of behavior defined in this document will report to the Principal's office. The student will likely receive one of the following consequences. Consecutive removals will likely result in a stronger consequence from the list below.

- a. Lunch detention
- b. After school detention
- c. In-school suspension
- d. Out-of-school suspension
- e. Withdrawn from class and placed in an alternative location. Grade for the class will likely be a fail, requiring the student to retake the class or make it up in summer school.

APPENDIX C: PATHWAY TO SELF-CONTROL

This is the procedure followed to address undesirable behavior by a middle school student to assist the student get back on the right “path”.

Redirection:

1. Non-verbal Cues
2. Redirecting through teacher language

Redirection for Persistent Behavior Problems:

1. **Take a Break (TAB)** - Student goes to the **TAB** chair to stop what he/she is doing and think before he/she really gets into trouble. Student returns on own when composed.
2. A **second TAB** is taken if there is a need and this time the **teacher** decides when student can return.

Problem-Solving Steps:

1. Continued inappropriate behavior can result in going to **Buddy Room**. This is a place to help a student to de-escalate his/her behavior and plan for success for the rest of the day by filling out a **Fix-It Plan**.
2. May return to classroom once **Fix-It Plan** is satisfactorily completed and a **Quick Conference** with teacher occurs.
3. **Social Conference** - Done with teacher when student repeatedly misbehaves.
4. **Behavior Contract** - A written agreement to work on self-control to improve behavior.
5. **Conflict Resolution Session** - Student, teacher, and principal meet to resolve inappropriate behavior.
6. **Meeting with Parents**

APPENDIX D: HIGH SCHOOL DANCES

1. Any class, club, or other school organization may sponsor a dance during the school year. Dances may only be held on Friday or Saturday night with Saturdays normally reserved for formal dances. A sponsoring group should consult with the student council and the high school principal when seeking to host a dance. The sponsoring group advisers plus other parent(s), if needed, must chaperone the dance. School Board recommends having a uniformed police officer at all dances. Regular dances will close at 11:30 p.m. with formal dances extended to 12:00 a.m. Students absent the day of a dance may not attend unless they present an excused absence note. Students who stay home for an illness may not attend. Middle school students are not allowed to attend high school dances. Dances and activities are considered an extension of the school day; therefore, all school rules apply.
2. Guests of BTHS students must be signed up in the high school office prior to 4:00 p.m. on the day of the dance or Friday if the dance is on Saturday. Guests will be the responsibility of the hosting student and are expected to obey the same school rules as BTHS students. Guests from another school must have a form completed by their school official and returned to the office prior to the dance indicating they are in good standing at their school. The age limit for all guests is twenty years old.

Homecoming and Prom Court Criteria

1. To be selected as a member of Homecoming court, a student must have senior status. For Prom court, a student must have junior status (determined by credits).
2. At the most recent grade check (end of quarter or mid-quarter), a student cannot be failing any classes.
3. Class dues must be paid within one week of the start of the year for Homecoming candidates and by the end of third quarter for Prom candidates.
4. Any student who has received sentencing from any court of law for inappropriate behavior is not eligible for selection for one year after the event.
5. Any student who gets suspended, expelled or engages in behavior unbecoming of the Wildcat Way during or after the selection process will be dropped and replaced.
6. A court will have no more than five (5) couples, and a student can only be on one court during his or her high school career. Exchange students who are here for one year may be picked as an honorary member of the court, but cannot be considered for King or Queen.
7. The Senior Class will pick the Homecoming court and the student body will vote for the King and the Queen. The Junior Class will select both the Prom court and vote for the King and the Queen.

Other information for Homecoming and Prom:

1. It is recommended that Grand March take place at 9:00 p.m.
2. Mini king and queen must be in first grade or at least the age of a first grade student.

APPENDIX E: WISCONSIN STATE STATUTES AND BLAIR-TAYLOR SCHOOL BOARD POLICIES ASSOCIATED WITH THE STUDENT HANDBOOK

Alcohol: The using, possessing, selling, or furnishing of alcohol during the school day, anywhere on school premises, or at any school-sponsored event will result in the student being suspended. Parents or guardians will be notified and a referral made to the police. Any student who comes to school or any school activity under the influence of alcohol will fall under this policy (Wisconsin State Statute #125.09 & Board of Education Policies #443 and #442.2).

Controlled Substances: Using, possessing, selling, or furnishing of non-prescribed drugs, chemicals, or illegal substances during the school day, anywhere on school grounds, or any school-sponsored event by any student at any time is expressly prohibited (Wisconsin State Statute #161 & Board of Education # 442). An automatic referral will be made to the police for breaking this law. Parents or guardians will also be contacted. Students involved will be suspended with the possibility of an expulsion hearing.

Fire & Weapons: Wisconsin State Statute #941 deals with crimes against public health and safety. Students who bring any weapons, who are negligent with fire or give false alarms will be immediately suspended pending possible expulsion proceedings and criminal and/or civil action (Board Policy #446).

Harassment & Disorderly Conduct: Wisconsin State Statute #947 covers crimes against peace, order, and other interests. Harassment is defined as striking, shoving, kicking, or otherwise subjecting another person to physical contact or attempts or threats to do the same—in other words "fighting." Disorderly conduct is defined as whoever in a public or private place, engages in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct. Under circumstances in which the conduct tends to cause or provoke a disturbance, the student is guilty of a Class "B" misdemeanor. Students doing such acts may be suspended immediately and may be issued a citation by police.

Laser Pointers: According to Wisconsin State Statute #941.299 (2)(b), laser lights have been proven to cause eye injuries and are banned from school premises. Laser pointers will be confiscated and the owner may receive detention.

Stealing: Consequences of stealing may include, but are not limited to, detention, suspension, and/or referral to the police. In addition, the student may be required to repair or replace the stolen item. (Wisconsin State Statute #943.20)

Tobacco: The use or possession of tobacco products (smoking or chewing) during the school day, on school property, or at school sponsored activities is expressly forbidden (Wisconsin State Statute #48.983 & 134.66 and Board of Education Policy #443.3.). In April of 1992, the Wisconsin Legislature passed a law making it illegal for persons under the age of 18 to possess cigarettes or tobacco products. Any school staff member may confiscate any tobacco product if seen or found on a student while on school grounds or at any school-sponsored activity. Students found with tobacco products during the school day may be suspended up to five (5) days and may be cited by the police. Parents or guardians will also be contacted.

Vandalism: Crimes against property fall under Wis. Statute #943. Students who deliberately damage the school's buildings, property or equipment, deface textbooks, electronic devices, or damage the property of teachers or students, will be required to pay for all damages and will be reported to their parents/guardians and the police if appropriate. Students who accidentally break or lose something not belonging to them will be required to pay for its replacement and/or repair. Students threatening or attempting extortion towards others also falls under this statute. Any student caught extorting money or favors from another person will be immediately suspended and reported to the proper authorities.