



School District of Black Hawk

*Proudly serving the communities of Browntown, Gratiot, Martintown,
South Wayne, Wiotra and Woodford*

MIDDLE SCHOOL/HIGH SCHOOL

STUDENT HANDBOOK

2025-2026

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WELCOME TO BLACK HAWK

The administration, faculty, and staff welcome you to Black Hawk Middle School / High School. It is our sincere hope that you have a rewarding, challenging, and successful school year. Please be aware that the expectations that we have for you both academically and behaviorally are high. The expectations that you have for yourself should be equally as high. In order for you to meet these sets of expectations and for us to have a safe and positive school environment it is essential that you both know and follow the guidelines established by this handbook and your teachers.

The policies established in this handbook are designed to enhance the ability of students to learn and teachers to teach. Use this handbook as a reference to the policies and procedures that we will follow this year. Take the time to familiarize yourself with the information contained in this handbook. It is your responsibility to know the policies and the consequences if those policies are violated. There are changes from previous years, make sure you are aware of what they are.

If you have any questions or concerns regarding these policies or your rights and responsibilities as a student please feel free to consult the principal, guidance counselor, or your teachers.

The administration, faculty, and staff will do everything within our power to make your school experience a positive one. It is up to you to make the most of the opportunities that are provided for you. I look forward to getting to know all of you. I'm excited about being your principal and look forward to this year with a great deal of enthusiasm and optimism. Have a great year and make this the most rewarding of your school career.

GENERAL INFORMATION

MISSION STATEMENT

"Our goal is to foster and facilitate a positive learning environment to provide the best possible education for all students"

Black Hawk High School has promoted the belief that "everybody is somebody". Black Hawk School's goal, then, is to find the most appropriate ways to ensure that each student is given the opportunity to learn to the maximum of his or her ability.

BH PILLARS OF SUCCESS

Black Hawk Schools



Respectful Responsible Ambitious

Respectful: **Be tolerant of others** – Hands to yourself – **Language is a Family Mirror**

Responsible: **You are accountable for you** – Do what is expected of you - **"I Forgot" is no Excuse**

Ambitious: **Do not be afraid to fail** – Do your best in each job you do – **Hard Work Drives Success**

FACULTY AND ADMINISTRATION 2025-2026

<u>Teacher:</u>	<u>Position:</u>
Amweg, Eric	MS/HS Band and Choir
Bredeson, Sheila	Language Arts
Breadon, Desi	MS Science
Burke, Mike	MS Social Studies
Cernek, Scott	Health
Chambers, William	District Administrator
Cooley, Gary	Technical educat.
Crotty, Kerri	School Counselor
Duff, Brooks	Special Education
Erickson, Eric	Science
Ellefson, Kurt	Phy. Ed.
Behlke, Brandon	Business
Gastel, Claudia	Reading
HAGEN, ALYSSA	Paraprofessional
Herbst, Marlene	Paraprofessional
Kammes, Tara	Art
Kinney, David	Spanish/ESL
Milz, Cory	Principal
Nehs, Jessica	Agriculture
O'Brien, Doug	Social Studies
Petitjean, Anthony	English
Ruegsegger, Carol	Paraprofessional
Schiferl, Jennifer	Office Staff
Signer, Tiffany	Mathematics
Pickett, Melissa	Office Staff
Talcott, Amber	Special Education
Tuescher, Heidi	Paraprofessional
Wolff, Rachel	Mathematics
Zimmerman, Beth	Office Staff

**CLASS ADVISORS
2025 - 2026**

6th Grade
Mr. Breadon
Mrs. Signer

7th Grade
Mrs. Talcott
Mr. Burke

Freshman
Ms. Nehs
Mr. O'Brien

Juniors
Mr. Behlke
Mr. Erickson

8th Grade
Mrs. Bredeson
Ms. Kammes

Sophomores
Mr. Cooley
Mr. Duff

Seniors
Mr. Petitjean
Ms. Wolff

BELL SCHEDULES

Regular Daily		2 Hr. Delay / Late Start	
7:45	Doors Open	9:45	Doors Open
8:05 - 8:49	1 st Period	10:05 - 10:25	1st Period*
8:52 - 9:36	2 nd Period	10:28 - 10:48	2nd Period*
9:36 - 9:40	Snack break	10:51 - 11:11	3rd Period*
9:43 - 10:27	3 rd Period	11:14 - 11:34	4th Period*
10:30 -11:14	4 th Period	11:37 - 11:57	5th Period*
11:17 - 12:01	5th Period	12:00 - 12:35	MS/HS Lunch*
12:04 - 12:48	6A	12:38 - 1:22	6th Period
12:04 - 12:48	MS Lunch/Activity	1:25 - 2:09	7 th Period
12:49 - 1:19	6B MS short	2:12 - 2:56	8th Period
12:49 - 1:19	HS Lunch	2:59 - 3:26	Flex/Intervention Advisory
1:22 - 2:06	7 th Period	*20 minute abbreviated course schedule	
2:09 - 2:53	8th Period		
2:56 - 3:26	Flex/Intervention Advisory		
12:30 Early Release Schedule			
7:45	Doors Open		
8:05 - 8:34	1 st Period		
8:38 - 9:02	2 nd Period		
9:06 - 9:30	3 rd Period		
9:34 - 9:58	4 th Period		
10:02 - 10:26	5th Period		
10:30 - 10:54	6th Period		
10:58 - 11:22	7th Period		
11:26 - 11:56	8A / MS Lunch		
12:00 - 12:30	8B / HS Lunch		

STUDENT EXPECTATIONS

Students enrolled in the School District of Black Hawk are expected to:

1. Attend school and scheduled classes on a daily basis unless ill or excused by school officials.
2. Take advantage of all available resources and learning opportunities presented to them and develop and learn to the best of their abilities.
3. Select courses with the purpose of achieving meaningful goals.
4. Complete assigned work within the time designated.
5. Challenge their intellect and not just work for grades.
6. Give the best possible performance in all testing situations.
7. Obey all rules, directives, and district policies, which are communicated either verbally or in writing.
8. Participate in school-sponsored events and activities.
9. Accept help from their classmates and be willing to help others when they can.
10. Register complaints and concerns with those who have the most direct responsibility to address them.

NONDISCRIMINATION POLICY

It is the policy of Black Hawk Board of Education that no person shall, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity or in employment.

Any student questions concerning Title VI, which prohibits discrimination on the basis of race, color, and national origin; Title IX which prohibits discrimination on the basis of sex; or Section 504, which prohibits discrimination on the basis of handicap, should be directed to: William Chambers, Ed.D, Superintendent, 202 E. Center Street, South Wayne, WI 53587 or call 608-439-5371

BULLYING / HARASSMENT

The Black Hawk School District is committed to making our school a safe and caring place for all students. Our district defines bullying as follows:

Definition

Bullying is **intentional behavior** using words or actions, intended to be hurtful **and is a repeated pattern of behavior, or an unbalance of power due to multiple individuals participating.**

Is it Bullying?

If someone does something to you that is unintentionally hurtful, and they do it once, that is **RUDE** (not bullying). The most likely action is restorative actions, such as mediation and conferencing. Offenders will be "whitelisted", meaning flagged as a "potential" bully to the victim.

If someone does something to you that is intentionally hurtful and they do it once, that is **MEAN**. (not bullying). Depending on the type of action and age of the offender, consequences can vary from counseling to expulsion. Offenders will be "whitelisted", meaning flagged as a "potential bully to the victim.

If someone does something to you that is intentionally hurtful and they do it more than once, or there is more than one offender, that is **BULLYING**.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)
4. Nonconsensual picture taking or sharing of images without permission.

Prohibition

Bullying behavior is prohibited in all schools, buildings, property

and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

STAFF WILL DO THE FOLLOWING TO PREVENT BULLYING AND TO HELP STUDENTS FEEL SAFE IN OUR SCHOOL:

- Closely supervise students in all areas of the school (hallways, bathrooms, bus line, cafeteria, parking lot). This includes the playground at the elementary school
- Watch for signs of harassment/bullying and stop it when it occurs
- Respond quickly and sensitively to bullying reports
- Take seriously parents' concerns about bullying
- Look into all reported bullying incidents
- Assign consequences for bullying based on the district's discipline code
- Provide immediate consequences for retaliation against students who report bullying
- Provide the option to the person being bullied to confront the person doing the bullying if he/she wishes to do so

STUDENTS WILL DO THE FOLLOWING TO PREVENT BULLYING:

- Treat each other respectfully at all times.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Report bullying. At a minimum, file anonymous report incident in the Student Concerns folder within the office.
- Understand that bullying behaviors carry negative consequences and that retaliation will not be tolerated.

POSSIBLE CONSEQUENCES OF HARASSMENT OR BULLYING

- Initial bullying report is filed with warning to cease behavior. Student whitelisted as potential bully to alleged victim.
- Lunch time in the office
- Placement within the progressive discipline step system.
- Police referral
- Recommendation for expulsion

STEPS TO REPORT BULLYING

1. Confide in an adult to assist you in determining your options.
2. Access a Bullying Incident form from the school website, or office.

3. Schedule a conference with the principal. You may bring support with you to scheduled conference.
4. Principal will inform you of communication with the alleged bully.
However, results of discipline will only be discussed with alleged bully and his/her family or guardian.
5. Student must remain diligent in reporting repeated incidents or recruitment of other students to mimic the behavior.

Harassment

Sexual Harassment

For purposes of this policy only and not sexual harassment under Title IX, addressed in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually

- degrading language, profanity, jokes or innuendoes;
unwelcome suggestive or insulting sounds or whistles;
obscene telephone calls and obscene gestures;
- E. sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- H. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- I. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
2. rating a person's sexuality or attractiveness;
3. staring or leering at various parts of another person's body;
4. spreading rumors about a person's sexuality;
5. letters, notes, telephone calls, or materials of a sexual nature;
6. displaying pictures, calendars, cartoons, or other materials with sexual content.

2266 – NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES (Title IX)

"Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

- A. A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the District's

education program or activity; or

- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
1. "Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, and the "nonforcible" sex offenses of incest and statutory rape. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.
 2. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 3. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion

or creed and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

STUDENT HAZING

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator. Consequences for hazing could include suspensions, expulsion, and/or Major I Athletic Code Violations.

4362.01 - THREATENING BEHAVIOR TOWARD STAFF MEMBERS

The Board believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate, or are intended to intimidate, a staff member or are reasonably likely to cause concern for his/her physical and/or psychological well-being is strictly forbidden. Such actions by any student, parent, visitor, staff member, Board member, contractor, or agent of the Board is prohibited, and the Board authorizes appropriate corrective and remedial action including disciplinary action where appropriate, referral to law enforcement, or pursuit of other remedies, including injunctive relief if appropriate. This policy should be read consistent with and in conjunction with school safety and the mandatory reporting of threats of violence in Policy 8462.01 - Threats of Violence.

5520 - DISORDERLY CONDUCT

The Board recognizes the right of each student to attend school for the purpose of receiving an education. Students involved in the disruption of the educational program of the schools by disorder or any other purposeful activity may be subject to disciplinary consequences, including, but not limited to, suspension and expulsion.

For purposes of this policy, disorder shall be any deliberate activity by an individual or a group, whether peaceful or violent, which is reasonably likely to disrupt the normal operation of the school.

The Board, having the responsibility for providing an educational program for the students of this District, shall have the authority to preserve order for the proper functioning of its program.

Students shall not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that such exercise does not infringe on the rights of others and does not interfere with the operation of the schools.

RELEASE OF PUBLIC DIRECTORY INFORMATION

Wisconsin statutes provide that schools or school districts may legally release the following: a pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs (The School District Black Hawk will consider videotapes the same as photographs), degrees and awards received, and the name of the school most recently previously attended by the pupil.

Such information **may be withheld** if the district is advised by the parent, legal guardian, or eligible student (18 years of age or older) to do so. If information is not to be released, the parent, legal guardian, or eligible student must sign the district's Request to Withhold Directory Data form at the school office. If the school has not received the request form to withhold information within 14 days of the publication of the fall newsletter, then we are to assume that directory data may be released if requested.

Student Records and Confidentiality, Refer to Policies 350 and 350.1

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FINANCIAL OBLIGATIONS

Each student is required to pay a general fee for books and materials that are issued. The fee covers consumable materials and book rental.

It is the student's responsibility to return books in the same condition as received. The user will be assessed according to misuse of books. Additional fees may be required in certain courses and for specific purposes.

Students are responsible for all materials, equipment, and/or facilities assigned to them or provided for their use. Abuse or loss of these items will result in the student's or parent's payment for the items lost or damaged and possible school disciplinary action. Students must pay the fees or any fines by the end of the semester.

BLACK HAWK SCHOOL DISTRICT FEES

Student Fees:

4K-5 students	\$30
6-12 students	\$50
(Limit three per family will be the highest three charges, would include 7-12 Fees first).	
Musical Instrument Rental	\$50.00
Agriculture/Industrial Arts	Actual Costs

Activities Participation Fees

Grades 7 & 8 (per sport)	\$30.00
Grades 9-12 (per sport)	\$50.00
Forensics	\$40.00

Activities Passes

Student Pass	\$15.00
Adult Pass (individual)	\$50.00
Family Pass	\$100.00
(Family pass includes two adults and students attending Black Hawk)	

Fan Bus

Adult	\$5.00
Student	\$2.00

Breakfast Fees (Daily, prices subject to change)

Reduced student	\$0.20
ECH – 5 th grade	\$1.45
6 th grade – 12 th grade	\$1.70
Adult	\$2.70

Lunch Fees (Daily, prices subject to change)

Reduced student	\$ 0.40
ECH – 5 th grade	\$ 2.95
6 th grade – 12 th grade	\$ 3.30
Adults	\$ 4.75

Unpaid Student Meal Charges

It is the goal of the School District of Black Hawk to ensure children receive proper nourishment in order for them to fully concentrate on learning. The District believes this is a shared responsibility that can only be accomplished through strong partnerships with families and clear communication regarding food service policies. Those families who participate in the School District of Black Hawk Food Service Program are subject to the following policies and procedures established by the Board of Education:

PAYMENT POLICY

The Food Service Program is a prepayment program. Families are expected to have a positive balance in their food service account throughout the school year. Account balances and information about purchases made on accounts can be obtained through the district website Skyward Family Access tab or by calling the District Office. Deposits for the food service account can be made by sending the payment to the school office. Payment can also be made electronically through Revtrak, accessed through the school website. Excess funds or unpaid meal charges at the end of the school year will be carried over into the following school year.

NEGATIVE BALANCES

1. As a courtesy, families will be notified when their food service account reaches a positive \$5.00. This notice will be sent through an automated email or phone/text message generated by the Skyward administrative software program once per week.
2. Families with negative balances in their food service account will be notified by an automated email or phone/text message sent through Skyward once per week. This will continue until there is a positive balance in the account. Attempts will be made by the Food Service Director or his/her authorized designee to contact parents/ guardians by phone, mail or by other means of communication in an attempt to make arrangements for payment.
3. Students whose family food service accounts show a negative balance up to -\$20.00 will only be served a reimbursable meal and will not be allowed to purchase a la carte items.
4. If the food service account is restored to zero, students may continue

to purchase reimbursable meals up to -\$20.00.

5. When a family food service negative account balance falls below -\$20.00, all purchases will be denied. A courtesy meal of alternative offerings will be provided for three days at no charge. After the three days, if the account balance has not been paid or a payment plan agreed upon, the family food service account will be disabled and no further purchases (breakfast, lunch, milk or a la carte) will be allowed. Parents/guardians will need to send a cold lunch with their children until the outstanding balance has been paid.

6. In accordance with United States Department of Agriculture regulations, students who have had their food service account deactivated may continue to purchase meals or milk by presenting cash for the meal or milk purchase in line at the time of service.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines (Board Policy 5830). The following general rules will apply to all fundraisers:

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- For fundraisers by student clubs and organizations that involve the sale to students; food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold must comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, fundraisers that involve the sale, to students, of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals.
- A student will not be allowed to participate in a fund-raising activity for a group in which the student is not a member without the approval of the student's teacher or counselor.
- No student may participate in fundraising activities off school property without proper supervision by approved

staff or other adults.

- House-to-house canvassing by any student is not allowed for any fundraising activity, unless accompanied by parent/guardian or supervisor of the organization,
- If the fundraising activity will involve students under age twelve (12) such students' parents must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.
- Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as runs or physical exertions, will be monitored by a staff member in order to prevent a student from overextending himself,/herself ,themselves to the point of potential harm.
- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
- Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator.

IMMUNIZATIONS

Each student must have the immunizations required by the Wisconsin Department of Health Services or must have an authorized waiver. If a student does not have the necessary vaccinations or waivers, s/he/she student may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the school nurse and/or district administrator. (Board Policy 5320)

USE OF PRESCRIBED MEDICATIONS

MEDICATION/EMERGENCY CARE

The Board shall not be responsible for the diagnosis and treatment of student illness.

Before any **prescribed medication** may be administered to any student during school hours, the school shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent. The form is in the office.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent.

Nonprescription drugs that are provided by the parent may be administered if they are **supplied in the original manufacturer's package** which lists the ingredients and recommended therapeutic dosage in a legible format. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

Students are prohibited from possessing, using, carrying, or distributing in school or on school grounds drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.). The provisions of this policy are to be viewed together with the Board policy on Drug Prevention, Policy 5530.

No CBD products will be permitted for use at school.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file

in the administrative offices.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct.

Epinephrine Auto-Injectors

Students, with appropriate written permission from the physician and parent, may possess and use a method of dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. (Board Policy

5330)

Students, who suffer from severe allergic reactions may, possess and use an epinephrine auto-injector when the student is required to carry the epinephrine auto-injector to prevent the onset of

an allergic reaction, and the appropriate written permission from the medical practitioner and completed Parent Consent form have been submitted to the Principal.

Inhalers and Epinephrine can be administered by school officials only in accordance with conditions confirmed by the Principal, consistent with the approved plan adopted by the Board and updated annually, as necessary.

Essential Oils

All students are prohibited from using essential oils at school.

PEDICULOSIS (HEAD LICE)

Head lice are present in the community at all times and can be particularly prevalent among pre-school and elementary school-age children. Lice are a nuisance, but do not spread disease. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts. Contracting head lice is not an indicator of cleanliness or socioeconomic status.

It is the responsibility of the parent(s) to check their child's head on a regular basis for signs of head lice and treat adequately and appropriately as necessary. Control depends on prompt case finding and effective treatment.

If a child in the District is found to have head lice or untreated nits, school staff will **notify the parent and ask to pick the child up at the parent's earliest convenience and administer an FDA-approved lice treatment (e.g., pediculicide/ovicide), treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal.** The child will remain in the classroom until able to be picked up by the parent.

Students may return to the classroom after the appropriate use of an FDA-approved lice treatment (e.g., pediculicide/ovicide), or the Centers for Disease Control treatment options by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal.

After treatment and upon returning to school, the child will be examined by the school health staff, other designated staff members or Principal. The District practices a policy of "no live lice" as a criterion for return to school.

ANIMALS ON DISTRICT PROPERTY

Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

Emotional Support Animals for Students

An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose. The District Administrator may grant a student use of an emotional support animal on a case-by-case basis if necessary and not disruptive to the environment or other students.

Therapy Dogs

Therapy dogs are the personal property of the handler and are specially trained to help all students in the assigned classroom, program, or school. Authorization for a therapy dog to be on District grounds may be granted by the District Administrator or Building Principal provided the following conditions are met each year:

- A. Documentation of certification as a therapy dog from the AKC, Intermountain Therapy Animals (R.E.A.D.), Alliance of Therapy Dogs, Bright and Beautiful Therapy Dogs, Love on a Leash, Pet Partners, Therapy Dogs International, or another certification program recognized by the AKC.
- B. Documentation from a licensed veterinarian that the therapy dog is currently on its vaccinations and immunizations, is free of fleas and ticks, is in good health, is housebroken, and does not pose a danger to the well-being of students or staff.

- C. Agreement that the therapy dog and handler will abide by school rules and any specific rules for the therapy dog's presence on District grounds.

Authorization for a therapy dog to be on District grounds will be suspended if the therapy dog is the source of an allergic reaction, causes discomfort or distress of a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment.

Service Animals for Students

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.

A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, or healthcare of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

ATTENDANCE PROCEDURES

COMPULSORY SCHOOL ATTENDANCE

In accordance with WI State Law: all children between six (6) and eighteen (18) years of age must attend school full time until the end of the term, quarter, or semester in which they become eighteen (18) years of age, unless they have a legal excuse, fall under one of the exceptions in the State Statutes, or have graduated from high school.

AGE OF MAJORITY ATTENDANCE POLICY

18-yr. old students still living with their parents are subject to the same rules and attendance guidelines as all other students, and must continue to provide written parent permission for all school-related activities.

Independent 18-yr old students not living with their parents must provide written notice from their parent/guardian stating that the student will be taking over their educational decisions and that the parents are withdrawing their participation in all educational matters of the student. These students are then responsible to call in absences and abide by all attendance guidelines and school

policies.

SCHOOL ATTENDANCE REGULATIONS

A student may be excused for up to ten (10) days during the school year if the parent/guardian calls the attendance office, and the student makes up for the missed school work.

EXCUSED ABSENCES require parent/guardian verification. The school office must be notified by **8:30 a.m.** on the day of an absence, or as emergency situations develop during the day. Failure to appropriately notify the office will result in the absence being recorded as an **UNEXCUSED** absence.

Examples of excused absences include:

- Illness
- Death in the family
- School sponsored trips
- Medical, dental, or other valid professional appointments. (Every effort should be made to schedule appointments outside of the school day.)

PRE-EXCUSED ABSENCES require prior approval from the building principal. The absence will be excused at the discretion of the principal based upon the student's attendance and academic record. **The parent/guardian must initially call the school's attendance line/office personnel to explain the reason for the upcoming absence.** The student will then be given a pre-excused absence form to be signed by his/her teachers. If the absence is to be for longer than a day, the form must be returned to the office at least a day before the scheduled absence.

Examples of pre-excused absences may include, but not necessarily restricted to:

- Family trips/vacations
- Attendance at special events of educational value
- Approved school activities during class time
- Special circumstances that show good cause (i.e. college visits, occupational interviews)
- Driver's license test (up to 1/2 day allowed)
- Court appearances or other legal procedures
- Religious holidays
- State tournament events only by players of the sport, or by student spectators only when Black Hawk athletes/teams are participants. *Note, underclassmen attendance does count towards excused absence count.

PRE-EXCUSED FORMS

A completed pre-excused form must be turned into the high school office prior to any field trip, family vacation, or other leave that is known in advance. Failure to turn in a completed form may result in denial of attendance on the field trip or loss of waiver. This form does not have to be completed for appointments

COLLEGE VISITS: Black Hawk High School encourages juniors and seniors to visit a college of their choice. Juniors may take one visitation day during the school year. Seniors may take two visitation days during either semester of their senior year.

The college visitation days are official absences from school and require parental excuse prior to the visit. If the college visit is coordinated through the school guidance counselor, such visits shall not be counted as an excused absence, rather a school activity.

Unexcused absences - Students whose absence does not fall under the reasons listed above shall be considered unexcused.

*Absences that are called in by a parent beyond the designated 10 days will be recorded as **unexcused**, unless accompanied by a note from a medical professional stipulating the cause of the absence, or where pre-excused.

Unexcused absences will result in intervention actions as determined by the school principal and/or truancy officer. Interventions could be time made-up, activities code violations, suspensions from school activities, graduation ceremonies, and field trips. Consistent refusal to come to school may result in placement into the BH progressive step system, leading up to expulsion.

MAKEUP WORK POLICY

The student has one day plus the number of days absent to make up the work missed without penalty for excused absences. Failure to turn in work by that time will result in a failing grade for that work. For example, a student has an excused absence on Monday and returns on Tuesday. The student can turn the assignment in on Thursday with no penalty for late work. This does not apply to unexcused absences.

TRUANCY POLICY

I. Policy

It is the philosophy of Black Hawk Schools to cooperate with Lafayette County Juvenile Intake, Lafayette County Human

Services, and the legal system to promote integration between family, school, and community for the academic and social advancement of school aged youth.

II. Procedure

A. Definition:

1. "Habitual Truant" shall mean a pupil who is absent from school without an acceptable excuse from the following:
 - A. Part or all of 5 or more days on which school is held during a **school semester**.
1. Students truant from school for fewer than five (5) days during any school semester shall be dealt with by the school and/or referred to law enforcement for a truancy citation. Intervention tools shall include establishing a truancy record and notification of the truant's parents of their student's truancy problem by letter.
2. If the truancy persists, the appropriate school officials (administrator, school psychologist, school guidance counselor, special education teacher, school attendance officer) may begin preparing proceeding against the truant to fulfill the requirement of Section 118.15. The school will notify the parents and the Juvenile Court Intake worker that they are beginning this process and will institute and document the following steps.
 - A. Meet or attempt to meet with the child's parents or guardian to discuss the child's truancy.
 - B. Provide an opportunity for educational counseling to the student to determine whether a change in the child's program would resolve the truancy problem.
 - C. Evaluate the pupil to determine whether learning problems may be a cause of the truancy, and if so, take remedial steps.
 - D. Conduct an evaluation to determine whether social problems may be a cause of the truancy, and if so, take appropriate action or make appropriate referrals.
 - E. The Juvenile Court Intake Worker will send out a letter to the family.
3. This process may result in the following options:
 - A. Resolution of the problem.
 - B. Notifying the City Police or Sheriff's Department of the

truant and/or habitual truant and request that the student and/or parent be cited for a County Ordinance Violation.

- C. Notifying the Juvenile Court Intake Worker of the habitual truant and requesting the Juvenile Court Intake Worker to start services to the child and family. If the services are unsuccessful, the process of a JIPS petition under 938 (6) will be initiated. The Juvenile Court Intake Worker is responsible to keep the school informed of the process.

Announcements

Announcements will be read by 8:05 A.M. daily. Information should be brief and to the point, have a teacher's signature, and be submitted no later than 7:55 A.M.

STANDARDS OF GROOMING AND DRESS

The primary responsibility for a student's attire resides with the student and parents or guardians. The Black Hawk School District is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

1. Students Must Wear:

- Tops that cover the entire upper torso with the exceptions listed in the following sections below.
- Bottom: pants/sweatpants/shorts/skirt/dress.
- Shoes: activity-specific shoes requirements are permitted (for example for sports)
- *High-school courses that include attire as part of the curriculum (for example, professionalism, public speaking, vocational classes, etc.)

2. Students May Wear:

- Fitted pants, including leggings, yoga pants, and "skinny jeans".
- Pajamas
- Ripped jeans, as long as underwear and swimsuit areas are not exposed.
- Tank tops, including spaghetti straps, halter tops, and "tube" (strapless) tops ; as long as underwear is not exposed, papillae of the chest area is not exposed via cutoff shirts, nor

student navel/abdominal area exposed, nor areas of the buttocks exposed.

- Athletic attire
- *Hoods may be worn, as long as ears are visibly exposed. **Staff members have the right to ask students to place hoods down in class or when trying to enter into the building.** Failure to abide will be treated as insubordination and/or non-admittance into building.

3. Students Cannot Wear:

- Head-ware, such as ball caps, "cat ears", stocking caps, etc. These may be removed for bullying purposes, which can lead to disruptions in the learning environment and fighting. This includes outside areas of the school as well, and the Meske Center. ***Hats may be worn on Fridays for students who qualify by being in good standing behaviorally with the office.**
- *Other easily removed items that don't serve a purpose of main attire, such as "animal tails", animal ears, chains, capes, etc.
- * Violent language or images.
 - Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same.
 - Hate speech, profanity, pornography, or potential to incite violence.
 - Images or language that creates a hostile or intimidating environment based on any protected class.
- Visible underwear. Visible waistbands or straps on undergarments worn under other clothing are not a violation.
- Clothing that exposes areas of bare chest, rear ends, or abdominal/navel areas.
- Helmets or headgear that obscures the face (except as a religious observance).
- *Blanket wraps or throws.
- *Sunglasses (unless specified in a 504 plan for concussions or other medical reasons).
- *External coats (zip-up sweatshirts won't count).
- *Backpacks or other storage items.

Obscenity and Profanity Policy

Obscene materials including, but not limited to illustrations (drawings, painting, photographs, etc.) and oral or written materials (books, letters, poems, tapes, videos, etc.) which are commercially or student-produced are prohibited.

Intentional profanity, directed towards another individual will not be tolerated in public spaces.

Students referred to the office for intentional use of obscenities or profanities in common areas will be subject to the progressive discipline step system as a C-4 code of conduct violation:

Disrespect. This violation carries an initial placement range of Step 1 - Step 4 based on the nature and severity of the profanity utilized by the student. .

Repeated violators of acceptable speech in an educational setting will be given Major I activities code violation for conduct unbecoming a BH activities participant.

CODE OF STUDENTS' RIGHTS AND RESPONSIBILITIES

EQUAL OPPORTUNITY

The Black Hawk School District follows a policy of fairness and equal opportunity for all students, male and female. Both boys and girls can enroll in all classes and can expect to be treated equally in these courses. All students are given a chance to participate in athletic programs. Girls and boys are disciplined in the same way for the same offense. All students are encouraged to develop their talents in whatever area in which they have an interest - art, cooking, sewing, typing, welding, and photography - to name just a few.

A student's exercise of rights and privileges in the school setting should be protected at all times. No right, however, is absolute. The freedom to exercise one's rights cease when that exercise unduly infringes upon the rights of others. The purpose of this code then is to not only protect the right of the individual but to protect the rights of the student body.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the building principal. A minimum of 24 hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting. **Board Policy 9700.**

CODE OF STUDENTS' RIGHTS

1. Each student has a right to an education.
2. Each student has the right to be free from assault or intimidation.
3. Each student has the right to utilize school facilities and programs according to established school regulations and procedures.
4. Each student has the right to hold property free from theft or damage.
5. Each student has the right to seek and obtain help regarding drugs or alcohol.
6. All students have the right to file a grievance as per policy 440.1.
7. Each student has the right to form, hold, and express opinions and beliefs so long as the expression does not disrupt the normal operation of the school.
8. Each student has the right not to be pre-judged for an alleged violation of this code and has the right to present his/her

version before any judgment is made.

9. Each student has the right to have access to all the rules to which he/she is subject.
10. Each student has the right to appeal an application of the code of student rights and responsibilities through the grievance procedure.
- 11. Class/instructor expectations regarding academic requirements, tardiness, discipline, will be presented in writing to the student in each class.**

CODE OF STUDENT RESPONSIBILITIES

1. Each student will attend school and scheduled classes unless ill or excused by school officials.
2. Each student will report to classes on time and be prepared for class.
3. Each student will take advantage of available resources and learning opportunities presented to him/her and develop and learn to the best of his/her abilities.
4. Each student will complete assigned work within the time designated and will give the best possible performance in all testing situations.
5. Each student will accept help from classmates and be willing to help others when they can.
6. Each student will participate in school sponsored events and activities.
7. Each student will obey all rules, directives, and district policies which are communicated either verbally or in writing.
8. Each student who has complaints and concerns will register these concerns with those who have the most direct responsibility to address them.
9. Each student is expected to care for school items checked out to them. Textbooks must be covered.

Depending upon the nature of the violation, students who fail to comply with the above responsibilities are subject to:

- Verbal or written reprimand, and or/detention/suspension, and/or restricted privileges. Consequences are issued and parents are notified.
- For serious or continuing offenses, suspension with parent conference for re-admission. **Restitution must be made for any damage committed.**
- For severe and/or repetitious acts, removal from school by expulsion.
- If the case warrants, legal authorities will be notified

Virtual learning

Students engaged in classes conducted in a virtual/online environment are considered, for conduct purposes, to be in attendance at school. Policies, rules, and expectations for student conduct while at school, or under the supervision of school authorities while at a school-sponsored activity, also apply to students when engaged in online learning activities.

Conduct that is not permitted at school is also not permitted during online learning in a virtual classroom setting.

SCHOOL DISCIPLINE

In our society, individuals learn that they alone are responsible for their behavior. There are times when the inappropriate or unsafe behavior of students requires disciplinary action as a consequence. The purpose of the consequence is to convince the student that it is in their best interest to change their inappropriate behavior into appropriate behavior.

All faculty and supervising staff can assign consequences to students for violations of code of conduct while under their supervision. All faculty can assign informal discipline such as:

- writing assignments
- change of seating or location
- lunch-time or after school detention (with parent notification)

A student may be detained after school or asked to report before school by a teacher, after giving the student and guardian one day's notice. The student and/or guardian are responsible for transportation.

GROUND'S FOR REMOVAL OF A STUDENT FROM CLASS

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the classroom rules of conduct.

Additionally, the student can be removed from a class for a longer period of time at the discretion of the principal. A student may also be permanently removed from class and placed in an alternative education setting. It is not practical to define every type of improper behavior for which a teacher may remove a student from

class. Here are some examples of reasons for classroom removals:

- A. Behavior that would result in suspension or expulsion under the Board's policies and procedures. .
- B. Behavior that violates the behavioral rules and expectations of the school or posted expectations of the classroom.
- C. Behavior that is dangerous, disruptive, or unruly. Such behavior includes, but is not limited to, the following:
 - 1. possession or use of a weapon or a look-alike item.
 - 2. being under the influence of alcohol or controlled substance
 - 3. behavior that interferes with a person's work or school performance or creates a hostile work environment.
 - 4. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
 - 5. Disruption or intimidation caused by gang symbols, gestures, posturing.
 - 6. Pushing, striking, or other inappropriate physical contact.
 - 7. 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
 - 8. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
 - 9. Throwing objects in the classroom.
 - 10. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
 - 11. Behavior that causes the teacher or other students fear of physical or psychological harm.
 - 12. Willful damage to or theft of school property or the property of others.
 - 13. Repeated use of profanity.
- D. Behavior that interferes with the ability of the teacher to teach effectively, such as:
 - 1. Possession of personal property by school rules or otherwise disruptive to teaching and learning of others.
- E. Shows disrespect or defiance of the teacher, exhibited in words, gestures, or other behavior.
- F. Is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

DISMISSAL FROM CLASS

If a teacher finds it necessary to remove a student from a classroom because of willful and persistent disruptive behavior and/or refusal to obey the teacher in the room, the student is to report immediately to the principals' office.

The teacher shall provide a written explanation for the removal within 24 hours of the incident.

If a student is removed from a teacher's classroom to the office three times within a month's time span, the teacher may request that the student be permanently removed from the class roster.

Placement Procedures For Alternate Setting

The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:

1. An appropriate alternative education program approved by the Board under state law.
2. Another instructional setting, time-out, in-school suspension, out-of school suspension; or
3. The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best or only alternative.

When making placement decisions, the building principal or designee shall consider the following factors:

1. The reason the student was removed from the class or the severity of the offense.
2. Limitations of the district such as cost and space.
3. The estimated length of time of the placement.
4. The student's individual needs and interests.
5. Whether or not the student has been removed before.
6. The relationship of the placement to any disciplinary action. (Is a suspension the result of the student's conduct?)
7. Consider the need for an EEN referral.

All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.

Parent/Guardian Notification Procedure

The principal shall provide the parent and/or guardian of a student removed from class with written notice of the removal and the reason for the removal. The notification shall be made as soon as

is practicable, but no later than three (3) school days after the student's removal from class. If the student removed from class is subject to disciplinary action up to and including suspension/expulsion for the particular classroom conduct or other incidents the parent shall be notified of the disciplinary action in accordance with legal and policy requirements.

School Discipline Grievance Procedure

If students do not feel they are being treated fairly, they have the right to discuss their feelings with their teacher, counselor, or administrator. There is a step by step procedure that you can follow to get your concerns heard.

1. The parent/student can request a conference with the faculty member responsible for initiating the disciplinary action.
2. If there is not a satisfactory resolution the parent/student may request a conference with the principal. The principal may request the presence of other involved parties.
3. If there is not a satisfactory resolution the parent/student may request a conference with the superintendent. The superintendent may request the presence of others involved.
4. If there is not a satisfactory resolution the parent/student may request a conference with the Board of Education. The Board of Education may request the presence of others involved. The grievance must be presented to the Board in writing.

Progressive Discipline System

Black Hawk uses progressive discipline, called the BH Step System. The Step System defines behaviors that are antagonistic

of student code of conduct expectations. Not all behaviors can be planned for or defined, this is a rule of thumb guide for making consistent and equitable decisions. The following areas are identified for student code of conduct:

- A. School Attendance
 - 1. Unexcused absences
 - 2. Unauthorized leaving of campus
 - 3. In-school Truancy
- B. Student/Student Relationships
 - 1. Threatening or Intimidating Acts
 - 2. Disrespect
 - 3. Bullying/Harassment
 - 4. Shake Downs/Extortion
 - 5. Fighting
 - 6. Scuffle
 - 7. Fight - blows thrown (equal)
 - 8. Physical attack - (unequal)
 - 9. Property Damage
 - 10. Theft
 - 11. Horseplay
 - 12. Endangering the health or safety of any student by any means.
- C. Student/Staff Relationships
 - 1. Insubordination
 - 2. Harassment
 - 3. Threatening or Intimidating Acts
 - 4. Physical Attack
 - 5. Disrespect
 - 6. Disrespect or damage to staff property
 - 7. Theft
 - 8. Failure to serve a teacher issued detention
- D. School Property
 - 1. Vandalism: Destruction or Defacing
 - 2. Abuse of technology / printed material
 - 3. Theft
 - 4. Littering
- E. Protection of the Public Safety
 - 1. Detonation or possession of firecrackers/nuisance devices.
 - 2. False alarms: fire - bomb threats
 - 3. Unauthorized use of flammable devices.
 - 4. Arson
 - 5. Improper Use of Motor Vehicles
 - 6. Reckless Driving
 - 7. Parking in unauthorized areas
 - 8. Entering parked cars during the school day.
 - 9. Possession of a Weapon
 - 10. Threats Involving A Weapon

- 11. Use of A Weapon
- F. Alcohol, Vaping Equipment, And Drugs
 - 1. Possession
 - 2. Use of
 - 3. Selling or transmitting to others
 - 4. Smokeless Tobacco
- G. Other Infractions
 - 1. Removal of class for violation of classroom behavioral rules.
 - 2. Disruption of School Events, Games, Assemblies
 - 3. Cheating
 - 4. Dress Code Violations

Protocol for Disciplinary Action

1. STUDENT CONFERENCE

Conferences will be conducted with students regarding disciplinary matters to ensure due process. Each student faced with a disciplinary action will be informed of the facts and the nature of the conduct which has been challenged and will be given an opportunity to explain his/her version of the facts or conduct prior to the implementation of discipline if at all possible.

2. PARENT CONTACT

A student's parent may be contacted by telephone, text message, email, or mail in addition to a student conference. The mode of contact depends upon the degree and timeliness of the consequences. The intent of the contact is to inform the parent of the violation, and to elicit parent support for correcting the unacceptable behavior. **Not every office referral may be communicated with families, if the nature of the referral doesn't constitute district disciplinary actions.**

3. PLACEMENT WITHIN STEP SYSTEM

The placement on a step is dependent upon the nature of the violation. It is possible to be placed at the final Step 9 designation, and be expelled from school for a single incident. **This is a guide and the chief disciplinary officer of the board has the discretion to assign steps based on the facts of the student incident.** After 15 school days without further infractions, the student will be removed from the Step System.

Step 1 - Conference and notification of parent

Step 2 - Detention: 15 minutes to 4 hours. Restorative practices.

Step 3 - 0.5 - 1 day in-school suspension. Restorative practices.

- Step 4 - 0.5 - 3 day in- school suspension. Restorative practices.
- Step 5 - 0.5 - 2 day out of school suspension. Parents must come into school for a conference.
- Step 6 - 2-3 day out of school suspension. Parents must come into school for a conference.
- Step 7 - 3 to 5 day out of school suspension depending upon the nature of the violation. Parents must come into school for a conference, written behavior contract.
- Step 8 - 5 day out of school suspension mandatory. Parent conference to determine future educational options. Other agencies may become involved.
- Step 9 - 10 to 15 day out of school suspension, expulsion pending. Expulsion hearing before the Board of Education.

BUS CONDUCT

Riding the School Bus

Students are under the authority of the driver while being transported. Refusal to obey rules or orders of the driver will make a child liable to be reported to school officials and perhaps to be denied transportation privileges. Students should be aware that each bus is equipped with video and audio surveillance equipment.

Conduct on the bus is as much a part of proper behavior as conduct in school. The instructions of the bus driver must be followed promptly without question.

Students may ride a bus to another person's home only if there is room on the bus and if there is a note from the parents.

Students should remember that riding the bus is a privilege and they should conduct themselves accordingly. Assigned seats may be required if problems arise.

General procedure for handling bus issues is as follows:

- 1st notice - Family contact, review of expectations. Progressive discipline system if school violations occur on bus.
- 2nd notice - Temporary suspension from bus route for up to 2 school days.
- 3rd notice - Temporary suspension from bus route for up to 5 school days.
- 4th notice - Temporary suspension from bus route for up to 10 school days.
- 5th notice - Removal from bus route.

Questions related to operations of the buses may be referred to the bus transportation director at 439-5371.

WEAPONS ON SCHOOL PREMISES

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below) razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by a Principal or the District Administrator, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);

C. theatrical props used in appropriate settings.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person(s).

SEARCH AND SEIZURE

The Board has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their

care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. **Desks and lockers are public property** and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. **Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official.**

The Board directs that the searches may be conducted by the District Administrator, Building Principals, and/or other staff as directed by the District Administrator or Principal.

Student Person and Possessions

The Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without **reasonable suspicion** that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever they have individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. **If the student refuses to take the test, the Principal will inform the student that**

refusal to participate implies an admission of guilt leading to referral to law enforcement to conduct the test on the school's behalf.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact the school resource officer to conduct the search under the administrator's direction. If the school does not have a school resource officer or if the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Parking Permit Not Required

A student may bring a vehicle on school property without a permit. However, a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others, should request consent to search the vehicle and all containers inside the vehicle. If consent is not given, the administrator should contact law enforcement.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the Principal. The Principal shall attempt to obtain the freely-offered, written consent of the student to the inspection; however, **provided there is reasonable suspicion pursuant to the above paragraphs, they may conduct the search without such consent.**

Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable

suspicion justifying the search.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The Principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independently of any District official request or direction shall be conducted based on standards applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

GANG RELATED ACTIVITY

Black Hawk School is considered to be and will strive to continue to be a gang free area. Disruption and intimidation caused by gang posturing and/or gang symbols on materials, jewelry, or clothing will not be tolerated. Any gang related items will be confiscated.

CELL PHONES – MP3 PLAYERS – PERSONAL MUSIC DEVICES - PERSONAL COMMUNICATION DEVICES

Board Policy 5136

INTERNET CAPABLE DEVICES MUST BE KEPT IN LOCKER

*Unless specified otherwise in a 504 plan or I.E.P.

*We understand a large majority of students ignore this expectation. No sight - no sound - no take ; is not the policy. Teachers are not allowed to overrule this school expectation. If a phone is seen, students will be asked to turn over the phone to staff. Refusal may result in athletic code violations and step system placement.

Audio headphones / earbuds are not allowed in a student's ears during transition time nor during instructional time.

High School students may use devices during lunch period and transition time checks. Usage of websites or social media applications that would otherwise be blocked by school filtering systems is prohibited during the school day.

- Improper usage will result in device confiscation.
 - 1st offense** – Confiscation of device. Student conference.
 - 2nd offense** – Confiscation of device, parent/guardian pick-up.
 - 3rd offense** – Confiscation of device, loss of second semester waiver. Device must be turned into the office for period of time designated by administration.
 - 4th or more offense** - Same as Step 3 but for a longer period of time. Insubordination and Step System placement, as well as Major IN Athletic Code violation for repeated violation of school procedures.
 - Refusal to hand in device** - Placement in the Step System, as well as Major IN Athletic Code violation for

conduct unbecoming a BH Activities participant.

- There will be no phone use or Internet-capable devices used in study hall for any task which is not an official class assignment. Video games are not allowed in study halls or class time. Teachers may allow the last 10 minutes of study hall at their discretion for rewarding proper studying behaviors. Music devices during class or study halls are at the discretion of the teacher and must be only during independent work time.
- Receiving and sending texts, unauthorized and or non-consensual picture/video taking, and use of social media sites during the instructional day is prohibited. May result in suspensions and athletic code violations.
- **No phones or picture taking devices are allowed to be out or on in the locker room or bathroom areas, or in any area where there is an expectation of privacy.**
- Refusal to submit to staff's request for phone confiscation will result in automatic office disciplinary protocols.
- Headphones and Earbuds **MUST** be completely removed from the ears during instructional time and hallway transitions.
- Students will be in violation of electronic device use, if they are caught taking pictures of other students or staff without permission of that student/staff. Step system placement for disrespect and may result in athletic code violations.
- Students may not use PCD in any way that reasonably creates in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 - Bullying and Other Forms of Aggressive

HALL PASSES AND HALL TRAFFIC

Courtesy should be exercised when passing through hallways and stairwells. Traffic should move between periods during scheduled passing times. Please note the following: no running in hallways or in the stairwells, **no students are allowed in non-designated hallways during lunch break**, and no students

in the halls during class time without a pass. SmartPass must be used to transition.

After 4:30 P.M., students should not be in the building unless they are participating in an organized activity. If waiting for an after-school event, students need to be in a classroom or in the upper commons. Athletes are not to be practicing in hallways unless supervised by their coach.

All students arriving to school late MUST go to the office to obtain a class admittance pass.

Study Halls

Study halls are a necessary component of a student's schedule, IF the study hall is used for academic purposes. Socializing in study halls is not acceptable practice. If you don't need a study hall for academic purposes, don't take one. Students are expected to be quiet and on task for a minimum of the first 32 minutes of study hall. Failure to listen to the study hall supervisor, may result in removal from study hall and placed in an alternative setting.

NO PERSONAL ELECTRONIC DEVICES are allowed in the study hall without the permission of the study hall supervisor for academic purposes only.

BH Independence Pass Program

Purposes and Guidelines. The independence pass program is intended to reward those students whose citizenship and academic grades reflect a mature, and self-driven attitude.

1. An increased level of responsibility for juniors and seniors in their use of a free period. It is intended that this program will help students develop a higher level of self-discipline through an extension of freedom and responsibility for the decisions regarding their own unscheduled time.
2. An opportunity to find positive avenues for career exploration during periods of unscheduled time which will afford individual student benefits.
3. Offer the opportunity for the student to use the different educational resources available in the community.
4. A program established as a privilege, not as a right.

5. During unscheduled time, to a maximum of one period per day, students who participate in the IP Program are given the freedom to:
 - a. Be self-directing in the use of unscheduled time.
 - b. Go directly to their planned destination.
 - c. Not report to the study hall for attendance purposes after their initial contact each semester with the study hall supervisor.
 - d. Use the LMC and other resource centers.
 - e. Access the guidance center resources without passes.
 - f. Use computers made available for student use in the collaboration room or upper commons.
 - g. Use the Upper Commons area during IP time.
 - h. May use personal electronic devices, if following acceptable use policy, and no violations accrued using the device.

Participating students are expected to show corresponding responsibility by:

1. Referencing that they are eligible to an inquiry through consultation of the IP list. (consult office)
2. Setting an example for other students, particularly with regard to behavior patterns in a school and community atmosphere.
3. Following all general school regulations as specified in the student handbook.
4. Using good judgment in conducting themselves in the community and following all ordinances and regulations.
5. Using each area in an appropriate manner.

The Qualifying Criteria for earning the Independence Pass are as follows:

1. Grade checks will be given on a weekly basis by the student's teachers. The program will begin in the third week of September. Students may not be receiving any grade below a C- at grade check time.
2. Students with an IP need to be to their intended destination by the time the bell rings to start class for the next period. Students are not allowed to roam to other classrooms or take up teacher prep time.

3. Student's IP will be revoked for:
 - a. Unexcused absences
 - b. Tardies that result in a detention being issued (5 or more in a term)
 - c. Any Office Discipline Referral, including removal from class for insubordination.
5. The student is responsible to abide by all school policies as listed in the student handbook or the IP may be revoked.
6. Students owing fines or fees may not be eligible for an IP.
7. The IP may be revoked at any time by any time due to school policy infractions or by parent request.
9. IP will not be available 2nd semester for any student who receives an F in a first semester course.

LOCKERS AND DESKS

A student locker is assigned for student convenience for storage of outer garments and school materials. All lockers and desks are the property of the school and NOT the student's private property. They may be opened and searched by school authorities at any time. This statement is "prior notice" of locker, desk and personal searches on school property, including dog searches. Private items may be searched if the administration has reasonable suspicion to search those items. Any unauthorized items found may be removed.

Students who damage lockers or desks will be held accountable. Locks MUST be used on all lockers. This includes physical education lockers. Keep the locker locked at all times and do not tell the combination to anyone. **Students should not share their locker combinations with other students.** The school will not be responsible for things stolen or missing from a student's locker. **Students are not to leave items unattended in the locker rooms.**

PERSONAL PROPERTY

The school district assumes no responsibility for things missing from lockers or desks but will assist students in attempts to recover any missing articles. Students are asked not to bring items to school which pose a particular temptation. Students must use only the locker assigned to them. After the first day of school ALL locker assignments or changes will be made in the Principal's Office.

Back-Packs / Bags

Students are not allowed to carry backpacks and bags around the hallways or common areas. This is for security purposes! BAGS AND BACK-PACKS ARE TO BE KEPT IN A LOCKER. TEACHERS WILL NOT ALLOW YOU TO HOLD YOUR BELONGINGS IN THEIR CLASSROOM

TRESPASSING

Unauthorized persons in the building or on school grounds will be charged with trespassing.

Students who are on a partial or limited schedule are required to arrive and leave school grounds at the designated times. If the students remain and loiter in school or on the school grounds, they may be charged with trespassing and referred for school discipline.

Students who **are suspended** out of school are expected to remain at home and will be charged **with trespassing**, if they are in school or on school grounds in violation of their suspension. (Including before and after school activities).

ACADEMIC INFORMATION

ACADEMIC HONESTY

It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student. It is important that all involved in educational progress - administration, faculty, students and their families - understand their integral role in helping to promote a climate of academic honesty.

The **administration** will:

Promote and encourage the staff on an ongoing basis to educate students regarding the district's academic honesty policy. With staff and student input, determine appropriate consequences for policy violations.

The **staff** will:

- Educate students and offer continued guidance regarding acceptable and unacceptable behavior in areas that shall include, but not be limited to, test taking, research techniques, written work, and use of library and computer resources, especially guidelines involving the use of artificial intelligence.

- Encourage the demonstration of knowledge, the honing of research skills, and self-expression in student work.
- What constitutes "unauthorized" collaboration.
- Promote circumstances in the classroom that will reinforce academic honor and promote original and focused responses from students.
- Evaluate the effectiveness of their own efforts.

The **students** will not:

- Plagiarize in written, creative, or oral work.
- Submit work that is not original, copy or "borrow" from another source and give it as one's own work. These are all unacceptable practices.
- **Give** or **receive** unauthorized assistance on exams.
- Alter grades or other academic records or give false information or forge.

The **parents** will:

- Discuss the district's academic honesty policy with their children.
- Promote circumstances that will help to uphold the district's policy.

Cheating means taking credit for work that is not yours.

Plagiarism, copying, borrowing, using forbidden work/answers, and forging are all forms of cheating.

Consequences for Cheating

	<u>Grade</u>	
1. Cheat on quiz/test	0*	Parent notification
2. Blatant copying of homework	0	Parent notification
3. Those that knowingly allow another student(s) to cheat	0	Parent notification
4. Plagiarism	0**	Parent notification

***Student will also lose their exam waiver for that class if It takes place within the second semester.**

****Student will redo the assignment and complete an additional essay on plagiarism in the working world. Failure to comply will result in after school detention.**

2nd offenses of academic dishonesty will result in placement on Step 3 of the progressive step system and a Major I athletic code violation for conduct unbecoming a BH activities participant.

Certain group assignments, projects or any kind of collaborative effort as a group may allow or require different parameters for defining what is really "one's own work" - this is best covered by the teacher and the students before the project is started. Students need to know the ground rules before the work or project is actually started.

Adopted: February 9, 2004

Graduation Requirements

To meet graduation requirements for the School District of Black Hawk all students must earn a total of 24 credits. The law requires

that students must be enrolled in classes or participate in school board approved activities during each class period of each school day throughout their high school year. Each student must earn credits in the following required courses:

- English 4.0
- Health 0.5
- Intro to Business and Tech. 0.5
- Personal Finance 1.0
- Mathematics (**must be enrolled ins 9th, 10th, and 11th grade**) 3.0
- Physical Education 1.5
- Science (**six semesters of agriculture will count as 1.0 vocational science credit**) 3.0
- One additional credit from 1.0 social studies, science, math, English, or foreign language
- Civics Test
- Social Studies 3.5
- Electives 6.0

18.0 Required / 24 Credits Total

All students are required to obtain **20 hours of community service** in order to earn a diploma from the Black Hawk School District. Hours will be accumulated from the summer preceding enrollment at Black Hawk and need to be completed one week prior to scheduled graduation.

Program Changes

Once a student has been scheduled into a course at the beginning of a semester, the student **MUST** remain in that course for that semester.

Schedules **may only be changed the first three- (3) days of a semester**. All schedule changes will be handled through the Guidance Office. Written parental permission must accompany all requests.

Reasons for schedule changes:

- Computer error

- Balancing of classes
- Lacks prerequisite
- To make up failed course
- Add a course
- Level or within department changes (teacher recommendation required)

Scheduling guidelines:

- Schedule changes will not be made because of a job, unless approved by the administration.
- All students must be full time students and will need to be scheduled for period one (1) through eight(8), unless in an approved school to work program. Seniors in good academic standing may serve one period as a student volunteer.

Academic Excellence

Academic excellence is strongly encouraged and is recognized in several ways. Distinguished Honors includes students who achieve a 4.0 average. High Honor Roll includes students with a GPA of 3.667 or above, Honor Roll includes students with a GPA of 3.00 - 3.666.

National Honor Society members are chosen annually by a faculty committee. Juniors and seniors are eligible for membership. Students are chosen on the basis of scholarship, character, leadership, and service. General guidelines and application dates will be announced. Honor cords are presented to graduating seniors who have achieved a cumulative GPA of 3.667 or above; calculated at the end of the first seven semesters.

ACADEMIC EXCELLENCE HIGHER EDUCATION SCHOLARSHIP

The 1989-90 biennial budget bill included a provision for establishing Academic Excellence Higher Education Scholarships. The intent of these scholarships is to recognize Wisconsin's high achieving pupils and to provide an incentive to encourage these students to attend eligible Wisconsin institutions.

The Black Hawk Board of Education shall annually by February 25, name the twelfth grade pupil who has the highest weighted grade point average in all subjects as eligible to receive a higher

education scholarship. If two or more pupils have the same grade point average, the school board shall select the pupil eligible for the scholarship using the following criteria in the order listed:

1. The eligible student must show evidence of application and acceptance to a participating Wisconsin institution by the beginning date of the eighth semester.
If a tie still exists...
2. The student with the highest composite ACT score available at the beginning date of the eighth semester will be the nominee.
If a tie still exists...
3. The student with the most credits in all subjects through seven semesters will be the nominee.
If a tie still exists...
4. A coin flip will be conducted to determine the nominee.

Technical Excellence Scholarship

Technical Excellence Scholarships (TES) are to be awarded by the State of Wisconsin to Wisconsin high school seniors who have the highest demonstrated level of proficiency in technical education subjects.

The new TES scholarship program began awarding scholarships in the 2015-2016 college academic year. The scholarships are only for use at a school within the Wisconsin Technical College System (WTCS) located within the state. The value of the scholarship is up to \$2,250 per year, to be applied towards tuition for six semesters.

GRADING SYSTEM

The four-point scale is the universally accepted grading system. It will make plus and minus grades more meaningful to the student, and will allow for a more accurate translation of letter grades to numerical grade point averages.

The following will be used in the School District of Black Hawk
Grades 6-12 inclusive (GPA points per 1.0 credit in parentheses):

94-100 = A (4)	80-82 = B- (2.67)	67-69 = D+ (1.33)
90-93 = A- (3.67)	77-79 = C+ (2.33)	63-66 = D (1.0)
87-89 = B+ (3.33)	73-76 = C (2.0)	60-62 = D- (.67)
83-86 = B (3.0)	70-72 = C- (1.67)	Below 59 = F (0)

Grading Categories and Percent weights

What percentage each category counts towards overall grade, varies with content area. Categories also vary based on content area and are set by the department. **Summatives (major assessment over standards) must carry at least a minimum percentage of 50% for all departments.**

70% Summative Retake Mandatory Requirement

70% proficiency requirement on summative assignments.

- A. Student meets requirement
 - 1. Options: Retake - Community service time for peer tutoring - IP Time
- B. Student does not meet requirement
 - 1. Mandatory retake within two days of prior assessments after relearning opportunities.
 - * Scheduled within the class period.
 - 2. Best score of two will be placed in the gradebook.

Zeroes and Percentages Earned

- **Zeroes will be entered for unattempted work.**
- **Actual percentage of correct responses will be entered into gradebook (no longer just 50% lowest F).**
- **Performance assessments and writing will be rubric based.**

Late Work and Redo's

- **Formative assignments can be redone for full credit if submitted on time.**
- **Late submissions will incur deductions:**
 - a. **1 day late: 10% off**
 - b. **2 days late: 20% off**
 - c. **3 days late: 30% off**
 - d. **More than 3 days late: zero.**
- **Excused absence work policy applies here. 1 day plus # of days excused is "on time".**

Extra Credit

- **Based on the discretion of the teacher.**
- **All existing assignments need to have been completed on time to be eligible for extra credit.**

Term Grades

- **Quarterly grades are in effect. Nine week period.**
- **1st Nine weeks (42.5%) - 2nd Nine Weeks (42.5%) =**

85% of 1st Semester grade. Final exams - 15% of 1st Semester grade.

1st Qtr - October 30. 2nd Qtr/1st Semester - January 16.

- 3rd Nine weeks (42.5%) - 4th Nine Weeks (42.5%) = 85% of 2nd Semester grade. Final exams - 15% of 2nd Semester grade (2nd semester final exam waiver could be earned).

3rd Qtr - March 19. 4th Qtr/2nd Semester - May 28.

Weighted Grades Policy

The purpose of weighted grades is to encourage students to enroll in our most rigorous academic courses in order to maximize preparation for their post-secondary education.

Weighted Grade Qualification:

In order to receive the additional weighted points, a student must complete the course with a semester grade of a D- or higher.

Weighted grades will only be counted for juniors and seniors.

I. Definitions:

- AP Courses – Advanced Placement (AP) courses approved through the College Board.
- Dual Credit Courses – Courses offered for credit by an accredited post-secondary institution through an adjunct agreement with Black Hawk High School.
- Honors or Advanced Courses – Courses that have been designated as an advanced course of study due to specific prerequisite course tracks.

II. Formula - The weight from a weighted course will be added to the GPA prior to averaging of the GPA at the conclusion of each semester. We will continue to use a 4.0 GPA scale.

III. Classification of Courses

Tier 1 (no weight) : All courses not specified in Tier 2 or Tier 3.

Tier 2 (0.5 weight per semester)

Courses denoted as Advanced or Honors (H)

2-year Institution Dual Credit Courses – all departments, WI Start College Now programming

Current Tier 2 Qualified Courses:

Pre-Calculus (BH) – Calculus (BH)

Tier 3 (1.0 weight per semester)

Advanced Placement classes - 4-year Institution Dual Credit Courses or 2 year institution transfer guarantee (Colleged Up list from SWTC)

Current Tier 3 Qualified Courses:

JAMB CAPP Courses: English 101 – English 104 – Physics – Pre Calculus – Statistics – Calculus

ACADEMIC AWARDS

All students who are named to the first and second semester honor rolls will be rewarded with the following recognition, using semester grades. (1 year = 2 semesters average)

Each semester - a silver medal of achievement for 3.0 - 3.666

Each semester – a gold medal of achievement for 3.667 – 3.999

Each semester – a gold medal of achievement for 4.0

2 years of 3.5 or better - Academic letter for a jacket.

3 years of 3.5 or better - Silver Bar for the letter.

**4 years of 3.5 or better - a) Gold Bar for the letter.
b) Medal**

**4 years of 3.9 or better - a) Gold Bar for the letter.
b) Medal or a Pin**

The second and third years need not be in order to obtain the above stated recognition, but must be for a full school year (not semester 2 of 1 year and semester 1 of the following year.)

Note: One semester of 3.0 - 3.499 does not lead to achieving a letter.

Academic Scholarships

Academic scholarships are presented annually to high school seniors who have achieved excellence in studies and co-curricular activities or in overcoming a handicap. These awards are generally given to provide opportunities for further education.

Students should be aware of the possibilities and should strive within their individual capabilities to achieve at the highest possible levels. It's the student's responsibility to see the guidance

counselor for applications and more information.

Semester Exams

- All courses offered in grades 9-12 will have a semester exam. **All students are to take final exams.** The exam shall reflect the content of the course being taught.
- The exams will be given during the last week of each semester. Students must remain in the exam room until the end of the exam period.
- Semester exams will account for 15% of the semester grade.
- Teachers shall keep student exams for at least two weeks following the issuance of report cards. A copy of all semester exams and answer keys (where possible) shall be maintained in the high school office for at least two weeks following the issuance of report cards.

Second Semester Exam Waiver

(Reward for academic performance, and behavior)

Students in grades 9-12 can earn a waiver from taking final exams at the end of the second semester, if the following criteria apply:

- Less than 2 tardies after you have received a written reprimand from the principal.
- Less than two or more unexcused absences on the entire year.
- No more than two detentions 2nd semester that are assigned by the principal.
- No suspensions (in or out of school suspensions) within the 2nd semester.
- Haven't been placed on Step 6 or higher placement in either semester.
- A minimum grade point average of a C (2.0) **in all coursework** during the second semester, calculated 5 school days prior to the first day of final exams.

TEACHERS RESERVE THE RIGHT TO REQUIRE STUDENTS TO TAKE THE SEMESTER EXAM IN THEIR CLASS AND WILL PROVIDE THE DETAILS WITHIN THE COURSE SYLLABUS.

STIPULATIONS MAY INCLUDE:

- HOMEWORK ASSIGNMENTS NOT COMPLETED
- FAILURE TO COMPLY WITH CLASS EXPECTATIONS

- POOR CITIZENSHIP PERFORMANCE.

Students who are failing a class at the end of term are required to take final exams in the courses that they are failing, regardless of retention of exam waiver.

ADVISORY PERIOD

All students will be assigned to an advisor and meet with that advisor during an advisory period. The advisory period is designed to:

1. Assist students in exploring career interests and design a career portfolio. Students are prompted to explore job shadow opportunities.
2. implement leadership and character education.
3. allow a venue for teens to discuss key issues affecting their physical and mental health.
4. build camaraderie and develop school spirit.

FAILURE OF A STUDENT TO PARTICIPATE IN ADVISORY, WILL RESULT IN POTENTIAL LOSS OF EXAM WAIVERS, POTENTIAL ATHLETIC CODE VIOLATIONS FOR CONDUCT UNBECOMING.

Weekly Grade Check and Academic Ineligibility

At Black Hawk High School, we believe that participation in activities and sports plays a crucial role in developing well-rounded and responsible citizens. Our foremost commitment is to provide a strong educational foundation that equips students with the knowledge and skills necessary for their future success. Balancing extracurricular involvement with academic excellence ensures that our students are prepared to excel both in their personal lives and future careers.

- Student academic performance will be tracked weekly.
- Teachers will report grades on Mondays of each week (starting with the second week in September). Students and families who are earning a F academic mark will be notified and students will be placed in Flex and after-school academic assistance.
- Student-activities participants, placed in academic assistance, must attend the academic assistance with the

teacher of the failing course, or if not available, a comparable teacher. **The student may not attend practice until 4:00 p.m.** If a student has a late practice (Ex., 5:30 p.m. start), they are still required to participate in after school academic assistance until 4:00 p.m.

- Academic Ineligibility
 1. 2 consecutive weeks listed as failing a course:
Student is ineligible for participation in contests or games until passing all coursework. Students will attend after school academic assistance.
Students can still practice and can still attend contests/games but cannot be dressed in official team uniform or attire.
 2. 3 consecutive weeks listed as failing a course:
Student is ineligible for participation in contests or games until passing all coursework. Students will attend after school academic assistance.
Students can still practice, but students will not be allowed to travel/attend with the team/organization or be involved in any team activities during that contest/game.
 3. 4 weeks or more listed as failing a course:
Student is ineligible for participation in contests or games until passing all coursework. **Students are not allowed to attend practices, and students are not allowed to travel or attend any team activities.** Full efforts by student should be directed towards improving academic performance.
 4. Students regain full eligibility when they are passing all coursework.
 5. Coaches maintain the right to dismiss a student from the team, if a student cannot meet academic requirements beyond a fifth consecutive week of ineligibility.
 6. **Failing Grade at Quarter/Semester Posting:**
Students will not be allowed to participate in competitions, performances or other meetings or activities for a minimum of 15 calendar days beginning on the Monday following the posting of grades, if they do not meet the guidelines outlined by the WIAA, which is failing more than one class at the conclusion of the grading period.

Grades are considered “posted” when they are received by the Activities Director from the Student Services Office.

- Periods of ineligibility for grades begin on the Monday following the posting of grades and run through the second Monday (15 calendar days).
- The ineligibility period may be prolonged or start later than the first Monday after grades are posted due to school district observed holidays or other unforeseen circumstances.
- Students will regain eligibility to participate after serving the fifteen (15) calendar day ineligibility period

Library Media Center (LMC)

- The Library Media Center is open from 8:00 A.M. until 3:50 P.M. It is a place to do reference work, recreational reading, and school assignments requiring materials. A quiet atmosphere must be maintained in the Library Media Center. Student conduct must not interfere or infringe upon the rights of others.
- Classroom teachers may send students from their class to the Library Media Center with a pass. Please indicate what the student is expected to do. Students will be expected to stay in the Library Media Center until the end of the hour unless otherwise specified on the pass.
- Students are encouraged to return all materials on time. Students will be charged for lost or damaged materials. Students with overdue materials will not be allowed to sign in to the Library Media Center or check out Library Media Center materials.

Black Hawk School District (BHSD) Student Acceptable Use Policy

The Internet is a global telecommunications network that is a

wealth of data, resources, materials, information, projects, and people. It is an excellent educational tool and will be used on a research basis within the Black Hawk School District.

General Guidelines

Here are some guidelines for acceptable use of district technology:

- **Don't visit bad websites:** This includes websites containing inappropriate material or any material that is not in support of educational objectives, such as profane material, obscene material, sexually explicit material, and pornographic material.
- **Be honest online:** Don't steal, cheat (plagiarism), or do anything illegal.
- **Respect copyright:** Don't copy or install software or media on school devices without permission. Only use programs approved by the school. Play fair online: follow copyright rules and don't share stuff without the owner's okay.
- **Don't mess with the tech:** Don't break, damage, or try to hack into school devices or networks.
- **Play by the software rules:** Only use approved programs and follow the rules for using them.
- **Don't mess with security:** Don't try to bypass firewalls or other protections.
- **Keep information private:** Don't share personal details about others.
- **Use school tech for school stuff:** Don't use it for personal business or entertainment.
- **Don't access accounts of other students or staff**

Acceptable Use Responsible students:

- may use the computer to research assigned classroom projects.
- may use the computer to send district approved (not personal or private) electronic mail (email) to other users for adopted curricular purposes.
- may submit personal information (name, address, telephone number, etc.) online to access district approved online resources.
- high school students may submit personal information (name, address, telephone number, etc.) online to post-secondary educational institutions (i.e., online colleges, universities, technical colleges, etc.) for the purpose of accessing career and post secondary information and applying for admission.
- will respect and uphold copyright laws and all other applicable local, state and federal laws or regulations.
- will respect the rights and privacy of others by not accessing private files.

- will follow all regulations posted in the computer lab or other room where computers are in use.
- will follow the directions of the adult in charge of the computer lab or other room where computers are in use.

C. Unacceptable Uses

Unacceptable Use Responsible students shall not:

- connect anybody's personal electronic device to the District's network jacks or wireless access points or assist others in doing the same.
- use the system to illegally transfer software otherwise known as pirating or illegally share copyrighted movies, music and games over Internet "peer to peer" networks or removable storage devices.
- use the computer to send broadcast messages, visit chat rooms, instant messaging, or send or receive hot mail, i.e., use the District's computer connections to establish personal electronic mail (email) accounts or access home email accounts.
- change any computer files that do not belong to the user.
- use the system for commercial buying, selling, trading use.
- use an account other than their own or misrepresent their identity.
- use district Internet capabilities or personal devices to access pornographic material, sexually explicit and/or vulgar images, videos or images of violent acts on school property.
- use district Internet capabilities to access social media websites and file sharing websites.
- use district Internet capabilities or devices to access websites otherwise blocked by the filtering system.
- use district Internet capabilities or devices for non-academic or permitted purposes, such as video game playing; personal graphic design or non teacher assigned A.I. derived imaging.
- create and/or distribute a computer virus.
- use the system to download, transform or install software or files onto the hard drive(s) or network.
- reveal the name, personal addresses or phone numbers of students or staff without parental and district permission.
- deliberately use the computer in such a way that they would disrupt the use of the network by other users.
- deliberately or willfully cause damage to computer equipment or assist others in doing the same.
- deliberately use the district's computers to bypass the filtering software or violate the school's code of conduct or

District's educational goals or show others how to do the same.

- Use school devices and school wifi to send non-academic or unofficial school business emails and/or documents.

Consequences

First Offense: The student will be suspended from computer use for two weeks and could receive a school discipline.

Second Offense: The student will be suspended from computer use for up to one semester and will receive school discipline.

Third Offense: The student will be suspended from computer use for one year and could receive school discipline.

Any offense of a very serious nature may result in a longer suspension and could result in a referral for expulsion and/or referral to law enforcement agencies.

D. Your Electronic Rights

1. Free Speech

- Your right to free speech, as set forth in the Discipline Code, applies also to your communication on the Internet. The BHSD is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Search and Seizure

- You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
- Routine maintenance and monitoring of BHSD may lead to discovery that you have violated this Policy, the Discipline Policy, or the law.
- An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Discipline Policy, or the law. The investigation will be reasonable and related to the suspected violation.
- Your parents have the right at any time to request to see the contents of your email or shared drive files.
- Black Hawk officials have the right by law to seize your electronic devices for violating appropriate use. **Black Hawk officials have the right to search the contents of your device, if it has reasonable suspicion that the device has been used in violation of school policies or laws.**

3. Due Process

- The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through BHSD.
- In the event there is a claim that you have violated this Policy or Discipline Policy in your use of BHSD, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before the principal or his/her designee or you will be provided with notice and opportunity to be heard in the manner set forth in the Discipline Policy.
- If the violation also involves a violation of other provisions of the Discipline Policy, it will be handled in a manner described in the Discipline Policy. Additional restrictions may be placed on your use of your Internet account.

E. Limitation of Liability

The Black Hawk School District makes no guarantee that the functions or the services provided by or through BHSD will be error free or without defect. The Black School District will not be responsible for any damage you may suffer, including but not limited to loss of data or interruptions of services. The Black School District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Black Hawk School District will not be responsible for financial obligations arising through the unauthorized use of the system.

F. Personal Responsibility

Whenever you do something on a network you leave little "electronic footprint," so the odds of getting caught are really about the same as they are in the real world.

- 1. You will be held fiscally responsible for damage done to BH technology and equipment.**
- 2. You will be held fiscally responsible for wasteful use of BH equipment and printing supplies.**

FIELD TRIPS

- The staff recognizes the educational benefit of timely and well organized field trips. Participation requires that the

student miss other classes on the day of the field trip.

- The teacher directing the field trip reserves the right to deny participation to any student based on excessive absences, trancies, or conduct. A staff member may request that a specific student not participate in a field trip.
- Students are required to ride school transportation to the field trips. Parents may provide transportation from the event, if approved by the supervising school official . Pre authorization from building principal is required by parents if some circumstance arises that makes it viable for alternative transportation to be necessary.

CLOSED CAMPUS

Black Hawk High School has a closed campus during school hours. Students are expected to remain on campus and in required areas at all times during the school day.

Seniors who have been granted a Warrior Pass, may leave the school grounds during lunchtime and will follow the stipulations of the Warrior Pass agreement.

All vehicles that are driven to school MUST be parked in the student parking area in a parking stall on the school campus.

Noncompliance with parking expectations will result in suspension.

Students are expected to only be in supervised areas when on school grounds during the school day. Failure to remain in the required areas may result in detention and/or suspension being assigned.

Students are not allowed in the parking lot or around vehicles at any time during the school day without direct staff supervision or unless they are immediately leaving school premises in their vehicle.

RECREATIONAL VEHICLES/EQUIPMENT POLICY

The Black Hawk School District will abide by the Village of South Wayne and Village of Gratiot's ordinances in regard to the use and

possession of skateboards, roller blades, and any other recreational vehicles/equipment deemed inappropriate on school property.

Any disciplinary measures taken will be in accordance with said village ordinance; and further disciplinary action may be taken by the school which could include confiscation of equipment, if there is possession of equipment on school property; parent conference; detention; suspension; referral to police for arrest; or expulsion.

PHYSICAL EDUCATION EXCUSES

Students whose participation in physical education class is limited due to an illness or injury must obtain a note from the doctor stating the extent and the duration of the participation excuse. The doctor's note must be turned in to the office. The office will make a copy of the excuse which should be given to the physical education teacher. Failure to follow this procedure will result in an unexcused absence.

ASSEMBLIES

Assemblies and pep rallies are planned and presented for the cultural growth, academic interest, and entertainment of the student body. Assemblies are extensive of the school day and all students and faculty are expected to attend.

BULLETIN BOARDS

Bulletin boards will be used for information pertaining to school affairs or other subjects designated by a principal. Material posted in the building should have a principal's approval.

FIRE AND DISASTER DRILLS

Each staff member has a specific set of instructions to follow in the event of a fire or disaster. Fire and disaster drill regulations are posted in each classroom. Be sure you have read the directions carefully. It is important that students know the directions and respond calmly and rapidly to the fire or disaster alarm. Students who are the first to leave any exit should hold open the doors until everyone is out. Students should continue walking away from the building until everyone has exited and is at least fifty yards from the building.

SEVERE WEATHER EMERGENCIES/EMERGENCY CLOSINGS

If it becomes necessary to alter school hours due to a weather emergency, this information will be broadcast over Skylert, WEKZ radio, WDMP, and Madison TV stations.

GUIDANCE COUNSELOR

The stress and strain of adolescence, the complexity of modern life, and the unsettled nature of world conditions give rise to a host of problems which may weigh heavily on growing teenagers.

Black Hawk High School has a counselor who tries to help the student (1) understand himself/herself, (2) make the most of his/her abilities, and other personal qualities, (3) to learn to make satisfactory adjustments to the different situations that arise in everyday living (4) develop the ability to make his/her own decisions wisely and solve his/her problems independently, and (5) make his/her own contributions to society to the fullest extent possible.

It is important that students realize that this opportunity to talk things over may help them adjust to and plan their future wisely.

The various phases of students' high school careers that we will discuss with them during their years at Black Hawk include: individual studies (classes, grades, tests, and activities), educational plans (next year's program, possibility of training or college after high school), occupation plans (fields of work or interests), and counseling (help in personal, education, and vocational problem areas).

PROCEDURAL REF: GUIDANCE AND COUNSELING

1. Guidance and counseling services will be provided for all students (K-12). Guidance and counseling activities in grades K-12 shall be performed by a Department of Public Instruction certified guidance and counseling person.
2. Counseling activities in grades K-6 will be a cooperative effort by the guidance counselor, the school psychologist and the classroom teacher.

3. The philosophy of guidance and counseling will be to help all pupils develop more adequate and realistic concepts of themselves and help the pupils become aware of educational and vocational opportunities. Guidance and counseling staff will also work with pupils, staff, parents and administration in seeking to improve the learning climate of the school.
4. The program of guidance and counseling will include providing vocational, education, personal-social information, pupil appraisal, placement, referral, research and follow-up activities.
5. The counselor will be provided with quarters conducive to conferences to a confidential nature. The quarters will be located in an area readily accessible by students, and adequate provisions will be made for the storage and display of all records and materials used by the counselor in carrying out the guidance and counseling program.
6. Equipment and supplies necessary for appropriate guidance and counseling services will be requisitioned and purchased by the district.
7. Guidance personnel will comply with all State and Federal "Student Records Laws".
8. Guidance personnel will participate, as appropriate, on special education (Chapter 89) Multi-Disciplinary Team screening to ensure the best possible staffing and will serve the related 3-5 and 18-21 year old handicapped age group.

LOST AND FOUND

The school maintains a lost and found department. See the office.

SCHOOL TELEPHONES

Students may use the school telephone in the office for communicating with parents or official school business. Students need to follow proper hall pass protocols for gaining access to the

office and office staff.

TRANSPORTATION

STUDENT USE OF MOTOR VEHICLES

The Board will permit the use of motor vehicles by students, in accordance with the rules of this District, provided that such students are licensed drivers.

Any vehicle used to transport a student to and from school by a student must be parked in the school parking lot while the student is in school.

Transportation to any school-sponsored event in which the student is participating **must be in a school-approved vehicle.** Normally, transportation will be by school bus. Parent contact and a note are required for a student to leave with his/her parents. If the child is desired to ride home with non-family adults, a note AND a phone message must be left in the ms/hs office.

Exceptions may be made at the discretion of the principal for students driving to official school activities, provided that a note from a parent/guardian is provided and a voicemail message is left for proof of permission.

Visitors

The school policy is to accept only those visitors who have legitimate school business to conduct, such as classroom presenters. Parents are always welcome. Students are not allowed to bring visitors to school.

CO-CURRICULAR INFORMATION

Student life in high school is enhanced by getting involved in co-curricular activities. The more a student is involved, the better he/she feels about himself, school, and community. We want

students to participate. They should commit themselves to getting involved in at least one activity during the school year. These activities are organized and sponsored for the enjoyment and participation of the entire student body. They are school-sponsored activities. As such, all school rules are in effect and will be enforced.

ATHLETIC POLICIES

Student Attendance on Game Day: Students shall be in attendance at school **ALL** day on the day of a contest/competition, and **at least four periods** on the day of a practice. Weekend competitions require attendance guidelines on Friday. Exceptions can be made at the end of the second semester if a student has earned a second semester final exam waiver.

Students may attend a scheduled medical/dental appointment, but advanced notice needs to be given to the high school office, and a doctor's note presented upon return. **Students are required to return to school in a reasonable time frame after the appointment in order to play in a contest.**

Prior approval before the date of absence, and presence of doctor's note must be presented on a game day.

ACTIVITIES CODE

A code of conduct has been adopted by the Black Hawk Board of Education. A copy of the Activities Code will be given to each athlete at the beginning of the sports season. It is the student's responsibility to meet the expectations of the code. The school will enforce the requirements of the Activities Code twelve months of the year. **Copies are available for review in the office.**

ATHLETIC TEAMS AND EVENTS

Black Hawk is proud of its athletic program and looks forward to the continued growth of its athletic traditions. Athletic events are an important part of high school life, and students are encouraged to participate both as an athlete and as a fan. Students can help ensure everyone's enjoyment of the game by showing courtesy to all around them. All school rules are in effect for those attending athletic events and all other school activities.

INTERSCHOLASTIC ATHLETICS

Fall

Volleyball, Football, Cheerleading

Winter

Women – Basketball, Wrestling, Cheerleading

Men – Basketball, Wrestling, Cheerleading

Spring

Women - Softball, Track and Field

Men - Baseball, Track and Field

Interscholastic Athletic Eligibility

Any student may practice for or participate in interscholastic athletics after placing on file within the school written evidence attesting to:

- A. Parental permission each school year
- B. Current physical fitness as determined by a licensed physician not less than every other school year.
- C. The acceptance of and understanding of the school's code of conduct on a year round (12 month) basis.
- D. Evidence of health/injury insurance.
- E. Documented evidence of concussion awareness.

Students may not drive to school-sponsored activities

Board Policy No. 8640

() unless, written permission is granted by their parents and approved by the Principal. A voicemail recording of the permission will also be necessary for proof of permission from parents.

() No other students are allowed to be driven to a school-sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approved by the Principal. A voicemail recording of the permission will also be necessary for proof of permission from parents.