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## **WELCOME TO BLACK HAWK**

The administration, faculty, and staff welcome you to Black Hawk 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**

The primary responsibility and mission for the professional staff and students at Black Hawk High school is a commitment to the understanding that all Black Hawk High students can and will learn and that instruction is the most significant activity within the school.

Black Hawk High School has promoted the belief that "everybody is somebody". Recent research in education confirms that a strong commitment to learning and setting high expectations for students within a positive school climate ensures that the needs of every student can be met. 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.

Through staff development and action plans, the mission of Black Hawk High School has incorporated the following characteristics of effective schools as determined through major research studies:

1. Positive school climate.
2. Clear and focused school mission.
3. Strong instructional leadership.
4. High expectations for success.
5. Opportunity to learn—effective instruction.
6. Frequent monitoring of student progress.
7. Parental and community understanding and support.

# 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  
2020 - 2021

<b>Teacher:</b>	<b>Position:</b>
Bartholf, Kerri	Guidance
Burke, Michael	Social Studies
Bredeson, Sheila	Language Arts
Campbell, Dan	Reading
Erickson, Eric	Science
Ellefson, Kurt	Phy. Ed.
Firgens, Joshua	Business
Flanagan, Mike	English
Fulton, Don	Band
Haynes, Kim	Choir
Herbst, Marlene	Paraprofessional
Kammes, Tara	Art
Kinney, David	Spanish
Macomber, Lexis	Special Education
Petitjean, Anthony	Social Studies
Ruegsegger, Carol	Paraprofessional
Rupnow, Tammy	Bookkeeper
Schiferl, Jennifer	Office Staff
Signer, Tiffany	Mathematics
Signer, Travis	Science
Stietz, Summer	Paraprofessional
Wells, Audrey	Office Staff
Wolff, Rachel	Mathematics
Zimmerman, Beth	Office Staff

**CLASS ADVISORS  
2020 - 2021**

**6<sup>th</sup> Grade**

**Mrs. Signer  
Mr. Signer**

**7<sup>th</sup> Grade**

**Ms. Macomber  
Mr. Burke**

**Freshmen**

**Mr. Erickson  
Mr. Kinney**

**Juniors**

**Ms. Kammes  
Mr. Meyers  
Mr. Flanagan**

**8<sup>th</sup> Grade**

**Mrs. Bredeson  
Mr. Campbell**

**Sophomores**

**Mr. Beach  
Mrs. Kohlstedt**

**Seniors**

**Mr. Petitjean  
Ms. Wolff  
Mr. Firsens**



### BELL SCHEDULES

Regular Daily		2 Hr. Delay / Late Start	
7:45	Doors Open	9:45	Doors Open
8:05 - 8:47	1 <sup>st</sup> Period	10:05 - 10:25	1st Period
8:51 - 9:33	2 <sup>nd</sup> Period	10:28 - 10:48	2nd Period
	Snack break	10:51 - 11:11	3rd Period
9:42 - 10:24	3 <sup>rd</sup> Period	11:14 - 11:34	4th Period
10:28 - 11:10	4 <sup>th</sup> Period	11:37 - 11:57	5th Period
11:14 - 11:56	5th Period	12:00 - 12:35	MS/HS Lunch
12:00 - 12:42	6A MS Lunch/Activity	12:38 - 1:20	6th Period
12:46 - 1:16	6B MS short	1:24 - 2:06	7 <sup>th</sup> Period
12:46 - 1:16	HS Lunch	2:09 - 2:51	8th Period
1:20 - 2:02	7 <sup>th</sup> Period	2:55 - 3:24	Flex/Intervention Advisory
2:06 - 2:48	8th Period	4:15	Doors Locked
2:52 - 3:24	Flex/Intervention Advisory		
4:15	Doors Locked		
<b>Early Release Schedule</b>			
7:45	Doors Open		
8:05 - 8:34	1 <sup>st</sup> Period		
8:38 - 9:02	2 <sup>nd</sup> Period		
9:06 - 9:30	3 <sup>rd</sup> Period		
9:34 - 9:58	4 <sup>th</sup> 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

## 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**

## 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:

K-6 students	\$25
7-12 students	\$40
(Limit three per family will be the highest three charges, would include 7-12 Fees first)	
Musical Instrument Rental	\$35
Agriculture/Industrial Arts	Actual Costs

### Activities Participation Fees

Grades 7 & 8 (per sport)	\$15.00
Grades 9-12 (per sport)	\$35.00
Forensics	\$35.00

### Activities Passes

Student Pass	\$10
Adult Pass (individual)	\$30
Family Pass	\$40.00
(Family pass includes two adults and students attending Black Hawk School District.)	

### Fan Bus

Adult	\$5
Student	\$2

### **Breakfast Fees (Daily, prices subject to change)**

Reduced student	\$0.20
ECH – 6 <sup>th</sup> grade	\$1.25
7 <sup>th</sup> grade – 12 <sup>th</sup> grade	\$1.50
Adult	\$1.90

### **Lunch Fees (Daily, prices subject to change)**

REDUCED STUDENT	\$ 0.40
ECH – 6 <sup>th</sup> GRADE	\$ 2.65
7 <sup>th</sup> grade – 12 <sup>th</sup> grade	\$ 3.00
Adults	\$ 3.80

## **UNPAID STUDENT MEAL CHARGES**

**IT IS THE GOAL OF THE SCHOOL DISTRICT OF BLACK HAWK TO ENSURE ALL 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.**

**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.**

**UNPAID STUDENT MEAL CHARGES CONT.**

**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.**

## **ATTENDANCE PROCEDURES**

*\*AT THE TIME OF PRINTING - COVID-19 GUIDELINES WERE NOT APPLIED*

### **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 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 **one (1) 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.

**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.

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 Time Being Made Up, or Other Disciplinary Measures As Determined By The School Principal**

### **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.

### **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 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. Announcements will be on the school bulletin board.

### 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:\*

- Shirt.
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- 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 is not exposed.
- Tank tops, including spaghetti straps, halter tops, and "tube" (strapless) tops ; as long as underwear is not exposed, chest area not exposed via cutoff t-shirts, nor student navel area exposed.
- Athletic attire
- \* Hoods may be worn, as long as ears are visibly exposed. Teachers have the right to ask students to place hoods down in class.

#### 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 fighting.
- \* 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.
  - Bathing suits or other clothing that exposes areas of bare chest, rear ends, or navel areas.
  - Helmets or headgear that obscures the face (except as a religious observance).
- \*Sunglasses  
\*Full length coats

## 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.

### 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

## **DISCIPLINE**

In our society, individuals learn that they alone are responsible for their behavior. There are times when the inappropriate 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.

It is the responsibility of the Board of Education or their designee to determine the degree of consequence used in order to accomplish this end. The seriousness of or the continuation of inappropriate behavior may result in a more severe consequences. Failure to follow the conditions of the consequence may result in more severe consequences.

### **UNACCEPTABLE BEHAVIOR**

Disciplinary action may be taken as a result of any behavior which is disruptive to the educational environment or which violates the rights of others. The following acts are unacceptable and subject to disciplinary action.

The following rules and guidelines have been established for all curricular and co-curricular activities in order to create a favorable educational environment.

Black Hawk uses progressive discipline, called the BH Step System. The Step System defines behaviors that are antagonistic of student code of conduct expectations. 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
  - 4.
- B. Student/Student Relationships
  - 1. Threatening or Intimidating Acts
  - 2. Disrespect
  - 3. Shake Downs/Extortion
  - 4. Fighting
  - 5. Scuffle
  - 6. Fight - blows thrown (equal)

7. Physical attack - (unequal)
  8. Property Damage
  9. Theft
  10. Horseplay
  11. Endangering the health or safety of any student by any means.
- C. Student/Staff Relationships
1. Insubordination
  2. Threatening or Intimidating Acts
  3. Physical Attack
  4. Disrespect
  5. Disrespect or damage to staff property
  6. Theft
  7. 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 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 or mail in addition to a student conference. The intent of the contact is to inform the parent of the violation, and to elicit parent support for correcting the unacceptable behavior.

### **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. 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

Step 3 - ½ day in-school suspension

Step 4 - 1 day in-school suspension

Step 5 - 2 day in-school suspension. Parents must come into school for a conference.

Step 6 - 3 day in-school suspension. Parents must come into school for a conference.

Step 7 - 3 to 5 day in-school suspension or 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 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 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. Arrangements must be made prior to the day of the change and the note from the parents must be shown to the child's teacher and the bus driver.

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. He/she is the sole person responsible for the control of the bus and the safe transportation of many students at one time, in all kinds of weather and road conditions.

Students are to remember that riding the bus is a privilege and they should conduct themselves accordingly. Assigned seats may be required if problems arise. Continued misbehavior will result in suspension from the bus. Question related to operations of the busses may be referred to the bus transportation director at 439-5371.

## **BULLYING /HARASSMENT**

The Black Hawk School District is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will have a zero tolerance of bullying or harassment in any form in our school. Our district defines bullying as follows:

### **Definition**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm **and are a repeated pattern of behavior.**

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)

### **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.
- 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 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.

## **WEAPONS ON SCHOOL PREMISES**

### **Philosophy**

The Board of Education of the School District of Black Hawk believes that all students are entitled to attend a school free from bodily harm or endangerment.

The building administrator may allow hunting items in the building for purposes of demonstration, educational presentation, or safety classes. This approval must be in writing and granted prior to the device being brought to the school. The device shall be maintained in the possession of the administrator or person(s) designated by the administrator, except during the actual demonstration or presentation.

Archery equipment for physical education classes is permitted and must be used only under the supervision of the physical education teacher. Guns may be allowed on school property for hunter safety classes with proper notification of school officials.

Any school employee who is aware of such possession must report the information to the District Administrator, Principal or Counselor as soon as possible.

Legal Reference: Wisconsin Statutes  
120.13 (1), 939.22 (1), 941.235,  
948.605, 948.61

Approved: January 9, 1995  
Revised: July 10, 1995  
Revised: August 14, 1995

## **ALCOHOL TESTING OF STUDENTS**

A school board employee or a law enforcement officer, authorized by the school board or appointee, may require a public school student to provide one or more samples of his/her breath for the purpose of determining the presence of alcohol whenever the authorized employee, agent or officer has reasonable suspicion that the student is under the influence of alcohol while on school premises, in a motor vehicle owned, rented by, or consigned to a school; or while participating in a school-sponsored activity.

The authorized employee, agent or officer must use a breath screening device approved by the Department of Transportation for the purpose of determining the presence of alcohol in a person's breath.

If a student refuses to submit to breath testing to determine the presence of alcohol in the student's breath, the same discipline procedure is used.

The administration may take the following steps after the alcohol breath testing of students:

- Contact police
- Contact parents
- Suspension
- Contact Drug and Alcohol Assistance Team
- Expulsion

The results of the breath test or the fact that a student refused to submit to breath testing may be used in any hearing or proceeding regarding the discipline, suspension, or expulsion of a student due to alcohol use.

## **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 and turned over to the school's police liaison officer.

### **CELL PHONES – MP3 PLAYERS – PERSONAL MUSIC DEVICES**

## **ELECTRONIC DEVICES MUST BE KEPT IN THE LOCKER**

High School students may use devices during lunch period and transition time checks.

- Improper usage will result in device confiscation.
  - 1<sup>st</sup> offense – Confiscation of device. Student conference.
  - 2<sup>nd</sup> offense – Confiscation of device, parent pick-up.
  - 3<sup>rd</sup> offense – Confiscation of device, loss of second semester waiver, detention assigned. Device must be turned into the office for period of time designated by administration.
  
- 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 of 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 picture/video taking, and use of social media sites during the instructional day is prohibited.
  
- **No phones or picture taking devices are allowed to be out or on in the locker room or bathroom areas.**

- Refusal to submit to staff's request for phone confiscation will result in automatic office disciplinary protocols.
- Headphones **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 without permission of that student.

### **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.

After 4:15 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.

Student and faculty cooperation is requested for the success of the system. Students who fail to cooperate or abuse pass/permit privileges will be denied pass/permit privileges in the future. Students should not be given permits to areas not supervised by a staff member. All students arriving to school late MUST go to the office to obtain a class admittance pass. Admittance pass must be shown to ALL teachers.

### **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.

NO ELECTRONIC DEVICES are allowed in 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 grade reflects a mature, and self-driven attitude.**

1. An increased level of responsibility for sophomores, 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 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.

**Participating students are expected to show corresponding responsibility by:**

1. Showing the IP to the study hall supervisor immediately upon earning the privilege.

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.
  6. Participating in meetings about the IP Program and its evaluation.
    7. Turning in the IP card voluntarily when the IP eligibility has been lost. The card is to be turned in within one week after privilege has been lost.
    8. Lost cards will cost restitution of \$1.00.

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

1. Citizenship (Responsibility) grades will be given every three weeks by the student's teachers. The program will begin in the month of October.
2. This pass is valid only if the student maintains a 2.0 point Citizenship grade average for responsibility and respect.
3. 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.
4. 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. A student is not eligible for an IP if he/she receives less than a C- in any course during the grade check period. The student can reapply at the time of a new grade check period, if grades improve.
7. . Students owing fines or fees may not eligible for an IP.

8. 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 for 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 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. 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.**

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 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 CLASSROOMS.**

## **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).

## **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.

Teachers will have policies in place for redirection of inappropriate behaviors. If removed from a classroom, automatic detention and possible suspension are applied.

If a student is removed from a teacher's classroom to the office three times within a month's timespan, the teacher may request an alternate placement for that student.

## **Placement Procedures:**

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. State law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
2. Another class in the school or another appropriate place in the school. (i.e. the office or time out room)
3. Another instructional setting
4. 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.

The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting as outlined below.

## 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 faculty member responsible for initiating the disciplinary action.
2. If there is not satisfactory resolution the parent/student may request a conference with the principal. The principal may request presence of other involved parties.
3. If there is not 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 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.

## 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 the 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.

- Encourage the demonstration of knowledge, the honing of research skills, and self-expression in student work.
- 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, and forging are all forms of cheating.

**Consequences for Cheating**

	<b><u>Grade</u></b>	
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 loss of waiver.**

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	.5
Mathematics	4.0
Physical Education	1.5
Science	4.0
Social Studies	<u>3.5</u>
	17.5 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.

Students show proficiency in courses taken by maintaining a grade point average of 2.0 or above.



In addition, all students must perform at a level of proficient on “READY” on three of the five subjects tested on the approved Wisconsin standardized assessment.

#### **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’s 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 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 Scholarships**

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:

94-100 = A	80-82 = B-	67-69 = D+
90-93 = A-	77-79 = C+	63-66 = D
87-89 = B+	73-76 = C	60-62 = D-
83-86 = B	70-72 = C-	Below 59 = F

## 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.

#### 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

#### Current Tier 2 Qualified Courses:

Advanced Math – Calculus

#### **Tier 3 (1.0 weight per semester)**

AP English - CAPP  
4-year Institution Dual Credit Courses or 2 year Institution transfer guarantee

Current Tier 3 Qualified Courses:

JAMB Courses: English 101 – English 104 – Physics – Pre Calculus –  
Statistics – Calculus  
Southwest Technical College 20/2020 coursework in Gear Up , Lab  
Science, or Nursing. Online or SRTNCY AP coursework

### **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.**

**Academic Awards cont.**

**(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 may be waived from taking final exams if the following criteria apply:

- Less than 2 tardies after you have received a written reprimand from the principal.
- No more than two detentions 2nd semester that are assigned by the principal.
- No suspensions (in or out of school suspensions). 2nd semester.
- A minimum grade point average of a C (2.0) **in all coursework** during the second semester.

**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,  
POOR CITIZENSHIP GRADES, LOSS OF  
EXTRA-CURRICULAR ACTIVITIES.**

### **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.

### **The 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 with in the Black Hawk School District.

#### **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.
- use district Internet capabilities to access social media websites and file sharing websites.
- 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.

### **Consequences**

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

**Second Offense:** The student will be suspended from computer use for one semester and could receive a school suspension.

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

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 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.**

## ACCIDENT AND ILLNESS

Please be sure that any injuries occurring in class or other supervised locations are reported to the teacher in charge and to the administration. An accident report form must be filed. Notice of injury is mandatory. Limited first aid is available and in emergencies the EMT's will be called.

Any ill or injured student should report to the office where a nurse or other personnel can assist him/her and if necessary contact parents. Do not leave without contacting the office and do not miss class due to illness or injury without reporting to the office.

The nurse will be in her office at posted times. At other times a secretary will be available to assist students. No medication may be given to students by staff with the exception of medications registered with the school nurse in the office.

Parents are asked to please notify the school office of any infectious or communicable disease that their student has or that causes them to seek treatment for their student.

By notifying the school, action can be taken to prevent further spread of the infectious or communicable diseases in the school and reduce the chance of a student reconstructing the disease when he/she returns to school.

**NO MEDICATION (INCL. OVER COUNTER) SHALL BE STORED IN STUDENT LOCKERS OR ON THEIR PERSON. ALL MEDICATION NEEDS TO BE STORED IN THE NURSE'S STATION. PRESCRIPTION MEDICATION NEEDS TO HAVE THE CONSENT FORM FROM THE PRESCRIBING PHYSICIAN. OVER THE COUNTER ITEMS NEED TO HAVE A WRITTEN NOTE BY THE GUARDIAN.**

**ALL MEDICATIONS MUST BE IN ORIGINAL PACKAGING.**

### **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, truancies, or conduct. A staff member may request that a specific student not participate in a field trip.

### **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.

### **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.

**Non Compliance will result in Suspension for up to three day**

Students are expected to be 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 (except to and from Agriculture building) or around vehicles at any time during the school day.**

### **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**

If it becomes necessary to alter school hours due to a weather emergency, this information will be broadcast over WEKZ, 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 insure 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 not use the school telephone in main office until after the end of the school day unless the student is ill, injured, or there is an emergency. Prior approval by an office staff or faculty member is necessary.

#### **TRANSPORTATION**

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 parent. 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.

#### **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 hours on the day of a practice. Weekend competitions require attendance guidelines on Friday.

Students may attend a scheduled medical/dental appointment, but advanced notice need 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.

**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

Men – Basketball, Wrestling

### 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.