

**Welcome** to the Cedar Grove-Belgium High School. On behalf of the staff, I would like to extend you a warm welcome to our school. This handbook has been prepared to help you get acquainted with the rules and regulations that you will need to follow while attending Cedar Grove-Belgium High School. This is your handbook. Read it carefully, and keep it with you to consult when you have questions about the rules and regulations that you need to follow at this school. If you have any questions about the rules and regulations contained in this handbook, please stop by the office and talk with the principal. It is our hope that your attendance at Cedar Grove-Belgium High School will be a pleasant experience.

If any person believes that Cedar Grove-Belgium School District or any part of the school organization has failed to follow the law and rules of s.118.13, Wis. Stats., and PI 9, Wis. Admin. Code, or in some way discriminates against pupils on the bases listed above, he/she may bring or send a complaint to the following address: Superintendent of Schools, 321 North 2<sup>nd</sup> Street, Cedar Grove, WI 53013, telephone number (920) 668-8686 or toll free for Belgium area 1 (877) 424 -2168

### **MISSION OF THE CEDAR GROVE BELGIUM AREA SCHOOL DISTRICT**

The Cedar Grove-Belgium School District is dedicated to fostering the intellectual, moral, cultural, emotional, social and physical development of all students in a secure environment thereby enabling them to function effectively in society as competent, productive, caring and responsible people.

### **ELASTIC CLAUSE**

Situations or problems that may occur during the school year that are not specifically covered in this handbook will be decided by the high school principal.

### **STUDENT ENROLLMENT**

A. **Registration**

Each student registering for classes will be required to pay a \$17.00 material fee during the designated registration times.

Students are expected to buy their own folders, paper, writing pens and pencils, etc. Students must furnish all the necessary materials for each class. Additional fees will be charged per year for the following courses because of the high cost of supplies used in the courses:

Art	\$25.00
Foods I	\$15.00
Foods II	\$15.00
World of Foods	\$15.00
Transportation Tech.	\$10.00
Intro. To Tech Systems	\$10.00
Advanced Small Engines	\$10.00
Band	
Band Instrument Rental (brass)	\$65.00
Drum Rental	\$65.00
*If own drums	\$15.00
Uniform cleaning (Band & Choir)	\$10.00

**Class Dues will be established each year by the class officers for each class.**

B. **Textbooks**

Students will be charged for any damaged or missing textbooks at the end of the school year.

C. **Lockers and Locks**

1. Lockers are assigned by the school administration each year. Locker searches by administration will occur when deemed appropriate. (See Board Policy # 4097 available in High School Office). **Only gold-faced locks issued by the school office can be placed on hall lockers. All other locks will be cut off. Students that lose school issued locks will be charged \$5.00.**
2. The student assumes complete responsibility for all items in his/her locker and will have to reimburse the school for any damage to a locker or school materials taken from a locker. A locked locker can help prevent loss and theft. **Please keep your lockers locked.**
3. The student will also have an assigned physical education locker. **This locker must also be locked with a school lock.** If the physical education lock is lost, one may be repurchased at a \$5.00 cost from the office. **Remember to keep your locker locked at all times.**

D. **Student Insurance**

We wish to emphasize that the school district **does not provide** any type of health or accident insurance for injuries incurred by your child at school. The school has accident insurance available (at student's expense) through Student Assurance Services, Inc. of Stillwater, Minnesota. This plan provides some benefits for medical expense incurred because of an accident. An explanation of the cost and benefits of the student insurance plan is explained on the premium envelope. Information about student insurance may be obtained in the high school office.

E. **Band Instruments**

1. Band instruments are available for rent to band members. Students will be required to sign a rental form and also pay a fee that helps defray the maintenance and cost of the instrument.
2. At the start of the school year, each high school band student will be required to pay a \$10.00 fee. The fee will be used by the school for band uniform cleaning and repair.

F. **Class Changes**

High school students will be given one (1) week to change classes each semester. During this time students having **good reasons** and, if there is room in the classes, may drop or add classes. The counselor, the principal and the student's parent/guardian must approve class changes.

After the first week of each semester, students will receive a failing grade on their permanent school record if they drop a class unless there are extenuating circumstances approved by the principal.

G. **Report Cards & Grades**

1. We cannot emphasize enough, the importance of good grades in high school. We realize everyone will not receive all 'A' and 'B' grades, but we do feel everyone should work to the capacity of his or her ability. Good high school grades are a **MUST** if you plan to go on to college.
2. Report cards will be issued after the end of each nine week grading period. At the end of each three weeks period, teachers will give progress reports to students. If they have a grade below 'C' or are not working up to their capacity, we hope parents will encourage students to improve their grades before the end of the grading period.
3. All credit is issued on a semester basis. A student who receives a failing grade in a **required** subject for a semester must pass that subject before graduation.
4. Final exams will be given at the end of both the semesters. Every student will take a final exam for each course at the end of each semester. Final exams will count no more than 20% or less than 10% of the semester grade.
5. Parents may check their child's grades on Power School. Please call the school or your child's teacher if you have any questions about their grades or using Power School.

The grade a student receives is based on the teacher's judgment using the following criteria:

Grade 'A' - Superior Work

1. Scholarship - Strong, exceeding requirements of instructor.
2. Initiative - Contributions exceeding the assignment, showing independent, resourcefulness.
3. Attitude - Positive benefit to class.
4. Cooperation - Constant and spontaneous
5. Individual Improvement - Marked and growing.

Grade 'B' - Above Average Work

1. Scholarship - Accurate and complete, meeting all requirements of instructor.
2. Initiative - Good when stimulated.
3. Attitude - Proper and beneficial to group.
4. Cooperation - Good in-group work.
5. Individual Improvement - Showing marks of progress and responding to stimulation.

Grade 'C' - Average Work

1. Scholarship - Barely meeting assignments and showing evidence of need of encouragement.
2. Initiative - Uncertain and apparent only at times.
3. Attitude - Generally neutral but not objectionable.
4. Cooperation - Not positive, or very effective and irregular.
5. Individual Improvement - Average

Grade 'D' - Below Average Work

1. Scholarship - Not meeting all assignments and requirements of instructor.
2. Initiative - Lacking
3. Attitude - Indifferent.
4. Cooperation - Just fair at times and lacking at other times.
5. Individual Improvement - Not noticeable.

Grade 'F' - Failing - Work unsatisfactory, little or no effort put forth. No credit received.

H. Honor Roll

1. Grade Conversion - Policy 345.1 - Rule

A+= 4.34		
A = 4.00	B- = 2.67	D+ = 1.34
A- = 3.67	C+ = 2.34	D = 1.00
B+ = 3.34	C = 2.00	D- = 0.67
B = 3.00	C- = 1.67	F = 0.00

2. Students on the honor roll must have a 3.2 or above grade point average.
3. Students achieving a 3.8 or above grade point average qualify for high honors.
4. The honor roll is calculated by totaling grade points and dividing by academic subjects at the end of each quarter.
5. All courses are considered of equal value. Courses that meet 5 days per week receive 1/2 credit per semester. (except T. A. assignments which receive 1/4 credit per semester)
6. Students must take a minimum of 20 class hours (4 credits) to be considered for the school's honor rolls.
7. Students receiving a grade of "D" or "F" may choose to repeat the course. Both grades will be recorded on the but only the highest grade will be computed into the grade point average.

CLASS MEMBERSHIP:

Freshmen must complete 8<sup>th</sup> grade  
Sophomores must have earned 6 credits  
Juniors must have earned 12 credits  
Seniors must have earned 18 credits

I. **Academic Awards**

Academic letters will be awarded to all students who have achieved a cumulative 3.75 GPA at the end of their 3rd, 5th or 7th semester. Academic plaques will be given to all students that were on the high honor roll for the first three quarters of any calendar school year.

J. **Class Rank and Cumulative GPA**

The cumulative grade point average is calculated at the end of each semester. The cumulative grade point average is calculated by totaling grade points from semester grades and dividing by academic subjects. The class rank is determined from the cumulative grade point average ranking.

K. **Senior Honor Students**

1. Based upon academic class rank.
2. The top ten percent of the senior class will be recognized as honor students.
3. The honor students will be selected on the basis of seven semesters of work and they will select their own spokesperson for graduation.

L. **Graduation Requirements**

Requirements for graduation from Cedar Grove-Belgium High School are successful completion of:

4 credits	English
2 credits	Science
2 credits	Math
1½ credits	Physical Education
½ credit	Health
1 credit	U.S. History
1 credit	World Studies
½ credit	Economics
½ credit	Civics
½ credit	Microsoft Office

**13 ½ Required Credits**

In order to graduate a student must meet all graduation requirements established by the Board of Education.

Students not meeting these requirements or students that still owe fees, fines, detentions or class dues to the school **will not** be allowed to participate in the graduation ceremony

M. **Minimum Student Class Credit Requirements**

1. All seniors must complete a minimum of **24 credits** to be eligible for graduation.
2. Students in 9-11 must take a minimum of **30 class hours** per week to be considered a full time student.
3. Seniors enrolled in the Work Experience Program must take a minimum of **20 class hours** per week to be considered a full time student. They also **must** be enrolled in the School To Work Class. They may earn a maximum of 1.5 credits per semester if they are enrolled in the School To Work Class and the Work Experience Program. (Any exception to this rule must be approved by the High School Principal)

N. **Transfer Students Credits**

High school students transferring to Cedar Grove-Belgium High School will be allowed credits earned in their previous schools. Graduation requirements may be adjusted to allow for differences between schools.

O. **Student Credits and Early Graduation**

Students are required to take six subjects each semester. If students do passing work each semester they will meet the minimum 24-credit requirement for graduation.

It is possible and permissible for a student to graduate from high school in seven semesters provided the student follows the steps listed below and is able to meet the school's 24 credit requirement.

1. Student has at least a 'B' academic average at the end of his/her sixth semester.
2. During the sixth semester or no later than October 1 of the seventh semester, the student makes application with the high school principal by submitting a statement of endorsement and the signatures of his/her parents or legal guardian as well as clearly expressing the reasons for the request.

3. The matter is thoroughly reviewed by the student and his/her counselor.
4. A conference is held involving the student, his/her parents, his/her counselor and the high school principal.
5. The principal will evaluate the request and its merits and forward his/her recommendations to the superintendent for consideration and school board action.
6. The school board will have final authority to approve or disapprove the application.
7. The Board reserves the right to revoke permission if the student's grades drop, or if student's conduct is such that special privileges are not warranted.

## SCHOOL PROCEDURES

### Tardy Procedures

When a student receives more than three (3) tardies per semester he/she will be subject to the following regulations:

Students who are tardy to their first period class will be sent to the office to get an admit slip.

1. Upon receipt of the fourth, fifth and sixth tardy the student will receive one detention to be served in the detention room.
2. Upon receipt of the seventh, eighth and ninth tardy the student will receive two detentions to be served in the detention room.
3. Any tardy after ninth tardy the student will receive three detentions, and parents will be contacted.

\*\*\* Students tardy for periods 2-8 will be handled by the classroom teacher.

### Detention Procedures

Detention is held from 2:50 pm. to 3:20 pm. Monday through Friday. The names of students who are assigned to serve detention will be listed on the morning announcements.

Students must bring work to the detention room and do it. Specifically you may not sleep, doodle, talk, or otherwise disturb the other students in the detention room. Any infractions of this policy will result in immediate dismissal from the detention room with additional detention(s) being added and may require a parent-pupil-principal conference.

A student wishing to be excused from an assigned detention must be excused by the building principal **prior** to missing the detention. Failure to follow this provision will result in extra detentions being assigned.

Students assigned detention shall arrange their own transportation home, unless special transportation arrangements have been made with the principal/designee to ride the second bus home. In all cases, high school students riding the second bus home **must** have a bus pass signed by the principal/designee, or they will not be allowed to ride the second bus. All students will be given a 24-hour notice before they must serve detention.

If a student is absent on the day he/she was assigned to serve detention, he/she will be required to serve detention upon returning to school. All assigned detentions **must** be served by the end of the school year. Detentions not served by the end of the school year will be carried over to the next school year. Seniors **must** serve all assigned detentions before they are allowed to participate in the graduation ceremony.

No food or drink will be allowed in the room during detention.

Students who skip after school detention, or are tardy for detention without an excuse from the principal will be assigned an extra detention and may be subject to suspensions that will require a parent-pupil-principal conference.

Student discipline files will be kept in the principal's office. Parents and students have the right to meet with the principal and review these files. This can be done by calling the principal and setting a time and date to hold a meeting.

### Student Searches

In order to maintain order and discipline in the school and protect the health, safety and welfare of all students and staff, the high school principal or his designee may conduct student searches on school property according to Board Policy (4097).

There will be occasions that the school will bring in drug sniffing dogs that will assist in searches of the school and vehicles on school grounds to assure that illegal substances are not on school grounds.

### **Security Cameras on School Grounds**

Students and visitors should realize that there are security cameras on school grounds. These cameras are operational 24 hours a day. These cameras are monitored by school personnel and recorded. When necessary, school personnel will review the recordings to verify any infractions of school rules; these recordings may be used in the discipline process when dealing with students.

### **Discipline Procedures**

The purpose of this section is to inform students about violations that could remove them from the class and lead to detention or suspension.

Students will be sent to the office for the following reasons:

1. Possession or use of a weapon or other item that might cause bodily harm to anyone in the school.
2. Possession or being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment.
4. Fighting
5. Taunting, baiting, inciting, and/or encouraging a fight or disruption.
6. Disruption and intimidation caused by gang symbols or gestures, gang or group posturing to provoke altercations or confrontations.
7. Pushing, striking or threatening a student or staff member.
8. Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from teaching or other students from learning.
9. 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.
10. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.
11. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, refusing to follow directions, or excessive disruptive talking.
12. Restricting another person's freedom to properly utilize classroom facilities or equipment.
13. Throwing dangerous objects in the classroom or on school grounds. This includes snowballs.
14. Repeated disruption or violation of classroom rules.
15. Racial slurs or degrading statements of any nature.
16. Behavior that causes the teacher or other students fear of physical or psychological harm.
17. Physical confrontations or verbal/physical threats.
18. Willful damage to school property.
19. Defiance of authority (willful refusal to follow directions or orders given by the teacher).
20. Repeatedly reporting to class without bringing necessary materials to participate in class activities.
21. Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others. (Ex. Pagers, cell phones, lighters, matches, noise makers etc.)
22. Use of profanity.

In the event a student becomes a continuous discipline problem he/she may be suspended from school and required to sign a behavior contract before he/she returns to school. Continuous insubordination and violations of school rules and policies may result in expulsion.

### **Discipline Referral Forms**

Whenever there is a need to send a student to the office for a violation of our school rules, the teacher shall fill out a Discipline Referral Form. When the final disciplinary measures are decided, a copy of this form will be given to the student, the teacher who made the referral and a copy will be placed in the student's discipline file.

### Due Process

- A. Students will have the opportunity to be heard and respond to the evidence or the witness against him/her.
- B. Students will have an opportunity to show that the rules or laws being applied to him/her are unreasonable, arbitrary, or discriminatory.
- C. Students charged with a suspendable offense will be given a notice of the specific charges against him/her and an opportunity to give his/her side of the story in an informal or formal procedure.

### Student Attendance

A student's attendance in school is important for successful achievement. Attendance will be monitored by the school on a regular basis and parents will be notified of attendance concerns. Through the **Alert Now** system parents will receive a telephone message if their child misses school and the parents have not contacted the school.

Parents/guardians must call the high school office at 668-8686 or from the Belgium area 1 (877) 424-2168 on the day that their child(ren) is /are absent. Messages dealing with attendance may be left on the attendance line answering machine at anytime, day or night. If the school is **not** notified by telephone on the first day of an absence, the school **must** receive a note or phone call from the parent or guardian when the student returns to school. If this procedure is not followed, a student will be given an unexcused absence and assigned **2** after school detentions for each period that he/she missed. Upon receiving **ten** unexcused absences, the child may be referred to law enforcement for truancy. Parents and students will have 24 hours to clear up any unexcused absences.

Parents requesting homework should call the school before 9:30 a.m. and homework assignments may be picked up between 3:15 p.m. and 3:45 p.m. at the high school office.

### Deer Hunting

Before any student is excused to go deer hunting, he/she must have written permission from a parent. Students excused for deer hunting are not allowed to return to school to attend or participate in any practice or activity that day. **(STUDENTS THAT HUNT MAY NOT BRING GUNS ON TO SCHOOL GROUNDS)**

Any student who has missed school more than ten times **will not** be given an excused absence for days he/she misses for deer hunting. We strongly recommend to parents that any student who has received an "F" grade on his/her report card during the first quarter should not miss school to go deer hunting.

### Excused Absences

*The parents are empowered to approve an excused absence for the following reasons up to 10 times per year:*

**[Parents please note absence for any part of a day counts as one time being absent.]**

1. The child is not in proper physical or mental condition to attend school.
2. Illness in the immediate family, which requires the student to be absent.
4. Medical, dental, chiropractic, optometric or other valid professional appointments. (Notification of appointment should have date & time noted on **form from doctor**). Parents/guardians are requested to make their appointments during non-school hours if possible. **Verified medical or professional appointments will not be counted towards the 10 times that a parent can excuse a child from school.**
4. Death in the immediate family or funeral for relatives or close friends.
5. Religious holidays, attendance at religious events or attendance at special family celebrations.
6. Family trips that can be taken only during the normal school term. The intent is to provide opportunity for students to accompany their parent(s) or guardian (vacation that cannot be scheduled during non-school time. A parent or guardian shall notify the principal several days prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record.
7. A court appearance or other legal procedure which requires the attendance of the student. **(not counted towards the 10 parent excused absences)**
8. A quarantine as imposed by a public health officer. **(not counted toward the 10 parent excused absences)**
9. Attendance at special events as determined by the parent.
10. Special circumstances that are approved by the parent.

### Anticipated Absences

An anticipated absence from school should be requested at least 5 full days in advance of the absence. The procedure for anticipated absence requires a student to present a written explanation for the absence or telephone call from his/her parent. The student may obtain an "Anticipated Absence Form" from the office. The teachers of the student must sign the anticipated absence form and the student must return it to the office. Students may be obligated to complete course work and assignments prior to the absence. **The principal will give final approval for anticipated absences.**

### Unexcused Absences

Students who are absent from school **who do not have an excuse acceptable to the principal or have used their 10 parent excused absences** may be given an unexcused absence. When a student receives an unexcused absence it shall be counted toward the Cedar Grove-Belgium District Truancy Plan. Students with more than **10 unexcused absences** during a school year may be referred to the Sheboygan County Sheriff for a truancy citation.

### Unexcused Skips

Unexcused skips are absences from school that are not approved by the school and not approved by the student's parents, or occur when a student does not check out of school properly. A student will be assigned two detentions for each period that he/she skips. **The proper procedure for checking out of school is gaining permission from the school office before leaving the building or school grounds.**

### Expulsion

#### A. Grounds

The following reasons shall be considered sufficient cause for student expulsion.

1. The willful or malicious destruction of school equipment or property.
2. Possession or sale of drugs or alcohol on school property and/or at school sponsored activities off school property. (Including being on school property or at school activities under the influence of drugs or alcohol).
3. Behavior that leads to the physical and moral deterioration of the school.
4. Repeated refusal or neglect to obey the school rules or board policies.
5. Engaging in conduct, which endangers the property, health or safety of others.
6. Use or possession of a weapon on school grounds or at school activities. (**GUNS ARE NEVER ALLOWED ON SCHOOL PROPERTY**)
7. Use or possession of tobacco on school grounds or activities.

In the interest of the school the above grounds demand expulsion, but the expulsion may not be based upon a pupil's exceptional educational needs as defined in Wisconsin Statute 115.76(3).

#### B. Purpose

Expulsion is limited or permanent termination of enrollment by action of the Board of Education. The purposes of expelling a student is to maintain an orderly educational system, to eliminate undesirable influences on other pupils, and/or to rehabilitate pupil conduct. It may be imposed when other remedies have been exhausted or when the severity of conduct merits it.

#### C. Procedures

1. A principal may recommend expulsion to the Board of Education through the district administrator, identifying the pupil and specifying the alleged grounds for expulsion. If the district administrator accepts the principal's recommendation, the district administrator shall schedule a hearing on the charges with the Board of Education.
2. Not less than five days after the written notice of the hearing, a notice shall be sent to the pupil, and if the pupil is a minor, to his/her parent or guardian. The notice shall specify the particulars of the alleged refusal, neglect or conduct, state the time and place of the hearing, and state that the hearing may result in the pupil's expulsion. Wisconsin Statute 120.13(c) shall be printed on the back of the notice.
3. The pupil, and if the pupil is a minor, his/her parent or guardian may be represented at the hearing by counsel. The hearing shall be open to the public unless the pupil, or if the pupil is a minor, the parent or guardian requests a closed hearing. The administration shall state the alleged grounds for expulsion. The pupil, his/her parents or guardian, and/or his counsel may state the student's case and may cross-examine.
4. The Board of Education shall keep written minutes of the hearing. After the hearing, the Board shall determine guilt, whether expulsion is merited, and if so, the duration of expulsion.
5. Upon ordering of expulsion by the Board of Education, the district administrator shall mail a copy to the pupil and, if the pupil is a minor, to his/her parents or guardian.

6. The pupil, or if the pupil is a minor, his/her parents or guardian may appeal the expulsion to the state superintendent. An appeal from the decision may be made within thirty (30) days to the Circuit Court of Sheboygan County.

#### **Expulsion For Possession Of Facsimile Firearms**

Under this law, Wisconsin Act 191, no person may carry or display a *facsimile firearm* in a manner that could reasonably be expected to alarm, intimidate, threaten or terrify another person. Whoever violates this section is subject to expulsion.

In this law, "*facsimile firearm*" means any replica; toy, starter pistol or other object that bears a reasonable resemblance to or that reasonably can be perceived to be an actual firearm. "*Facsimile firearm*" does not include any actual firearm. The law does not apply to the following:

- a) Any peace officer acting in the discharge of his or her official duties.
- b) Any person engaged in military activities, sponsored by the state or federal government, acting in the discharge of his or her official duties.
- c) Any person who is on his or her own property, in his or her own home or at his or her own fixed place of business.
- d) Any person who is on real property and acting with the consent of the owner of that property.

#### **Expulsion for Endangering Employees or Board Members**

Wisconsin Act 284, provides that a pupil may be suspended or expelled from school for actions or conduct which endangered the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled.

#### **Expulsion for Smoking, Tobacco, Intoxicants and Controlled Substances**

Students are not permitted to smoke or possess smoking materials, including all tobacco products, in the school building, or on school property. This applies to all school sponsored activities as well as the regular school day.

Violations for **possession or using tobacco** products on school property or at school functions will be as follows:

- a) First offense - one day out-of-school suspension
  - b) Second offense - three day out-of-school suspension and required to sign a behavior contract.
  - c) Third offense - appearance before the Board of Education for expulsion hearing.
- \*\* Anytime a student is caught in possession of or using tobacco on school property or at school events a referral to law enforcement may be made.

Students are not to consume alcoholic beverages, illegal intoxicants or controlled substances before or during school hours, before or during school activities, at home or away. Students are not to have any alcoholic beverages or illegal intoxicants in their possession during school hours or at school activities. Violations for **use, consumption or possession of any alcoholic beverage, illegal intoxicants** (including near beer), **or controlled substances on school grounds** will be as follows:

First offense - contact law enforcement. Suspension from school and appearance before the Board of Education for an expulsion hearing. (Refer to Board Policy #831 available in High School Office)

#### **Student Sexual Harassment Policy 411.1**

##### Complaint Procedure

Students who believe they are the victims of sexual harassment must report their concerns to the building principal or a guidance counselor. Students or parents may report the concern to any adult employee. To assure consistency in handling complaints the employee will report the complaint to the building principal or a guidance counselor.

The following procedure will be used:

1. Any complaint may be presented verbally or in writing to the building principal or guidance counselor. The complaint should include the specific nature of the harassment and corresponding dates. The person making the complaint will need to provide his/her name, address and phone number. If the complaint is verbal, the building principal or guidance counselor may make a written record and request the complainant to sign such written account.
2. The building principal or guidance counselor shall thoroughly investigate the complaint, notify the person who has been accused of harassment, permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within 10 working days after receipt of the complaint, if deemed necessary. The building principal or guidance counselor shall give a written response to the complaint within 15 working days after receipt of the complaint.

3. If the complainant is not satisfied with the response of the building principal or guidance counselor he/she may submit a written appeal to the superintendent indicating the nature of the disagreement. The appeal must be filed within 20 working days after receipt of the building principal or guidance counselor's answer. The superintendent may schedule a meeting of all parties to the complaint if deemed necessary. The superintendent shall schedule a meeting if requested by the complainant.

The superintendent shall give a written response to the complainant's appeal within 10 working days of the date the appeal is filed or 10 working days after the meeting.

4. If the complainant is not satisfied with the response of the superintendent an appeal to the school board may be filed. The appeal must be filed within 10 working days of receipt of the superintendent's response. The school board shall conduct a hearing within 20 working days of receipt of the appeal. The school board shall give a written response within 10 working days of the completion of the hearing.

#### Alternate Procedure

The following alternate procedures will be used for younger students or students with exceptional education needs.

Due to the potential difficulties with establishing dates, times and behavior, persons who have or may have been harassed will be provided with counseling services as deemed appropriate to their age and handicapping condition.

A person's handicapping condition will be given consideration in any disciplinary action that may occur as a result of sexual harassment.

#### Expectation of Privacy

The Cedar Grove-Belgium School district shall implement the following Expectation of Privacy policy to protect the privacy rights of individuals using any areas in the Cedar Grove-Belgium School District where there is an expectation of privacy. These areas include locker rooms, bathrooms, changing rooms, and dressing rooms. (Refer to Board Policy #731.1 according to State Statute # 175.22)

1. No person may use a cell phone, camera or other device to capture or record the image of a nude or partially nude person in these areas.
2. Locker rooms are provided as a safe place for physical education students, athletes or other groups approved by the school district to prepare for athletic or physical education participation.
3. No non-school employee shall be permitted to enter the locker room to interview or seek information from an individual in the locker room. No cameras, video recorders or any device that is able to transfer images is permitted in the locker room.

Students and staff members violating this policy will be subject to school disciplinary actions and possible referral to law enforcement.

#### School Lunch Program - See Board Policy 4095 – Lunch Cards – Policy available in High School Office.

1. Hot lunch is served in the commons each day.
2. The following rules will be followed at the school cafeteria:
  - a) Do not throw food.
  - b) Do not take food out of the cafeteria.
  - c) Return trays and utensils to the window designed for this purpose.
  - d) Students who do not follow proper cafeteria etiquette may be assigned detention, special seats in the cafeteria or office or may be suspended from school.
3. Lunch menus are published in the Lakeshore Weekly, Tri-County Messenger, Ozaukee Press and announced on WHBL 1330 Sheboygan. They can also be found on our school web site [www.cgbsd.com](http://www.cgbsd.com).

#### Lost and Found

Articles are to be turned in at the office. Articles that are not claimed will be disposed of within 30 days.

### **Fire Drills**

1. All students and other personnel should know how to leave the building in case of fire. The closest proper exit must be used.
2. Students are to react immediately upon hearing the fire alarm.
3. Walk single file, moving quickly and orderly.
4. The students nearest the windows are to close the open windows.
5. The first person out of a room is to hold the door open until all the students are out of the room and then close the door tightly.
6. The first person out of an exit door is to hold the door open until all persons are outside and then close the door quickly.
7. Students who are not in any classrooms at the time of a fire should take the closest and most direct exit route.
8. In the event of a fire blocking your exit route, take the next logical exit route.

### **Tornado Drills**

1. Tornado warnings will be issued via the P.A. system from the high school office.
2. Teachers accompany their classes in a quick and orderly manner to the locker rooms.
3. 9-12 male faculty and male students enter the boys' locker room, 9-12 female faculty and female students enter the girls' locker room. Faculty members will disperse students evenly in the locker rooms. Students will be seated on the floor with their backs against the wall.

All students and faculty will remain in designated areas until they are notified that the tornado threat no longer exists.

### **Class Finances**

1. All school classes, clubs and activity funds shall be handled through the district office. Receipts and disbursements shall be turned in to the office for processing, and advisors must keep a record of all transactions.
2. All fundraisers must be pre-approved by both the class advisors and the principal.
3. All expenditures must be paid by check. Any expenditure of class funds must be verified in writing by a class advisor.
4. When a class graduates from high school, the class funds may be used for the purchase of a gift to the school. Any monies left over may be used to cover class debts or obligations.

### **School Closings**

Announcements of school closing because of inclement weather will be made over radio stations WHBL 1330 AM, WISN 11.30 AM, WMIL 106 FM, WOKY 920 AM, WTMJ 620 AM, and TV Channels 4, 6, & 12 as early as possible. Parents will also be contacted by telephone through the school districts **Alert Now** system.

### **School News**

School news and information will be published on-line at [www.cgbsd.com](http://www.cgbsd.com) and on **Channel 20**. However, legal notices will be placed in the Ozaukee Press and the Sheboygan Press.

### **Message Board**

A message board will be located in the window of the main office. Students are responsible to check for their name and stop by the office to pick up the messages that they may have. The office will only relay emergency messages directly to the student.

### **Noon Hour Procedures**

The noon hour will be divided into two separate shifts. The 1<sup>st</sup> shift will eat lunch from 11:01 a.m. to 11:31 a.m. Students in the 2<sup>nd</sup> shift will eat lunch from 11:50 a.m. to 12:20 p.m. Classes that are in session are not to be disturbed during the noon hour. Students need special permission to be in the hallways outside of the commons area during a lunch period.

During the noon break, students ***MAY NOT leave the campus.*** They must remain in the commons area or area designated and supervised by school officials. Students who leave the campus or the designated area during the noon break will be referred to the office, and will be assigned detention or suspended from school. If it becomes necessary to leave school grounds during the noon hour, permission ***must*** first be obtained from the building principal or the office. Students may not be in the parking lot during the noon hour unless they have permission from a lunch-room supervisor.

### **Medication**

Students required to take prescribed medications will give the medication to a secretary in the high school office. Parents wishing to have prescribed medication dispensed at school must sign a consent form. Prescribed medications dispensed at school must be in the original container. Students must not share medication prescribed to him/her to another student. Medications such as asthma inhalers or over the counter products may be kept by the student that needs them. If you have any questions about taking medication at school, please see the high school principal.

### **Dress and Appearance**

All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Any type of attire that attracts undue attention to the wearer, and thus creates a disturbance in the school, is not acceptable. Pupils will be asked to return home to make necessary changes in their appearance. Hats and caps and other headwear are not to be worn in the building during school hours except for special situations that are approved by the principal. Items of dress that promotes drugs, alcohol, tobacco, or has sexual suggestions or inappropriate references are not to be worn to school. The building administrators will determine the type of attire that is acceptable. Students sent home to change will be given unexcused absences.

### **Use of School Phones**

In emergencies a student may get permission to use the phone in the high school office.

### **Electronic Communication Devices – Cell Phones**

School policy prohibits students from using an electronic communication device or cell phone in school buildings or on school grounds during regular school hours. **(If we see them or hear them)** they ***must*** be surrender to their classroom teacher. A referral will be written and detention will be issued. Students will be able to pick up their cell phone at the end of the school day from the office. A third violation of this policy may require the pupil's parent to come to school to review this policy and pick up the communication device.

### **Special Events - Homecoming, Prom, etc.**

All special events must be approved by the principal and will be scheduled on a day when the class advisors can be present. Special events should not conflict with other school activities. When events are scheduled such as a dance, the principal must be informed one week before the event as to who will be chaperoning the event. All work for the event should be done outside of class time. Students who find it necessary to go shopping, have their hair set or cut, etc., should plan their appointments so they **will not be absent from school**.

### **College Visiting Day**

1. The visiting day is a privilege granted to seniors. Students must follow proper procedures to retain this privilege.
2. Students should discuss plans with the guidance counselor and complete a campus visit form. Completed forms must be turned in to the main office **before** the visit.
3. Parents will be responsible for the transportation and supervision of their child when visiting a college.
4. The student may not have already accumulated more than 10 absences during the school year.

### **Law Enforcement Interview**

Law enforcement officials may interview students without the presence of a school official or without first notifying the parent of the impending interview if school officials deem it necessary or the proper procedures are followed.

### **Expectations of Students**

School is considered a full time assignment for all students. Students are not allowed to attend school part-time and work part-time in the community during school hours unless special permission is obtained from the principal.

### **Visitors to the Cedar Grove-Belgium High School**

Any person wanting to visit Cedar Grove-Belgium High School must have permission from the principal. School officials reserve the right to refuse visitors based on the school situation and past cooperation. All visitors must be pre-approved by the principal 48 hours in advance of visiting Cedar Grove- Belgium High School. The high school that the visitor attends will be contacted to verify that the visiting student is in good standing. The Cedar Grove-Belgium student requesting the visitor must have all of his/her teachers complete a visitor approval sheet.

### **Attendance at Assemblies**

High school students having a reasonable reason for not attending assemblies or pep meetings are to report to the designated room assigned by the principal. Students are expected to study and remain in the room while the assembly is being held.

### Use of Foul Language

Students' use of foul language will not be tolerated anywhere in school. Offenders should be sent to the office for disciplinary action. Students need to be aware that continued use of foul language may result in a referral to law enforcement for disorderly conduct.

### Cheating

Any student caught cheating will receive a "0" for that assignment. The "0" for the assignment will be averaged in with the rest of the grades to determine the semester grade. A letter will be sent to the parents of any student caught cheating. See Board Policy #443.7 available in High School Office.

### Immunizations

Students must show proof that they have received the required immunizations. When a student has received additional immunizations, he/she must bring proof of dates to the high school office.

### After School

The school building doors are open on school days and nights of performances, but it is not reasonable or practical to have the school building open after the school day is over. Students are required to follow this procedure when using the school building.

1. Whenever a student is allowed to meet for an activity in the building, there must be a teacher or advisor present who is responsible for the particular activity.
2. Doors will open for evening contests and events at least 15 minutes before the beginning of the activity. Students should not attempt to enter the building before that time.

### Closed School Dances

All school dances must be planned by a school organization or class. Dances will be limited to Cedar Grove-Belgium High School students only, with the exception being a Cedar Grove-Belgium student may make a special request to bring a friend. The student must apply in advance for permission for the non-Cedar Grove-Belgium student to attend the dance. Forms are available in the office. These forms must be signed by the principal to be valid.

Organization officers or class officers should contact the principal to have their dance request put on the school calendar at least one week in advance of the scheduled date. **The organization or class agrees to replace any item damaged as a result of the dance being held at school.** In addition, the contract will state the date, time, activities and chaperones. Four adult chaperones must be present, with at least two of them being teachers. All dances will end by 11:30 p.m., unless prior approval is granted by the principal. The organization may set fees for the dance. **Once a student leaves the building during a dance, he/she must leave school grounds, because he/she will not be permitted to return to the dance**

Classes and school organizations may pick up application blanks for sponsoring a dance from the principal's office.

### Homecoming Court Selection Procedure and Qualifications

The court will consist of 7 (seven) couples:

Seven (7) females will be chosen by their respective classes on the following basis:

- one freshman
- two juniors
- two sophomores
- two seniors

Seven (7) males will be chosen by their teammates on the following basis:

- five senior football players
- one senior cross-country runner
- one senior soccer player

- Only junior and senior court members are eligible for the titles of Queen and King.
- The entire 9-12 student body shall be eligible to vote for the Queen and King from the slate of court members.
- Students who have served as Queen and King of a Prom Court shall be ineligible for the Homecoming Court. All other members of the student body, who are in good standing,\*\* may be selected to the Homecoming Court provided the previous stated conditions are met.

\*\*\*A student failing a course at the end of the three (3) week period progress reports will not be allowed on court until satisfactory progress has been demonstrated and approval to participate is granted by the staff member(s) that issued the failing grade(s). If the student is unable to change the status of the failing grade to satisfactory progress and time permits, the next highest vote receiver shall be asked to represent his or her class on the court. If there is not time to get a replacement, the vacancy created will not be filled. (Note this includes all courts: prom, homecoming, winter dance etc.)

#### **Winter Dance Court Selection Procedure and Qualifications** (if applicable)

The Winter Dance Court shall consist of 8 (eight) couples as selected by their classmates:

- two males and two females from the freshman class
  - two males and two females from the sophomore class
  - two males and two females from the junior class
  - two males and two females from the senior class
- The students selected to represent their class for the Winter Dance shall not have served as King or Queen of another court prior to their selection to Winter Dance Court.
  - If for some reason a person is unable to serve on the Winter Dance Court, the person with the next highest number of votes shall be asked to serve.

#### **Work Permits**

Student work permits may be obtained in the High School office. The person applying should bring with them a letter from their employer, a permission letter from their parent, social security card, birth certificate or driver's license and \$10.00.

#### **Hall Passes**

Students should not be in the hallway during class time without a pass signed by a teacher or an administrator. Teachers should not permit students to leave their room without a pass. Hall passes should be given very sparingly. Teachers are to use their discretion in issuing hall passes. Any student who abuses the pass system may be given a detention or be denied a hall pass for two weeks, or both. Any teacher or staff member has the authority to stop a student, check pass and write a referral for no pass or misuse of a pass.

#### **Library Passes**

Teachers are encouraged to take their entire class to the library when students have appropriate work to do involving library materials. Since teachers must accompany the class, no passes are needed. Teachers will check with the librarian before they bring the entire class.

Teachers who send students to the library must fill out a library pass. Teachers must require their students to report back to the classroom before the end of the period. The students will return the library pass to the classroom teacher with the signature of the librarian or library aide and the time they left the library.

If a student abuses the library pass, the teacher may write a referral to the principal. Teachers should not send any student to the library unless the student has work to do in the library or has need to use the library resources. The library is not a place for students to visit or socialize.

#### **Laser Pointers**

Wisconsin Act 157 restricts the use of laser pointers and provides criminal penalties for the improper use of laser pointers. School rules prohibit the use or possession of laser pointers on school grounds or at school activities unless pre-approved by the principal.

### **GENERAL CONDUCT OF STUDENTS**

1. Each student is expected to conform to all the rules and requirements of the school, to be diligent, studious, respectful and obedient to teachers, and helpful to schoolmates.
2. Student conduct should be of such a nature that meets the standards expected of young ladies and gentlemen. Respect for others and the school facilities are expected. Public displays of affection between students will not take place at school. School officials have the responsibility for setting acceptable conduct standards.
3. Only materials being used for school purpose should be brought to school. All radios, toys and other materials of this nature should be left at home.
4. All candy, soft drinks and snacks will be consumed in the commons. These items will not be allowed in the classrooms, auditorium, halls or offices without teacher permission. Students will dispose of litter in the proper containers.

5. The building will be closed at 3:30 p.m. each day. Students remaining in the building after this time must be supervised by a teacher, advisor or coach.
6. While on school property, or at a school sponsored activity off school grounds, students are not to:
  - a) possess or use tobacco
  - b) possess or consume alcoholic beverages
  - c) sell, consume or have possession of drugs
  - d) be under the influence of alcohol or drugs

Violations of the above **may lead to suspension or expulsion** from school. This restriction extends beyond the normal school day and includes all school sponsored extra-curricular activities both on and off school grounds. Parents and law enforcement officials will be contacted if violations occur.

7. Any student who attends an extra-curricular event under the influence of alcohol or drugs will be subject to arrest and may be expelled from school.
8. Students will not wear hats or other head wear in the building during the school day.
9. Students may not leave the school building/grounds during the school day. If an emergency occurs and a student needs to leave the school building/grounds the student **must** check out through the office. Students not checking out through the office will receive an unexcused absence and will be assigned two detentions for each period missed.
10. Students are not allowed to store food or drink in their locker. Lunches that are kept in lockers should only be consumed in the commons during the lunch period.
11. Students are not allowed to throw snowballs on school grounds.
12. Students are not allowed in the parking lot during the lunch periods without permission from a lunch duty supervisor. Students that violate this rule will be assigned detention.

### **ALCOHOL AND OTHER DRUG ABUSE**

The Alcohol and Other Drug Abuse (AODA) program has been in our school for several years. Students who want to discuss A.O.D.A. concerns should see Mrs. King. All discussions with Mrs. King will be kept confidential.

### **FUNDRAISING**

1. Fund raising will be limited to classes and school organization that do not receive district funds other than advisor salaries. Any exceptions to this rule must receive approvals from the building principal.
2. Fund raising must not interfere with the school educational program or be in direct competition with local merchants.
3. Effort should be made to space fund raising out over the entire school year.
4. Some fund raising activities will be reserved for certain organizations that will use the same project each year.
5. Fund raising money should not be stored in student lockers. Money should be turned in to the advisor at the end of each day. The advisor is responsible to make sure money received matches the items sold and that a receipt is issued for all money received. The advisor will then turn the money into the office at the end of each day.
6. All **school** organizations **must** deposit all proceeds from fund raisers in the student activity account.

Required Fund Raising Procedure: (see Board Policies #374 and #6065 available in High School Office)

1. Students decide on fundraiser and receive advisor's approval.
2. A statement is sent to the principal listing:
  - a) Reasons for the fundraiser.
  - b) List of items to be sold.
  - c) Request of date's fundraiser will be held.
  - d) The advisor should sign form only after it is properly filled out. The form then should be given to the principal.
3. The principal will:
  - a) Grant approval or reject the proposal.
  - b) Assign the fundraiser to a specific time on the school calendar.

### **STUDENT TRANSPORTATION**

#### **A. Motor Vehicles**

The district provides bus transportation service and encourages all students living outside of the community to come to school via the school bus. The state law in regard to speed is 15 miles per hour in a school zone. Students violating **Traffic Safety Rules** will not be allowed to drive on school grounds. Cars driven to school are to remain in the school parking lot during the school day.

**B. Parking Rules**

1. Student vehicles will not be moved during school hours unless an approved note from the parent is presented and then accepted by the principal.
2. Students will not be allowed to sit in cars or be in the parking lot any time during the school day, including the noon hour, unless they have permission from the principal or office.
3. All vehicles will be parked in designated areas and in an orderly fashion as determined by the high school principal.

**C. Traffic Safety Rules – The following will not be tolerated:**

1. Automobiles parked in a disorderly manner on the parking lot.
2. Circling the parking lot.
3. Squealing the tires.
4. Driving in a reckless or unsafe manner.
5. Horn blowing or engine backfire to gain attention and cause disruption.
6. Tampering with another student's automobile.
7. Driving too fast for conditions. **(Parking lot speed limit 5 to 10 miles per hour)**

**D. Student Conduct on School Buses**

1. When boarding and leaving the bus, students are expected to follow the established safety procedures.
2. While on the bus, riders are in the driver or chaperone's charge and should obey directions promptly. In the event of a road emergency, students are to remain in the bus until given permission by the bus driver or chaperone to leave.
3. Students must be seated while the bus is in motion. Safety rules will be followed by students and they will keep their hands, heads, arms and feet inside the bus. Proper speech and conduct is required of all passengers at all times. There will be no littering, eating, or drinking on the bus. Vandalism to the bus may be referred to law enforcement for restitution.
4. The bus driver has the right to assign seats on the bus at anytime he/she deems it necessary.
5. **Consequences of misconduct on school bus:**  
The bus driver will fill out a bus conduct report and turn it into the appropriate building principal. Punishment for each offense will depend upon the nature of the offense.

**E. Extra-Curricular Trips**

1. Students representing Cedar Grove-Belgium High School in extra-curricular events will ride in the school approved vehicles to all activities. Being a member of a school team is an honor and requires a loyalty to the other team members and to the school. Only by mutual agreement between parents and the high school principal will any exception be made to this provision. All requests must be made in writing and the parent must provide transportation.
2. Students must respect the decisions of the authorized chaperon appointed by the school.
3. Students must ride the bus home from all activities. Written excuses will be accepted if student's parents/guardian meet personally with the coach/sponsor at the event and sign a release.
4. Students who do not live up to the rules and regulations regarding school bus transportation will not be allowed to participate in extra-curricular events.

**F. Snowmobiles and All Unlicensed Motor Vehicles**

Snowmobiles and all unlicensed motor vehicles are prohibited on school property by order of the Board of Education.

**G. Field Trips**

Bus transportation will be used whenever students are going on a field trip. In some cases students may be required to provide a fee for the cost of transportation. A field trip permission form must be signed by a parent, before a student is allowed to attend a field trip.

## **USE OF NON-CLASSROOM AREAS**

The library, commons and the academic study room are three separate and distinct areas. The library is a quiet area ideal for research and recreational reading. The commons is an area where students can meet on a social level and can exchange ideas and have a snack as they relax. The study hall is a formal, quiet area for study.

Students wanting to go to the library must first report to the study hall to receive a pass. A pass system based upon student behavior and available space will be worked out between the study hall supervisor and the librarian.

## COMMONS POLICY

Students in grades 9-12 will be permitted one commons privilege per day. Any violation by a student (i.e., signing out for more than one period per day, disturbing other classes on the way to commons) will immediately nullify their commons privileges for the remainder of that 3 week period.

Students will use the tables provided in the commons. Any violations of the rules established by the commons supervisor may immediately nullify that student's 3 week commons privilege.

Every 3 weeks a list of students who are not allowed commons privileges will be sent to the office from each teacher. The office will compile a list of students that **do not** have commons privileges and give it back to each teacher. Students will remain on this commons list for the entire 3-week period unless, special circumstances are approved by the principal. The 9-12 faculty and administration believe that "the commons is a privilege and can be revoked at any time by any teacher, the commons supervisor or the principal." Student attendance, behavior, effort and attitude in class can all be factors teachers will use in determining whether to give or revoke a student's commons privilege.

### Commons Rules

1. Gambling of any kind will not be permitted.
2. Students will not litter.
3. Public displays of affection involving physical contact will not be allowed.
4. Foul language and loud outbursts will not be permitted.
5. Students will remain in the commons unless a pass is presented to the commons supervisor.
6. Food & drink will not be consumed in any area other than the commons.

## COMPUTER USE POLICY (Board Policy #363.2)

Every year each student will be required to sign an agreement to use computers in the Cedar Grove-Belgium High School. Violations of this policy may result in students losing his/her privilege to use computers regulated by the Cedar Grove-Belgium School District. Copies of this policy are available in the High school Office.

## DISMISSAL

All classes will end according to the bell schedule. Early dismissal disturbs other classes and creates problems for teachers and other students. Students should not be in the halls until the bell rings to dismiss them from class. Teachers should keep all students in their chairs/seats until the bell rings. **NO RUNNING IN THE HALLS**

## W.I.A.A. BENEFIT PLAN

A physical examination is required every two years for any athlete (boy or girl) wishing to participate in interscholastic athletics. The examination card must be on file before the athlete may begin practice. If an athlete has a serious accident or illness during the two years, a physical examination may be needed. The family's physician should make this decision.

The school requires all athletes to be covered by some form of accident insurance. Before the athlete will be allowed to practice for the athletic team, the athlete must have some form of coverage.

## ACTIVITIES

Students may hold only one major office during the school year. (Major offices include: Class president, Yearbook editor, National Honor Society president, Student Council president.)

### A. Art Club

This activity is open to all students in grades 9-12. Mr. Urness is the advisor.

### B. Boy's State and Girl's State

Belgium and Cedar Grove American Legion & Auxiliary sponsor a Junior boy and girl to represent Cedar Grove-Belgium High School at the Boy's State and Girl's State Conventions. This is one of the highest honors that can be bestowed upon our high school students and is among the best recommendations that can be entered into your permanent files. Junior students ranking in the upper half of their class should consider it a privilege to be selected for this honor. The selection will be made by secret ballot by the high school faculty each year.

C. **Cheerleaders**

The cheerleaders are an extension of the athletic program. They set the stage for sportsmanship, school spirit and the mood of the athletic program. Many hours of training and practice are taken up in preparation for athletic programs. There are three squads. One squad performs for varsity football, one for basketball, and another squad, which backs the wrestling team. The cheerleaders, because of their unique position as a group, have several rules and regulations in addition to training rules which they must follow. The advisor will distribute the rules to all interested persons.

D. **Drama**

Drama mixes work with fun while teaching members the basic dramatic skills. The club members enjoy working on acting, property, publicity and makeup. A great amount of work, not seen by the audiences, goes into a successful production.

E. **Forensics**

The forensic group is made up of students interested in participating in competitive speech activities. Work for this activity begins in January and through a series of contests, the best compete in the state contest in April.

F. **National Honor Society**

Sophomores, juniors and seniors who have a 3.2 grade point average may apply for induction. The high school faculty considers applicants not only on scholarship but also on character, service and leadership. The formal induction ceremony takes place during spring quarter.

G. **Dance Team**

The dance team is also an extension of the athletic program. Tryouts are held in the spring of each year. The dance team performs at most of the athletic events during the year. Members of the dance team must adhere to the same rules as any other athlete. Interested students in grades 9-12 are encouraged to try out for this prestigious group.

H. **Weight Lifting Club**

This activity is open to boys and girls in grades 9-12. The exercising program runs from 3:15-5:15 p.m. on Monday, Wednesday and Friday in the weight room.

I. **Yearbook**

The yearbook staff has dedicated its services to preserve a pictorial revue of what goes on at Cedar Grove-Belgium High School each year. Each student in the school will find that he or she is included in the yearbook, and that these books will become a fond source of remembering old friends. The yearbook is assembled and published by the Publications class.

J. **Student Council**

The High School Student Council consists of up to five representatives from each grade 9-12 who are elected by classmates to carry out the various duties of the Council. These responsibilities include Homecoming coronation and parade, running the snack bar and soda machines, sponsoring the Winter Dance. Meetings are held approximately every three weeks in advisor (Mr. Wood's) room. The meetings are announced several days in advance and students should address their concerns, ideas and requests to a representative from their class prior to the meeting.

Students should also be aware that the Student Council uses the money that it raises to purchase things for the school such as scoreboards, carpeting, electronic signs etc. Money also goes toward scholarships for graduating seniors. Plus, the Council will help non-funded groups to purchase items deemed helpful to the student body, and individuals can apply for funding to attend approved workshops, seminars, tours, and other programs that may benefit our school.

Applications for these two types of sponsorship can be obtained from Mr. Wood or a student council representative. The Council administration must approve and recipients can be expected to give a report to the student body, or a portion of it, in some way.

**2009-2010 Cedar Grove-Belgium High School Student Council Members**

<b><u>Freshmen</u></b>	<b><u>Sophomores</u></b>	<b><u>Juniors</u></b>	<b><u>Seniors</u></b>
Brent Brochtrup	Alex Beutel	Becca Arentsen	Nate Drewry, President
Deanna Frederick	Jessica Burant	Mary Asma	Erika Kirst, Secretary
Derek Lopez	Kiera Depies	Nicole Gottsacker	Mallory Mentink
Andrea Lynaugh	Dan Klingelhoets	Zach Peiffer	Jake Shanahan
Arjun Sehgal	Tanna Zajac	Alex Rodgers	Tyler Weavers, Vice-President

# SCHOOL DISTRICT OF CEDAR GROVE-BELGIUM

## HIGH SCHOOL EXTRA-CURRICULAR CODE

School District of Cedar Grove-Belgium students participating in interscholastic athletics and other identified extra-curricular activities must abide by specific rules of eligibility. These rules of eligibility are established by the Wisconsin Interscholastic Athletic Association (WIAA) and are supplemented by additional rules developed by the School District of Cedar Grove-Belgium. The combination of these two sets of rules make up the Cedar Grove-Belgium High School Extra-Curricular Code. The administration reserves the right to exceed the penalties of any suspension and/or rules violation depending on the circumstances of said violation. Participants referred to throughout the contents of this document shall include all members and managers of athletic teams, cheerleaders, dance team , and forensic team.

It is the belief of the School District of Cedar Grove-Belgium that adherence to the standards established in this document, which is required to be followed on a year-round (12 month) basis, will promote the growth of a responsible, adaptive member of the community.

### **I. Philosophy**

Participating in extracurricular activities is a privilege, that is viewed as a means of developing leadership, character, accountability and commitment. In addition these programs provide experiences that will help students develop physically, socially and emotionally. Privilege is accompanied by responsibility and the opportunity to live up to the expectation that students who participate in highly visible activities should set and maintain high standards of conduct both in and out of school. A student that participates in activities covered by this Code is responsible to himself/herself, his/her team/activity, the student body, school staff and the community.

### **II. Purpose**

To establish and promote a Code for students based upon mental and physical health, social responsibility and leadership.

#### **A. Mental and Physical Health**

To reinforce the importance of: avoiding dangerous decisions, resisting negative pressures, seeking assistance whenever needed and supporting existing laws. This is especially important in situations that involve alcohol, tobacco and mood altering drugs.

#### **B. Social Responsibility**

To provide opportunities and expectations for students in the areas of commitment, dedication, loyalty, sportsmanship, strength of character, citizenship, order and discipline as well as a realization that consequences must be faced when rules are broken. Closely coupled to this is the fostering in each student an attitude that illustrates the importance of being a responsible leader and role model.

#### **C. Individual Responsibilities**

The participant's greatest responsibilities are to be a credit to his/her parents, school, community and themselves. Therefore, it is required that the participants:

1. Display high standards of social behavior.
2. Display high standards of sportsmanship.
3. Display proper respect for those in authority, including administration, faculty, coaches and officials.
4. Display a real spirit of cooperation and team work.
5. Display proper attitudes towards his/her appearance.

### **III. Academic Standards**

Scholastic achievement should be the prime concern of the student; therefore students participating in interscholastic athletics, grades 9-12, must maintain a passing grade in all of their current subjects. Subjects are all classes in which the student is enrolled for credit during a nine-week period.

A student failing a course at the end of the three (3) week period progress reports will receive an automatic suspension from extra curricular activities, until satisfactory progress has been demonstrated and approval to participate is granted by the staff member that issued the failing grade. Any student who has one or more failing grades for the 1<sup>st</sup> or 3<sup>rd</sup> quarter or the 1<sup>st</sup> or 2<sup>nd</sup> semester grade will be ineligible for:

- A. Fifteen (15) consecutive school days after the first quarter, first semester, third quarter or second semester grading periods. For the purpose of this Code school days are defined as days in which regularly scheduled classes are in session. Saturdays, Sundays and scheduled school vacation days in which students are not present are excluded from the count. Weather emergency or other emergency days that result in school being canceled will be counted in the fifteen days. The fifteen day ineligible period will start when the athletic director receives official written notice from the High School Office that a student has failed a class.
- B. Summer and Fall activity ineligibility will be based on the 2<sup>nd</sup> semester grades. Fall ineligibility will coincide with WIAA minimum consequences as described in the WIAA Official High School Handbook. According to the 2001-2002 version of the handbook, the minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport or (2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).

Fall activities begin with the first day of practice. For the sake of eligibility purposes, cheerleaders and dance team activities will begin with the first day of football practice.

While serving an academic suspension students must participate in all practices, attend all contests, but may not suit up to play.

### **IV. Absence on the Day of Practice, Performance/Competition**

A student must be in school all day to participate in a game and/or practice unless approved by the principal. If a student is too sick to come to school he/she is too sick to play or practice. If a student is absent on Friday and there is a Saturday performance or competition, a note from the parent excusing the absence must be given to either the athletic director, coach or advisor on Saturday before the student will be allowed to participate.

Students must notify their coach/advisor of their absence due to illness for the day and sit out the scheduled practice and/or competition for that day. Failure to notify the coach/advisor will result in the student being suspended from the next scheduled contest.

### **V. Conduct Rules/Violations/Consequences**

Students covered by this code are expected to adhere to proper behavior both on and off campus for the entire year (for twelve months). Students are covered by this code from the date of signature until the end of their high school career. This code must be reviewed by the student and his/her parent/guardian on a yearly basis before the student can participate in any extracurricular contest. Each coach/sponsor will hold a meeting at the beginning of their season/year to review the extracurricular code and make sure that all participants have a signed code on file with the Athletic Director. Students will not be able to play in any scheduled contests, matches, games or meets until they sign a copy of the code.

Any student subject to this code shall not purchase, possess, or use any tobacco product, alcohol, illegal drug, or any product deemed a look-alike of these substances. Definition of Possession: In accordance with Wisconsin Statutes—has in his/her possession and under his/her control. To be found guilty of possessing a controlled substance, physical possession is not necessary.

**A. Specific Areas of Code Violation**

1. A student will be subject to the extracurricular code penalties and procedures for:
  - a. purchasing, possessing or using tobacco in any form.
  - b. purchasing, possessing, transporting or drinking alcoholic beverages.
  - c. purchasing, possessing or using illegal drugs or look-a-like drugs.
2. A student will be in violation of the extracurricular code if he/she is expelled from school.
3. A student adjudicated guilty of a felony forfeits his/her rights to participate in extracurricular activities for one year from the date of the conviction.
4. A student shall be ineligible for interscholastic competition if he/she reaches his/her 19<sup>th</sup> birthday before August 1 of any school year (WIAA handbook).

**B. When does a student become subject to the Extra-curricular Code?**

1. Students become subject to the code upon beginning of participation within an extra-curricular activity.
2. Students will not be able to play in any scheduled contests, matches, games or meets until a signed a copy of the code is on file with the Athletic Director.
3. Students will be held responsible for code violations on campus or at school sponsored functions for twelve (12) months prior to joining a team or activity covered by this code. Students are covered by the code from the date of signature until the end of their high school career.

**C. Violation Procedures and Consequences**

1. Violation Procedure
  - a. Allegations of rule violation must be reported in writing to the Athletic Director and be substantiated by any or all of the following: hard evidence, admission by the student or an eye witness account of the violation by either a parent, staff or community member who puts their statement in writing and participates in a hearing process if necessary.
  - b. When a suspected violation has been brought to the attention of the Athletic Director the student will be called in by the Athletic Director who will explain the penalty for the violation and subsequent consequences.
  - c. A certified letter will be sent home to the parents explaining the violation that has been committed/alleged and the penalty involved, as well as penalties for subsequent violations. All violations will be recorded and filed in the Athletic Director's office. Copies will be sent to the athlete's coach and put in the student's discipline file.
  - d. If there is a disagreement as to whether a violation of the code has been committed or whether the Athletic Code has been properly enforced, the student and/or parent(s)/guardian(s) may appeal the decision by following the Appeal Process.
2. Violations must be reported to the Athletic Director. Penalties for first violations will occur within a twelve (12) month period from the date the Athletic Director imposes the penalty. Additional violations that occur within the first twelve (12) month violation period will have additional consequences which will be enforced for a twelve (12) month period from the date of the last or more recent infraction. Example: An athlete violates the code for the first time on December 10, 2002. The Athletic Director imposes the first violation penalty on December 15, 2002. The consequences of the penalty will be in force until December 14, 2003. If the same athlete has a second violation on April 12, 2003 and the Athletic Director imposed the second violation penalty on April 16, 2003, this penalty would be in force until April 15, 2004. Overlapping violations would mean that an athlete would have a cumulative penalty and would be held liable for all penalties issued.
3. In Activity Violations—If a violation occurs in season the suspension begins from the date the Athletic Director imposes the penalty. If the student is in more than one activity, the student will be suspended from all activities. For ex.: If a student is involved in both volleyball and cheerleading, penalties for code violations would impact both activities.

4. Out of Season Violations—If the violation occurs out of season the suspension will commence with the next extracurricular activity in which the student participates within twelve (12) months of the Athletic Director imposing the penalty.

5. First Violation

- a. Suspension for 50% of the season;  
**OR**
- b. Suspension for 20% of the total number of scheduled competitions or performances of present extracurricular activity or other activities. A student must miss one complete day of competition in order to satisfy this violation. If an athletic season consists of 20 contests, a student with a 20% suspension will miss four (4) contests. All numbers will be rounded to the nearest whole number. For ex.: suspension during a season that had 12 contests would result in a student missing two (2) contests ( $20\% \times 12=2.4$ ).

A student must complete an alcohol/drug education program approved by the principal, athletic director and guidance counselor. Any expense associated with this program will be paid by the student and/or the family of the student.

No awards will be given until the alcohol/drug program has been completed.

Failure to successfully complete the alcohol/drug education program will result in the 50% season penalty (5a) being imposed. If the season has ended, the 50% season penalty will commence with the next extracurricular activity that the student takes part in within the twelve month violation period.

In order for the suspension to be served the athlete must complete the remainder of the season including attending and participating in all practices. Students will not be allowed to serve their suspension and then drop out of an activity. They must complete the season in good standing.

6. Second Violation

- a. Suspension from all activities for one calendar year:  
**OR**
- b. Suspension for 40% of the total number of scheduled competitions or performances of present extracurricular activity or other activities. A student must miss one complete day of competition in order to satisfy this violation. If an athletic season consists of 20 contests, a student with a 40% suspension will miss eight (8) contests. All numbers will be rounded to the nearest whole number. For ex.: suspension during a season that had 12 contests would result in a student missing five (5) contests ( $40\% \times 12=4.8$ ).

There will be a mandatory meeting with the student, parent and guidance counselor to determine the appropriate alcohol/drug education program for the student. The student must attend an alcohol/drug education program approved by the principal, athletic director and guidance counselor. Any expense associated with this program will be paid by the student and/or the family of the student.

No awards will be given until the alcohol/drug program has been completed.

Failure to enroll and successfully complete the alcohol/drug education program will result in a full season penalty (6a) being imposed. If the season has ended, the season penalty will commence with the next extracurricular activity that the student takes part in within the twelve month violation period.

7. Third Violation

- a. End of extra-curricular activities for the remainder of the students high school career; **OR**
- b. Suspension for 60% of the total number of scheduled competitions or performances of present extracurricular activity or other activities. A student must miss one complete day of competition in order to satisfy this violation. If an athletic season consists of 20 contests, a student with a 60% suspension will miss twelve (12) contests. All numbers will be rounded to the nearest whole number. For ex.: suspension during a season that had 12 contests would result in a student missing seven (7) contests ( $60\% \times 12=7.2$ ).

There will be a mandatory meeting with the student, parent and guidance counselor to determine the appropriate alcohol/drug treatment program for the student. The student must attend an approved alcohol/drug treatment program approved by the principal, athletic director and guidance counselor. The student and/or the family of the student will pay any expense associated with this program.

No awards will be given until the student treatment program has been completed.

Failure to enroll and successfully complete the alcohol/drug education program will result in a full season penalty (7a) being imposed. If the season has ended, the season penalty will commence with the next extracurricular activity that the student takes part in within the twelve month violation period.

- c. A fourth violation that occurs within a calendar year of the third violation will result in the end of high school extracurricular eligibility for that student.
- d. It is possible that a student could begin over at the First Violation level if they have refrained from code violations for one year. However, if they ever reach the Third Violation level a second time the result will be an end to their high school extracurricular eligibility.

8. Penalty Carry-over

If the penalty for a violation cannot be enforced totally during one athletic season or extracurricular activity, the percentage of remaining penalty will be carried over to the next activity the student participates in as long as it is within one calendar year of the date of the penalty being given. For ex.: A basketball player violates the code and is given a 20% penalty with two games remaining in the season. The penalty should be four games because 20% of 20 games is four (4). By sitting out only two games there is still 10% left of penalty to be served. If the student goes out for track and there are 14 meets scheduled, he/she would have to sit out one (1) meet because 10% of 14 is 1.4.

9. Team Rules

Individual coaches may also establish team rules which team members must follow. Failure to follow team rules may also result in consequences specific to the guidelines established by the coach and approved by the Athletic Director.

10. Honesty Claus (Self-Referral)

Can be used only **ONCE** during the 9-12 career of a student and only at the first violation stage of infractions. Under this clause a student covered by this code admits to breaking a rule within the code before he/she is confronted by the principal or athletic director. Self-referral must be made to the coach, athletic director or principal within 72 hours of the code violation. If the honesty clause is utilized the penalty for the first violation will be reduced from 20% to 10%.

**VI. Athletic Code Appeal Process**

- A. If the athlete and/or parent(s)/guardian(s) either deny the violation took place or contend that the Athletic Code was not followed correctly, they may request a hearing. The request must be made within seven (7) calendar days of the Athletic Director's decision. The following procedure will be followed:
1. A date for the hearing shall be established by the principal and student/parent(s)/guardians. Such date shall be no later than seven (7) calendar days after the appeal request is made.
  2. While the appeal process is moving forward, the penalties enacted by the Athletic Director will be enforced.
  3. The Appeal Committee shall be made up of the High School Principal or his/her designee, as chairperson, and two head coaches. The head coach of the appellant's current sport will not be one of these coaches.
  4. The student/parent(s)/guardian(s) may be represented by legal counsel and may request either an open or closed hearing.
  5. The Athletic Director, or his/her designee, will be present at the appeal and will share all evidence used to make his/her decision.
  6. A school secretary shall be present to record all that is said at the hearing. Use of a tape recorder shall be permitted.
  7. Statements shall be presented by the parties involved both orally and in written form. Opportunity shall be provided for the questioning of evidence and witnesses.
  8. The Appeal Committee shall determine whether the accused is guilty or not guilty of the code violation(s).
  9. A written decision, in the form of a recommendation to the district administrator, shall be prepared by the Chair of the Appeal Committee within seven (7) calendar days of the hearing. Proceedings of the hearing, including the decision, will be put in writing and a copy of these proceedings will be mailed to the athlete and his/her parent(s)/guardian(s). A copy will also be placed in the student's discipline file.
  10. The decision of the Appeal Committee will be final and binding.
- B. All extracurricular code procedures are considered pupil records and shall be handled in accordance with the District's policy on pupil records.

The Cedar Grove-Belgium Area School District is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of a student to be admitted to school and to participate fully in curricular, extra curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental emotional or learning disability or handicap.

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Any student, parent or resident of the district complaining of discrimination on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, martial or parental status, sexual orientation or physical, mental, emotional or handicap in school programs or activities shall report the complaint in writing to the district administrator at 321 N. 2<sup>nd</sup> St., Cedar Grove, Wisconsin.