



**Pulaski High School**  
**Parent-Student Handbook**  
**2017-2018**

## **SECTION 1 - CURRICULUM**

### **♦MINIMUM CREDIT REQUIREMENTS♦**

(Reference: School Board Policy IKF, Wisc. Stats. 118.33)

<u>Credits</u>	<u>Curriculum Area</u>	
4	<u>English</u>	
	a. English 9Y, English 9, or Advanced English 9	1.0 credit
	b. English 10Y, English 10, or Advanced English 10	1.0 credit
	c. English 11Y, English 11, or Adv. English 11 <u>and</u> Writing Elective*	1.0 credit
	d. Reading Elective* <u>and</u> Other English Elective	1.0 credit
	*Required to take Writing and Reading Electives	
3	<u>Mathematics</u>	3.0 credits
3	<u>Social Studies</u>	
	a. Civics (Social Studies I)	1.0 credit
	b. World History (Social Studies II) or AP European	1.0 credit
	c. U.S. History (Social Studies III) or AP U.S.	1.0 credit
3	<u>Science</u>	
	<u>Classes of 2018, 2019, 2020, and 2021</u>	
	a. Biology or Application in Biology	1.0 credit
	b. Additional Science Department Course	2.0 credits
	<u>Class of 2022 and Beyond</u>	
	a. Biology or Application in Biology	1.0 Credit
	b. Earth Science	0.5 Credit
	c. Additional Science Department Course	1.5 Credits
1.5	<u>Physical Education</u>	1.5 credits
	a. Freshman Physical Education Required	
0.5	<u>Personal Growth &amp; Financial Management</u>	0.5 credit
(0.5)	<u>Health</u>	(0.5 credit)
	Applies only to students who have not successfully completed this course or its equivalent in grades 7 or 8, in accordance with Board of Education Policy IKFA.	
9 (8.5)	<u>Electives</u>	
24	Total Credits	

All credits earned through the Pulaski High School curriculum will apply toward graduation. Credits also may be earned from alternative sources or during alternative times and be applied toward graduation with the prior approval of the Pulaski High School Principal.

For additional information, please refer to the Course Description Book.

**◆INCOMPLETES◆**

Students will be allowed ten school days following the grading period to satisfy an incomplete. If the work has not been completed to the satisfaction of the teacher involved during that period of time, the incomplete will be officially recorded as a failing grade.

**◆COURSE ADD/DROP◆**

(Reference: School Board Policy IKF Admin)

Pulaski High School affords students several opportunities to plan for and select courses throughout their 8-12 grades. Students are provided with a wide variety of course options to meet graduation requirements, to allow for exploration in areas of interest, and to assist students in attaining their post secondary goals.

Students and parents should plan carefully when the course selection form is completed each year. Schedule changes will be limited to the conditions below and must follow the procedure outlined on the course drop form.

- A. Students may add a class to their schedule within the first 5 school days of the start of the semester in which that class begins. Students may not add classes after this point.
- B. Should a student request to drop a class, the following will go into effect:
  - 1. First 10 school days - students may drop a course with no recorded grade and the course will be deleted from the student’s record.
  - 2. 11 - 20 school days into the semester - students may drop a course by completing the [STUDENT/PARENT INITIATED COURSE DROP FORM](#) with the following recourse:
    - the teacher will be required to determine the grade that the student has earned as of the date of the schedule change. The teacher will assign a Withdrawal Pass (WP) or Withdrawal Fail (WF). Withdrawal grades will be placed on the student’s permanent transcript.
  - 3. After 20 school days - withdrawal from the class is not permitted.

**◆REPORT CARDS◆**

Grade reports are issued to students at the end of each 9-week period. The grading system used at Pulaski High School is outlined below. All grades awarded will be computed and recorded using the following system:

<u>Grade</u>	<u>Grade Points</u>	<u>Grade</u>	<u>Grade Points</u>
A	4.000	C	2.000
A-	3.667	C-	1.667
B+	3.333	D+	1.333
B	3.000	D	1.000
B-	2.667	D-	0.667
C+	2.333	F	0.000

No grades, transcripts, or credits will be released for students who owe fines, fees, detention/structured lunch/structured PLT times, or who have outstanding bills or incomplete records.

## **SECTION 2 - ATTENDANCE**

### **♦ATTENDANCE♦**

(Reference: School Board Policy JED & 118.15; 118.16)

Attendance at school is essential to the completion of an education. The attendance record made by the student is one of the most frequently used parts of a school record. Colleges, schools, and employers are more interested in the habit patterns, which are indicated by the student's attendance. Absence from classes is to be avoided except in the case of serious illness or family emergency.

#### ***118.15 Wisconsin Compulsory School Attendance Law***

Except as provided under pars. (b) to (d) and sub. (4), unless the child is excused under sub. (3) or has graduated from high school, any person having under control a child who is between the ages of 6 to 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of that term, quarter or semester of the school year in which the child becomes 18 years of age.

In accordance with 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 outlined in the state statutes, or have graduated from high school.

Students are required to attend all their scheduled classes and study halls, unless they have obtained parental permission and/or a pass approved by the building principal or associate principal.

There are many varying circumstances involved with reasons for absence. Because of this, the school reserves the right to judge whether or not absences are excused. Any questions which do arise will be communicated to the parents in writing or by telephone. Repeated refusal of following the attendance policies will be deemed as a violation of school rules and can result in more severe consequences, which may include a school board appearance or expulsion.

### **♦TRUANCY♦**

(Reference: School Board Policy JEDA, Wisc. Stats: 118.15 & 118.16, and Village Ordinance 44.12)

The following is a policy adopted by Pulaski High School to provide legal, consistent, and humane treatment of students involved in unexcused absences from school.

A. DEFINITIONS. For the purposes of this Section, the following definitions shall apply:

1. "Habitual truant" shall mean a pupil who is absent from school without an acceptable excuse under §118.15, Stats., for part or all of five (5) or more days on which school is held during a school semester.
2. "Truancy" means any absence for all or part of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of §118.15 of the Wisconsin Statutes.
3. "Truant" means a pupil who is absent from school without an acceptable excuse under §118.15 and 118.16(4), Stats., for a part or all of any day on which school is held during a school semester.

B. TRUANCY PROHIBITED. No child required to attend school pursuant to the provisions of §118.15, Wis. Stats., shall be absent from school for part or all of one or more days during which school attendance is required or engaged in intermittent attendance for the purpose of defeating the intent of these ordinances and of §118.15, Wis. Stats., unless the school attendance officer or principal of the child's school, or the child's teacher has been notified of the legal and acceptable cause of such absence by the parent or guardian of the absent pupil.

#### ◆TRUANCY INTERVENTION◆

Attendance is mandatory for all K-12 students in the State of Wisconsin (**118.15 Compulsory school attendance**.) Regular attendance is an important component of a successful school experience. The teachers and administrators will work with students and families to ensure that the students of Pulaski High School attend on a regular basis. Therefore, the PHS attendance steps have been developed to outline to our students, staff and families the actions which will occur when a student is not present in school.

Attendance will be tracked and evaluated each school year. At the start of the year, the homeroom teacher and administration make initial contact with the student who seems to have frequent absences or a history of truancy. A positive conversation will help encourage positive attendance.

1. A student who is absent from school without an acceptable excuse for part or all of 5 or more days in a year is considered "habitually truant". Truancy Step 1 occurs when 1-2 days of unexcused absences in a semester occur and parents are notified by the attendance administrative assistant. Students will be issued structured lunch times to make up unexcused hours at the discretion of administration.
2. The attendance administrative assistant sends a warning letter to parents (Truant Step 2) at 3 days absences unexcused in a semester. Students will be issued structured lunch times to make up unexcused hours at the discretion of administration.
3. At 5 days absences unexcused in a semester (Truant Step 3), the parents are notified of a meeting with the counselor, administrator and student. Students will be issued structured lunch times to make up unexcused hours at the discretion of administration.
4. At 8 days absences unexcused in a semester (Truant Step 4) another warning letter goes to parents. Students will be issued structured lunch times to make up unexcused hours at the discretion of administration.
5. At 10 absences unexcused in a semester (Truant Step 5), parents are notified by the official district letter and administration will complete and refer for a truancy ticket from the PSLO or, if excused, the attendance secretary sends out our official district letter and the student is required to provide a medical excuse for each additional absence to be excused. Students will be issued structured lunch times to make up unexcused hours at the discretion of administration. Administration will continue to notify parents and work in a collaborative effort to ensure positive attendance.
6. At 12 absences or more unexcused absences in a semester (Truant step 6), parents are notified by administration that a truancy ticket will be issued for every 5 additional days missed. Students will be issued structured lunch times to make up unexcused hours at the discretion of administration. Excused absences may exceed 12 days if there are specific exceptions to the rules. (medical documentation, etc.) Social/County Services may be involved if deemed appropriate.

In addition, meeting times will be set up by the counselor with the student. Discussion will include further steps in attendance and how to support the student in coming to school more successfully.

### ♦HABITUAL TRUANCY CONSEQUENCES♦

Any child found by the Court to be a habitual truant shall be subject to one or more of the following dispositions:

- A. Suspension of the child's operating privilege.
- B. Order the child to participate in counseling, community service or a supervised work program.
- C. Order the child to remain at home except during hours in which the child is attending religious worship or a school program.
- D. Order the person to attend an alternative educational program.
- E. Order the Department of Industry, Labor and Human Relations to revoke a permit authorizing the employment of the person.
- F. Order the person to attend school.
- G. Impose a forfeiture of not more than \$500.00, plus costs, §938.37, Stats., all or part of which forfeiture, plus costs, may be assessed against the person, the parents, or guardian of the person, or both.
- H. Any other reasonable conditions consistent with this subsection, including a curfew, restrictions as to going to or remaining on specified premises and restrictions on associating with other children or adults.
- I. An order placing the person under formal or informal supervision.
- J. An order for the person's parent, guardian or legal custodian to participate in counseling or to attend school with the person, or both.

### ♦TARDINESS♦

For the purpose of this policy, a **tardy** is defined as the late arrival (up to 5 minutes) of a student to a class WITHOUT a pass from another staff member. Consequences for tardiness could include a verbal reprimand from teacher, a parental contact from teacher and/or administrator, a teacher-assigned structured lunch or structured PLT mod and/or administrative disciplinary action. If a student arrives to class more than 5 minutes late WITHOUT a pass from another staff member, the absence will be considered **truant**.

### ♦ATTENDANCE PROCEDURE♦

- A. Students who are absent should have a parent or guardian call the attendance office on the day of the absence to provide an explanation for the absence. The attendance phone number is **822-6717 (24 hour voice mail) or 822-6716 (attendance secretary)**. Students having a call on the day of absence should return directly to class on the next day.
- B. The only excused absences are those due to illness of the student, death in the family, or when the principal or associate principal consider it in the best interest of the pupil. There are many varying circumstances involved with reason for absence. Because of this, the school reserves the right to judge whether or not absences are excused.
- C. Students not having a call-in the day of the absence must bring a note from a parent or guardian explaining the absence to the attendance office prior to 7:40 a.m. the morning the student returns to school.
- D. If the school does not receive notification of a student absence within 48 hours of that absence the student will be deemed unexcused/truant and will be assigned consequences in accordance with the schools truancy policy.

### ♦SIGN IN/SIGN OUT (APPOINTMENT) PROCEDURE♦

(Wisc. Stats. 118.15; 121.02)

Due to legal considerations, a student may not leave school, at any time, during the course of the school day without having parental permission on file and signing out in the attendance office. If a student fails to follow this procedure, the absence will be considered unexcused. The following procedure must be followed:

- A. The student should have a note or a call from home, which designates the time and purpose for leaving. PERMISSION must be received prior to leaving.
- B. The attendance clerk will issue a pass to the student with the time listed. The pass must be obtained between 7:00-7:33, on the day of the appointment.
- C. When it is time to leave, the student must show the pass to the teacher in charge.
- D. Before leaving, the student must sign out on the appropriate sheet in the attendance office. If the student is to return that day, he/she must sign back in on the same sheet and receive a re-admittance pass, back to class.
- E. **If a student is ill and wishes to go home, he/she must report to the attendance office before leaving.** The office will call home to have the student picked up from school. The student must sign out when the parent arrives to pick him/her up. When a student is ill and has a car at school, the parents will be called and the same procedure will be followed.

#### ◆HALL PASSES◆

Students are not to be loitering in the hallways or going to their lockers during class time, which does include lunch hours. Books and/or lunches are to be taken with students from lockers before the bell rings which signals the start of a class hour, at which time hallways are to be cleared. If there is an emergency situation, the student should see his/her teacher or go to the office for a pass. Passes or staff signed agenda passports are required in all hallways once classes have begun. Any student caught forging a hall pass will face staff and/or administrative consequences. This may include but not be limited to suspension of hall pass privileges for a specified time.

#### ◆PREARRANGED ABSENCES◆

Students who know they will be missing one or more days of school for reasons acceptable to the school (family trips, extended competition, etc.) must have written parental permission in advance. A parent/guardian must call or provide a note to the attendance office. The student should pick up the prearranged absence form in the attendance office and present to each of his/her teachers and appropriate associate principal before the absence. The prearranged absence form must be completed and returned to the attendance office at least one week in advance or as soon as possible.

Teachers will consider such factors as the student's attendance record, status of the makeup work, incomplete work and over-all grades. Students with critically low grades and poor attendance records may not gain approval due to the possibility of failure of the class in question. If approved, class work and tests will be allowed to be made up.

#### ◆HOMEWORK DURING ABSENCE POLICY◆

A student is allowed two (2) days make-up time for each day of excused absence. It is the responsibility of the student to get the assignments from his/her teacher and make them up within the allotted time.

A parent/guardian of a student who is absent for two (2) or more days may request homework assignments through the attendance office. Students, who have unexcused absences, may receive zeros on any quiz, test, or assignment (includes daily homework, papers, presentations, speeches, etc.).

### ♦NON-PARTICIPATION DURING ABSENCE ♦

A student that is absent because of illness or truancy may not participate in athletics, concerts, dances, club meetings, work experiences, co-op experiences, youth options experiences, or other school related activities on the day or evening of the absence. A field trip does not prevent one from participation. A student that must be absent during the school may participate in after-school activities if he/she is present at minimum of ½ day (or 3 clock hours) and has been properly excused. A student may miss an entire day for funeral services and still be able to participate in after-school activities.

### ♦IN-SCHOOL ILLNESS♦

Students who become ill during the school day are expected to report to the attendance office for assistance. If the student requests to check out, a parent or legal guardian must be contacted by office personnel to come in to check the student out to insure health, safety, and welfare. When a student fails to check out in the office properly, the student will be considered unexcused or truant.

### ♦ADULT STUDENT ATTENDANCE♦

(Reference: School Board Policy KGE)

- A. An adult student (18 years or older) and still residing at home and/or claimed by their parent for tax purposes is not exempt from complying with policy enacted by the Board of Education or school administration; all school rules are binding regardless age.
- B. An adult student not residing at home and/or claimed for tax purposes must sign an attendance waiver form and register this form with the secretary in the attendance office. If absent, he/she must call the school prior to 10:00 a.m. that morning or the absence will be unexcused. If student is absent due to a medical appointment, the student must bring back written verification.
- C. Students emancipated from parental authority can assume responsibility for their attendance by presenting a notarized document stating emancipation and the state of living outside their parent/guardian home. Forms may be obtained from the attendance office.

## **SECTION 3 - DISCIPLINE**

### **◆PHILOSOPHY OF DISCIPLINE◆**

Pulaski High School, a community of learners will maintain an orderly and safe atmosphere conducive to learning. Maximum learning results from developing and supporting an atmosphere of self-discipline, responsibility, honesty, mutual care and the respect for oneself, others, and the environment. The students, faculty, and administration will strive, in a positive way, to communicate with, listen to, and support each other while aiming toward this goal of maximum learning. In order for maximum learning to take place, teachers, administrators, and other professional staff will require/encourage students to work toward meeting specific behavioral standards. Recognizing that no single direct response is correct for all staff and students and proper for every circumstance is central to this schools' discipline philosophy.

Consequences for disruptive behavior will be immediate and appropriate. This philosophy, which will demand and reward maximum effort, offers each person the opportunity to achieve success through growth and learning.

### **◆STANDARDS FOR EXCELLENCE AT PULASKI HIGH SCHOOL◆**

We believe that maximum learning is the result of a school atmosphere, which supports and develops self-discipline, responsibility, honesty and respect for oneself, others, and the environment. The students, faculty, and administration of Pulaski High School will strive, in a positive way, to communicate with, listen to, and support each other while aiming toward this goal. This philosophy is basic and offers each student the opportunity to achieve success through growth and learning.

### **◆ACADEMIC INTEGRITY◆**

Academic integrity is the pursuit of scholarly work in an open, honest, and responsible manner. Academic integrity is a basic guiding principle for all academic activity at Pulaski High School, and all members of the high school community are expected to act in accordance with this principle. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception in the completion of academic work. Such acts of dishonesty violate the fundamental and ethical principles of the Pulaski High School community and compromise the worth of work completed by others.

Note that cheating & plagiarism offenses are divided into two classes: a major violation and a minor violation, as determined by the classroom teacher. A major cheating violation includes, but is not limited to tests, quizzes, exams, final exams, lab reports, book reports, and major classroom assessments. A major plagiarism violation includes, but is not limited to, plagiarizing all or part of a written assignment, paper, product, poem, etc.

Major violations follow the consequences listed below, while minor violations are left to the individual teacher's discretion for consequences. In the case of a minor violation a decision can be made to follow the major violation consequences. Any step in this process may be applied based on the severity of the offense at the discretion of administration.

**Violations of plagiarism and cheating are cumulative over the course of a student's high school career.** For example if a student receives a violation as a freshman at step one, for the student's next violation he or she will be at step two regardless of current grade-level.

Cheating/plagiarism violations can preclude students from reception of scholarships and other academic awards.

## **Plagiarism -**

Below is the rule that will be in effect for the entire school year, in all classes, for all students in grades 9-12, or taking a class at Pulaski High School

### **Definition:**

Plagiarism is the act of using someone else's words and ideas and passing them off as one's own. It ranges from borrowing a few phrases or ideas without citing the source to purchasing a pre-written paper from an Internet site. Intentional or not, plagiarism is dishonest.

### **Examples (including, but not limited to):**

- a) Copying information word for word from a source without using quotation marks and giving proper acknowledgement by way of footnote, endnote, or intertextual note.
- b) Paraphrasing or putting into one's own words information from a source without providing proper acknowledgement/citation.
- c) Reproducing without proper citation any other form of work of another person, such as a musical phrase, a proof, experimental data, laboratory report, graphics design or computer code.

### **Even re-using parts of or a paper from a previously taken class is academic dishonesty and unacceptable.**

Furthermore, "collaborating" or working with another student can be construed as dishonesty if it is not part of the specific assignment guidelines. Everyone is responsible for following the teacher's instructions concerning plagiarism and citing sources. The website [www.turnitin.com](http://www.turnitin.com) is a tool used by staff and students that helps prevent plagiarism. Papers are compared to Internet documents and previously submitted student papers. Reports are then forwarded to the teacher, assuring teachers and students that the papers turned in truly represent students' **original** work. Submitting papers to this program also protects you from others plagiarizing your work.

## **Cheating -**

Below is the rule that will be in effect for the entire school year, in all classes, for all students in grades 9-12, or taking a class at Pulaski High School.

### **Definition:**

Cheating refers to intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples can include, but are not limited to, copying, using unauthorized aids during testing, handing in the same paper for another class without permission of the instructor, possession of test materials, talking or cell phone use during a test, leaving an online testing session during a test without teacher permission, sharing testing information with another student, etc. In addition, violations of unauthorized collaboration, fabrication of materials/work (making up a source/citation), facilitation (allowing others to copy, taking a test or completing work for another student, etc.), misrepresentation (taking credit for work not done), & participation in dishonest acts (purchasing a pre-written paper, intentionally missing an exam or deadline to gain unfair advantage, distributing materials for the purpose of cheating or other academically dishonest acts), etc. also qualify as cheating.

### **Cheating/Plagiarism Violation Steps:**

1. The student will be given a warning regarding the cheating or plagiarism and he/she will have one opportunity to redo the assignment (or an alternative at teacher's discretion) to receive credit for a possible total of **60% for a perfectly redone assignment**, timeline as

determined by the teacher. The teacher should contact the parents regarding the incident. A behavior referral should also be filled out to document the incident. A copy of the referral will be sent home. In addition, a discussion about a Co-Curricular Code-of-Conduct Violation for the next cheating offense with the Athletic and/or Activities Director will take place. A Co-Curricular Code-of-Conduct Violation may be applied per the discretion of the Athletic/Activities Directors.

2. If a second offense occurs in any class, the student will receive a **zero** on the work, and a record of his/her offense will be filed with the office. The teacher should contact the parents regarding the incident and a behavior referral will also be filled out to document the incident. A copy of the referral will be sent home. A Co-Curricular Code-of-Conduct Violation will be applied per the individual student.
3. If a third offense occurs in any class, the student will receive a zero on the work and, in addition, will have his or her cumulative score lowered by one letter grade for the quarter in the class in which the third offense occurs. This may result in a failure for the semester if the student's average was a "D" before the grade was lowered. The teacher should contact the parents regarding the incident and a behavior referral will also be filled out to document the incident. A copy of the referral will be sent home. A Co-Curricular Code-of-Conduct Violation will be applied per the individual student.
4. If a fourth offense occurs in any class, all consequences from step three will be applied. In addition, the Student Action Team will meet to determine potential additional options such as, but not limited to, changes to the format of the class, independent study, PBL, summer school/credit recovery, etc. Additional consequences including, but not limited to, backscheduling, lunch detentions, out-of-school suspension, etc. may also be applied.

*College credit and AP courses will follow specified cheating/plagiarism expectations as laid-out by the associated Universities and the AP Board*

## **PULASKI SCHOOL-WIDE BEHAVIOR EXPECTATIONS-THE RAIDER WAY**

<b>EXPECTATIONS</b>	<b>CLASSROOM</b>	<b>HALLWAY</b>	<b>CAFETERIA</b>	<b>BATHROOM</b>	<b>PHS GROUNDS</b>	<b>PHS HOMEROOM</b>	<b>PULASKI COMMUNITY</b>
<b>Be Respectful</b>	<p>Follow teacher and staff directions</p> <p>Listen to others</p> <p>Electronic devices are to be off and out of sight unless part of curriculum</p> <p>Keep space clean</p>	<p>Respect self and others</p> <p>Interact and communicate with others in a civil manner</p> <p>Respect bulletin boards, displays, and facilities</p> <p>Display affection appropriately</p>	<p>Quietly wait your turn while in line</p> <p>Speak to others with respect</p> <p>Remain seated while eating</p> <p>Be appropriate with food and drink</p>	<p>Keep bathrooms clean</p> <p>Use shortest distance to destination</p> <p>Electronics not visible or heard in area</p>	<p>Follow the acceptable dress code policy upon entering the school building</p> <p>Park in assigned parking areas</p> <p>Be where you are supposed to be and on time</p> <p>Pick up and discard litter in receptacles</p>	<p>Value others opinions and experiences</p> <p>Listen and consider other perspectives</p> <p>Actively participate in all activities – time was spent to create the experience</p> <p>Minimize distractions for yourself &amp; others. Have your desk clear, no homework, no cell phones, or other distractions</p>	<p>Make all areas a harassment/bully free zone</p> <p>Keep feet, hands, and other objects to yourself</p> <p>Maintain an appropriate volume and tone</p> <p>Leave the area as you found it or better</p>
<b>Be Responsible</b>	<p>Attend class daily and be on time</p> <p>Come prepared to learn</p> <p>Be an active participant</p> <p>Be honest in your intentions and actions</p>	<p>Get to class on time</p> <p>Keep your hallway pass visible</p> <p>Use electronic devices responsibly</p> <p>Keep hallways clean</p>	<p>Attend your lunch period</p> <p>Maintain appropriate volume and tone</p> <p>Use electronic devices responsibly</p> <p>Return your tray and properly dispose of garbage</p> <p>Remain in the lunch room</p>	<p>Return to class as soon as possible</p> <p>Use toilet, soap, sink and towels correctly</p> <p>Wash your hands</p> <p>Dispose of garbage in receptacle</p> <p>Report any school damage</p>	<p>Use facilities for school purposes</p> <p>Drive safely</p> <p>Solve problems peacefully</p> <p>Keep exit doors closed</p>	<p>Share your thoughts, feelings and experiences for others to learn from</p> <p>Support others by participating in the process and prompts</p> <p>Make connections with the reflections of others</p> <p>Allow others to get the information they need; there are many individuals in homeroom and each person's experience is different</p> <p>Come to homeroom with an open mind</p> <p>Use free time wisely</p> <p>Remember for cell phones: our time, your time still applies</p> <p>Be willing to learn together</p>	<p>Adhere to the PCSD alcohol, tobacco, and other drugs policy</p> <p>Give help when needed</p> <p>Get help and report safety concerns to a trusted adult</p> <p>Make good choices (Think before you act)</p>
<b>Be Your Best</b>	<p>Be a positive and contributing member in your classroom.</p>	<p>Be respectful and mindful of others while practicing self-control and appropriate language</p>	<p>Be accountable for your actions while making healthy decisions (Behave like you are in a public restaurant)</p>	<p>Be appropriate and use facilities for their intended use</p>	<p>Be a model PHS student by living the Raider Way</p>	<p>Be a positive and contributing member</p> <p>Make homeroom culture supportive</p> <p>Take something away every day</p> <p>Treat homeroom as you would every other class</p>	<p>Be a helpful and active member of the Pulaski Community</p>

### ◆SUSPENSION◆

As a general rule, students may be suspended if they defy the authority of Pulaski High School staff, disrupt the orderly operation of the school, or interfere with the right of other students to learn. Students may be out-of-school suspended (O.S.S.).

### ◆OUT-OF-SCHOOL SUSPENSION◆

State statutes permit the suspension of students for up to five consecutive days for misconduct. Pending an expulsion hearing, a student may be suspended an additional ten school days. Suspended students cannot be on any school district property or attend any school function during the term of their suspension. A parent re-admit conference is required before the student can return to school.

### ◆EXPULSION◆

According to Wisconsin Statutes, the School Board may, on referral from a school administrator, expel any pupil whenever it shall find him/her guilty of persistent refusal or neglect to obey the rules and become satisfied that the interests of the school demand his/her expulsion.

### ◆DISORDERLY CONDUCT◆

(Reference: Wisc. Stats. 940; 941.30; 947.01; 947.013, Local ordinance 44.10)

#### A. ABUSIVE LANGUAGE.

No student shall during the school day and at school events engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct which tends to cause or provoke an immediate disturbance of public order or tend to disturb or annoy any other person or persons.

Students who violate this section are subject to but not limited to the following consequences based upon the severity of the incident:

1. Verbal reprimand.
2. Parent conference.
3. Detention/structured lunch/structured PLT time.
4. Out-of-school suspension.
5. Removal from class.
6. Police referral and citation.
7. Habitual cases may result in expulsion.

#### B. FIGHTING.

Intentionally causing, provoking, inciting, or engaging in any fight, brawl, riot, or noisy altercation is prohibited. Students who violate this section are subject to, but not limited to, the following consequences based upon the severity of the incident after administrative review:

1. Out-of-school suspension.
2. Police referral and citation.
3. Habitual cases may result in expulsion.

## **SECTION 4 - POLICIES**

### **♦ALCOHOL AND OTHER DRUG POLICY♦**

(Reference: [School Board Policy JFCH](#))

### **♦THREATENING AGGRESSIVE, VIOLENT CRIMINAL BEHAVIOR♦**

(Reference: [School Board Policy JFGI](#), Legal references: SS 120.13, 120.44, 947.013, WI STATS.)

### **♦HARRASSMENT/BULLYING♦**

(Reference: [School Board Policy JFCG](#), Wisc. Stats. 118.13; 120.13)

### **♦SEXUAL HARASSMENT STUDENT POLICY♦**

The Pulaski Community School District maintains and ensures a learning and working environment free of any form of sexual harassment or intimidation toward and between students, employees, school board members, parents, volunteers, independent contracted service workers, and applications for employment. It is, therefore, the policy of the district that neither students nor employees will be allowed to engage in any form of sexual harassment or intimidation toward students or school employees.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, uninvited telephone calls or letters, and other verbal, visual, or physical conduct of a sexual nature. Sexual harassment also includes, but is not limited to, unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, unusually degrading words used to describe an individual, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes or physical contact.

No employee or student shall threaten or insinuate, either explicitly or implicitly, that a student's refusal to submit to sexual advances will adversely affect that person's school performance, employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment, or career or educational development.

Similarly, no employee or student shall promise, imply or grant any preferential treatment in connection with another student engaging in sexual conduct.

Any employee or student who is determined, after an investigation, to have engaged in sexual harassment in violation of this policy, will be subject to appropriate response, which may include suspension or expulsion for students.

Any student or any parents/guardians who believe their student has been subjected to sexual harassment should report the incident(s) to the building principal/designee. If a student or parent is not comfortable with making a complaint to the principal/designee, the complaint may be made to a teacher, counselor, social workers, psychologist, or nurse with the understanding that incidents must be reported to the administration. Every effort will be made, when requested, to maintain the confidentiality of witness identity, unless the witness is requested to testify at a hearing.

## ◆SEARCH AND SEIZURE◆

(Reference: School Board Policy JFG)

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

The Board directs that the searches may be conducted by the

- A. Superintendent,
- B. Building Principals,
- C. Assistant Principals,
- D. Police Liaison Officer,
- E. Technology Director,
- F. Central Office Administrators.

### **School Property**

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

### **Student Person and Possessions**

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

The Board authorizes the administration to confiscate and search school owned electronic devices including, cell phones, PDA's, I pods, I pads, lap tops, etc. when there is a reasonable suspicion that contents on the device are violating the law or school rules. Privately owned electronic devices can be searched in accordance with state and federal laws.

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

This authorization to search shall also apply to all situations both on and off school property in which the student is under the jurisdiction of the Board.

### **Private Vehicles On School Property**

Permission for a student to bring a vehicle on school property shall be allowed by the administration. Administration may search a vehicle and all containers inside the vehicle when there is reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the school administration. The administration shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the administration in the presence of the student and another staff member. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

### **Use Law Enforcement and/or Canine Unit**

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

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

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

The Board authorizes the search of students and his/her belongings if and when a specially trained dog detects the presence of drugs and or devices such as bombs, on the student and/or his/her belongings including backpacks, bags, purses or other containers used by students to hold personal belongings.

### **Administrative Responsibilities**

The administration shall conduct routine inspections of school owned property and shall monitor the use of school owned electronic devices to maintain the safety and well-being of the students in their care.

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

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be

returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

The administration shall contact parents/guardians subsequent to any search of a student's personal possessions and/or vehicle.

#### ♦WEAPONS ON SCHOOL PREMISES♦

(Reference: School Board Policy JFCJ, Wisc. Stats. 118.09; 941.20; 948)

No person shall possess or use a weapon or look-alike weapon in school buildings, on school premises, in a district-owned vehicle or at any school-sponsored function or event at any time.

A weapon is defined as a firearm (loaded or unloaded), knife, razor, martial arts device, pepper spray, chains, explosive device, metal knuckle or any other object which is used or intended to be used to inflict bodily harm. A look-alike weapon is defined as a toy gun, water gun, non-working replica of a weapon, cap gun, popper, war souvenir or any other object which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose.

The following are two exceptions to this policy:

- A. Weapons under the control of law enforcement personnel; and
- B. Weapons that are registered and handled in a legal manner for the purpose of education as authorized by the principal or community education director.
- C. Theatrical props used in an approved and appropriate setting.

Students violating this policy shall be reported to appropriate law enforcement authorities. School disciplinary measures shall include immediate suspension and referral to the Board of Education for possible expulsion from school for a period of not less than one year. Under state statute, the district administrator may modify such expulsion requirement on a case by case basis.

Any other person violating this policy shall be referred to law enforcement officials for prosecution.

Any student who uses an article designed for other purposes to inflict bodily harm and/or to intimidate shall be subject to the following disciplinary measures (EXAMPLES are belts, combs, pencils, file, compasses, scissors, accidental use of pepper spray, chains etc.):

- A. Suspension from school.
- B. Notification of appropriate law enforcement agencies.
- C. Possible recommendation for expulsion.

Possession of BB's/firecrackers will result in a one to three day out-of-school suspension, mandatory parent conference and police referral on first violation. The second violation may result in expulsion.

#### ♦BOMB SCARE POLICY♦

(Reference: School Board Policy JFCK, Wisc. Stats. 941.30; 941.35; 947.012; and 947.015)

The student will automatically be recommended for expulsion to the school board for a minimum of 30 school days or longer. LEGAL CHARGES will also be pressed which could involve: (a) Federal Offense – misuse of a telephone, \$1,000 or 90 days in jail or both; (b) State Statute Felony – Class E Bomb Scare – up to \$10,000 fine or 2 years in jail or both.

#### ♦FIRE MISCONDUCT♦

(Wisc. Stats. 941.10; 941.11; 941.12; 941.13)

- A. Automatic Police referral.
- B. The student and parents will be required to appear before the school board and the administration will recommend a minimum expulsion of 4 weeks from school and all related school activities concerning: (a) setting fires of any kind, (b) stealing fire extinguishers, (c) setting off fire alarms, or (d) interference with fire fighting.

- C. Lighting matches, lighters, etc., will result in a 1-3 day out-of-school suspension. Repeated offenses will require student and parents to appear before the school board for further action.

♦**UNAUTHORIZED PRESENCE ON SCHOOL PROPERTY (TRESPASS)**♦

(Wisc. Stats. 118.105)

A. **PERSONS.**

Unauthorized presence on school property is prohibited. It is unlawful for any student who is under suspension, expulsion or other discipline excluding him/her from attending any school, or any person not presently enrolled in such schools located within the Pulaski Community School District and the Village of Pulaski to be present in any public school building or on any public school grounds without the permission of an administrator, teacher, custodian, or other person in charge.

B. **VEHICLES.**

Unauthorized presence shall include any vehicle that is found on school property which has not received permission to be there or those occupants/owners are not on school property for some legitimate business or activity or is parked in an area that regulates parking to certain authorized vehicles. Such vehicles may be issued a Village of Pulaski summons that regulates parking or may be towed away at the direction of the school principal, associate principal(s) or person in charge of such school building. (Municipal Ordinance 4509).

♦**CODE OF CONDUCT FOR CO-CURRICULAR ACTIVITIES**♦

([Reference: School Board Policy JFJA](#))

♦**TECHNOLOGY ACCESS**♦

(Reference: School Board Policy IIBG)

The Pulaski Community Schools have the capability to provide access to technology systems from all over the world. The system has been established solely for educational purposes. All students must have a user agreement and parent permission form on file (main office at PHS) prior to accessing technology systems. Abuse of such technology will lead to school and/or judicial consequences.

♦**CAMPUS ACCESS**♦

(Wisc. Stats. 941.06)

In order to provide adequate supervision for the safety and welfare of all Pulaski High School students the following guidelines will be used with regards to campus accessibility:

A. **Before School**

1. Students are to enter school immediately upon arrival at Pulaski High School.
2. Students driving cars are not to be in the school parking lot until 7:10, unless involved in an activity supervised by a staff person.
3. Once a student vehicle enters the parking lot, the driver is to park the vehicle and enter the school building. Students are not to be going in and out of the parking lot with their vehicles.
4. Students will not be allowed to congregate outside of the school building.

B. **During School**

1. During school mods 1-14, the campus is closed. This includes the 5-minute passing time between classes.
2. **Students are not to leave the school building without a release pass from the attendance office.**

**C. Noon Hour**

1. The campus is closed.
2. In the Fall/Spring, the area outside the commons may be available for student access during noon hour.

**D. After School**

1. Students driving cars are not to be in the school parking lot beyond 3:15 unless involved in an activity supervised by a staff person.
2. Students will not be allowed to congregate outside of the school building.

**♦STUDENT VEHICLE REGULATIONS♦**

(Wisc. Stats. 118.105)

**A. EXPECTATIONS.**

1. Students are required to observe a 10-mile per hour speed limit and to operate their vehicle in a reasonable, prudent and lawful manner.
2. Students are to park legally. All vehicles must be parked in designated spaces.
3. All student vehicles driven to school (including late arrivals) must be parked in the student parking lot (east lot).
4. Students driving vehicles are to leave their vehicles immediately upon arrival in the parking lot at any time during the school day.
5. Students who have permission to drive during the day may not transport other students.

**B. CONSEQUENCES-** Any parking and/or driving violation may be subject to, but not limited to, the following consequences:

1. Warning.
2. Structured lunch assignment and/or structured PLT consequence.
3. Suspension from parking lot for up to one school year.
4. Vehicle towed (without warning at driver's expense).
5. Driver ticketed.

**♦ ACADEMIC RESOURCE CENTER EXPECTATIONS (MRC, SSRC, SRC, ERC) ♦**

1. Please scan in at the beginning of the mod.
2. Water (with a lid) is the only food or drink allowed in the resource center.
3. If you do not have a lunch mod assigned during mods 7 - 10, please make arrangements with the resource teacher to find a place where you can eat your lunch.
4. Resource center is for academic study. Students must be productively working on academic work.
5. Please use headphones (at an appropriate volume level) when working with audio.
6. If you are assigned to a resource center, you must sit in the "assigned seating" section of the resource area.
7. No cell phone use in the resource area.
8. Use of technology is encouraged for academic work. Please use a school computer or device, or personal device with teacher permission.
9. Backpacks must be placed on the floor.
10. Ask for permission to work with other students.
11. It is OK to move to another resource area for help. Be sure to scan out when you leave and scan in when you arrive. Go directly to your destination.

## ◆DRESS POLICY◆

(Reference: School Board Policy JFCA; Section 120.13 Wisc. Statutes)

The Board believes that students who are dressed appropriately contribute to a favorable academic atmosphere. Responsibility for the personal appearance of the students of the Pulaski Community School District shall normally rest with the students themselves and their parents/guardians. Student dress, as long as the dress and grooming meet reasonable standards of health, cleanliness, safety and the standards of the community, should not affect or disrupt the learning process within the classroom or school. Within these guidelines, the following will be considered inappropriate:

- A. Any clothing with pictures and/or writing which refers to sexual, racial or otherwise offensive statements and/or innuendo.
- B. Any clothing with pictures and/or writing which enhances image of or promotes the use or consumption of alcohol, tobacco, e-cigs and/or other drugs.
- C. Any clothing with gang symbols, colors, emblems, or insignias or other gang identification or reference.
- D. Any clothing which does not cover the entire midriff area.
- E. Any clothing that reveals undergarments (i.e.– seat of pants ripped).
- F. Wearing or carrying of caps, hats, head coverings, jackets, coats, gloves or other outdoor attire in the school building. Hats and caps must be removed upon entering the building, except on Fridays.
- G. Not wearing shoes.
- H. Wearing chains.

When a student's appearance adversely affects what the Board has outlined as a disruption to the educational process, he/she may be subject to disciplinary action by the building principal or his/her designee.

Pulaski High School's PBIS (Positive Behavior Intervention and Support) team developed the dress code policy. Students and teachers shared input on the dress code policy. Administration cross referenced the policy with other area school districts. This policy allows students to dress for success while attending Pulaski High School.

### A. EXPECTATIONS - the Pulaski High School dress code consists of the following:

- Shorts need to be as long as the web of your fingers.
- Skirts need to be as long as the web of your fingers.
- All tops need to have a neckline no lower than the armpit.
  - No halter tops, tube tops, strapless shirts or spaghetti straps unless covered at all times by a layering item such as sweater, additional shirt, etc.
  - Tank tops must be at least 1.5 inches in shoulder area.
  - Shirts cannot be see through.
- No bra straps showing at any time. No corsets allowed.
- No undergarments may be showing.
- No body cleavage or midriff may be showing.
- Hats and caps need to be removed upon entering the building, except on Fridays. Hats must be stored out of sight (preferably in locker).
- Outer apparel (gloves, winter coats/jackets) must be removed and may not be worn during the school day. Sweatshirts are highly encouraged during the cold months.
- Hoods may not be worn to cover any part of one's head.

- Any clothing with inappropriate (profane, vulgar, sexual, racial, ethical, alcohol, drugs and tobacco) sayings, slogans or graphics will not be allowed.

Administration reserves the right to add to the policy when clothing trends bring about additional concerns. Staff will be given copies of the dress code policy and are expected to notify the office and write a minor in Skyward when students are not in compliance with the policy.

**B. EXPECTATIONS - consequences for dress code violation:**

- First violation- student will be asked to change clothing and/or given a shirt to cover self appropriately and parents will be notified by the Skyward discipline letter.
- Second violation- student will be asked to change clothing and/or given a shirt to cover self appropriately and parents will be notified by phone call and the Skyward discipline letter.
- Third violation- student will be asked to change clothing and/or given a shirt to cover self appropriately and parents will be notified by phone call and the Skyward discipline letter. Student will serve two days of structured lunch times.
- Fourth violation- student will be asked to change clothing and/or given a shirt to cover self appropriately and parents will be notified by phone call and the Skyward discipline letter. Parent meeting will be required with administration and student will serve five days of structured lunch times.
- Fifth violation- student will be asked to change clothing and/or given a shirt to cover self appropriately and parents will be notified by phone call and the Skyward discipline letter. Student will serve an out of school suspension and a parent meeting will be required with administration.
- Additional violations will result in additional consequences deemed appropriate by administration.

If at any point, the student refuses to change clothing as required by administration, additional consequences may be given if needed.

**◆HALL BEHAVIOR◆**

Conduct in the halls before, during and after school hours:

- A. Students may not be loud, boisterous, or use profanity at these times.
- B. Group congregating for the purpose of harassment, namecalling or general misbehavior will not be tolerated.
- C. Students must refrain from blocking hallway thoroughfares.
- D. Outward physical acts between students, such as kissing, are not acceptable.

**◆SODA POLICY◆**

- A. Students will be allowed to have exclusive soda drinking rights in the commons and main corridor hallways which consist of porcelain and vinyl tile.
- B. Students will not be allowed to consume soda in classroom pod hallways, computer labs, resource centers, library, gym, and auditorium.
- C. Individual teachers will dictate whether students will be allowed to drink soda in their instructional classrooms. If students are allowed to do so, they must have the soda consumed prior to leaving the classroom.
- D. Consequences for abusing the soda policy may range from verbal warnings to detention/structured lunch/structured PLT time(s) being assigned.

### ◆SNOWBALLING/PROJECTILES◆

The throwing of snowballs, stones, or other missiles will result in a one to three day out-of-school suspension. In addition, the high school administration may refer the situation to the PSLO. The student will then be subject to legal actions through the court system.

### ◆ELECTRONIC COMMUNICATION DEVICES, RADIOS AND LASERS◆

Lasers are prohibited while on school premises. A student may use an electronic device like a cell phone or i-Pod, etc., with our **Your time/Our Time Policy**. Lunch is included in your time. Electronic devices may be used at the discretion of the individual staff members. If a student has an electronic device/cell phone **Your time/Our Time Policy violation**, a staff member will confiscate the electronic device/cell phone from the student and will bring it to the attendance office in a timely manner. Student refusal to give the electronic device/cell phone to a staff member can result additional consequences.

1<sup>st</sup> violation –Warning. The student picks up the device from the attendance office at the end of the regular school day, or the device may need to be picked up on the next day after school if staff member is unable to bring the device to the office due to other responsibilities.

2<sup>nd</sup> violation – Two lunch detention/structured lunch/structured PLT times, referral sent home. The device is picked up at the end of a school day as in the 1<sup>st</sup> violation.

3<sup>rd</sup> violation – Referral sent home. Parent pick up of the device is required. Student can no longer have their device at school.

4<sup>th</sup> & subsequent violations – Can result in OSS and can include a parent meeting for persistent refusal to follow school rules. Parent pickup of the device is required. Referral sent home.

Student refusal to give the cell phone or device to a staff member can result in additional consequences for the student.

### ◆MEDICATION POLICY◆

(Reference: School Board Policy JHCD)

Ideally, all medication should be given at home. However, it is essential under certain circumstances that medication be given during school hours. No medication will be administered by school personnel or its agents until school forms are completed to the satisfaction of the school nurse. Each student will be briefed following the completion of all forms. All consent forms must be renewed annually and/or at any time a medication is changed. Forms are available in the attendance office.

### ◆DANCES◆

#### A. General Rules.

1. Dances will be open to Pulaski High school students (and their guests) only.
  - PHS students must demonstrate appropriate attendance by having no unexcused absences in the two weeks prior to the dance.
2. Upon arrival, all students will be required to present their Pulaski High School identification cards. All guests must present school identification card or picture identification card.
3. Enter-Exit Policy:
  - Any student leaving the dance will not be admitted back in and will be expected to leave the campus or site of the dance.
  - Breathalyzer tests or other checks for suspected substance abuse will take place when a student is suspected of being under the influence.
  - Exceptions may be made by the chaperones.
4. All PHS rules apply at all dances.
5. Students not in accordance with the rules may be told to leave the campus or dance unless the infraction is covered by another policy or procedure.

B. Guests.

1. Guests must be registered through the attendance office and provide identification at the door.
2. Guest must be registered at least 48 hours prior to the dance.
3. All guest registrations will be screened by the administration, and/or police liaison officer.
4. Only one (1) guest pass can be given to each Pulaski student.
5. Guest must be high school age or recent high school graduate under age of 21.
6. PHS reserves the right to deny access to a registered guest.

C. Chaperones.

1. Faculty, significant others of faculty and parents of students will be the only ones allowed to chaperone.
2. One (1) chaperone will be required at the door at all times.
3. One (1) administrator and one (1) PSLO will be required to be on call for all dances.

◆**ADVERTISEMENTS/POSTERS**◆

All advertisements placed on bulletin boards or walls must be approved by an administrator before being put on display. Placement of these advertisements must be approved. Signs are to be removed after a reasonable length of time.

## **SECTION 5 - PROCEDURES**

### **◆LOCKERS◆**

(Reference: School Board Policy JFG)

A student locker is provided by the school for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear and school-related materials. No student shall use the locker for any other purpose. Items brought to school and stored in lockers are not insured for reimbursement by the Pulaski Community School District. At no time does the Pulaski Community School District relinquish its exclusive control of such lockers. Lockers may be searched to maintain order, safety and discipline. The school shall have access to all lockers at all times. General and individual inspections of lockers may be conducted by school administrators for any reason at any time without notice, student consent, or without a search warrant. During the course of the year, any problems with a locker should be reported to the student services office.

In order to ensure the proper protection of the articles found in student lockers, the following guidelines will be enforced:

- A. Sharing lockers is not permitted.
- B. Use the locker assigned to you. Do not move or trade lockers. You are responsible for the inside and outside conditions of the locker assigned to you.
- C. Keep your locker locked! Do not give the combination to anyone.**
- D. Physical Education lockers will be furnished in one of the dressing rooms for physical education. **Keep it locked!**

### **◆FIELD TRIPS◆**

Field trips are an educational experience; however, they do not exempt a student from being accountable for what was covered in the missed classes during the absence. Students should expect to make up work missed outside of the regular hours arranging to use time before school, after school, or during their lunch or free period. A field trip is an extension of the classroom outside the walls of the school. Therefore, all school rules apply on a field trip.

### **◆COMMONS◆**

The cafeteria (commons) is a place to eat study, relax, and visit before school, during lunch hours, and after school. Students may move around in the cafeteria but must not disturb others. The noise level must be kept reasonable because students may be studying individually or in groups. The area must be kept clean at all times. If proper cleanliness is not maintained, commons privileges will be discontinued. Gambling is not allowed in the commons, on school premises or at school-sponsored functions.

### **◆GUEST/GUEST PASS PROCEDURE◆**

Any student wishing to bring a guest to school and to attend classes must follow the prearranged guest attendance procedures:

- A. A parent/guardian must call or send a note to the attendance office in advance of the guest's requested arrival at school, indicating that it is okay with them for the designated guest to accompany their student to classes at least two weeks in advance of the requested visit date.
- B. A prearranged guest form (with administrator's signature) is picked up by the host student in the attendance office following the parent request, and is circulated to each teacher seeking approval for their guest to attend classes.
- C. The teacher-signed guest approval form is submitted to the attendance office at least two weeks in advance of the guest's arrival.

- D. A guest pass will not be issued from the attendance office to the host student on the morning of the guest's arrival.
- E. Guests are not allowed during final exam weeks or after [spring (Easter) break- whichever occurs first].

#### ◆ANNOUNCEMENTS◆

The announcements are divided into two sections; "general" and "activity" announcements. General announcements will be read over the PA system during homeroom. Since communication breakdown often results from failure to pay attention to the announcements, it is essential for each student to pay particular attention at this time. Announcements will also be posted daily to our website.

Activity announcements (athletics, clubs, and school sponsored organizations) will be scrolled across television monitors in the building throughout the school day. Reminders may be given to students during general announcements to check the monitors for specific activity announcements. It is the responsibility of the student to check the monitors (located in classrooms, resource centers, commons, and hallways) on a daily basis.

Students who wish to submit an announcement must secure teacher/coach/advisor approval and return the form to the secretary in Pulaski News.

#### ◆EMERGENCY PROCEDURES◆

##### A. ACCIDENT PROCEDURE.

Students injured at school must report the incident immediately to the teacher in charge. Reporting accidents several days after they happen will result in denial of filing a claim. Be certain your teacher knows immediately when, where and how you were injured. Student injury should be covered by personal insurance since the school district does not insure individual students.

##### B. EMERGENCY CARD.

State law requires all students to have an emergency card on file in the school office. New information must be compiled each year. Forms will be collected during registration and kept on file in the office.

##### C. FIRE (DRILLS).

It is essential that when the signal (loud buzz, flashing lights) is given, everyone obeys promptly and leaves the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. The entire building must evacuate. Students are to walk a minimum of seventy-five feet from the building. An all clear signal will be given to re-enter the building. Fire drills at regular intervals are required by law and are an important safety precaution.

##### D. INTRUDER ALERT (DRILLS).

If a dangerous or potentially dangerous individual is in the building, an announcement about the emergency situation will be made by an administrator over the PA system. Students and staff are to stay in the classroom or area they are in, the door(s) to the area are to be locked, the light(s) should be turned off, and the occupants of the area/room are to remain quiet, away from doors and windows, and on the floor. Any person in a hallway during an intruder alert should proceed to the nearest classroom or restroom. The all clear sign will be one long tone sound or announcement will be made over the PA system. Periodic drills will be held throughout the school year.

##### E. TORNADO (DRILLS).

If dangerous weather systems exist in the area, an announcement will be made by an administrator over the PA system to seek potentially safer areas of the building.

Your teacher will direct you to a designated area. Tornado evacuation procedures are located above the classroom doors. Whenever possible, go to an interior hallway on the lowest floor. Avoid gymnasiums, commons, or other structures with wide, free-span ceilings. Also avoid walls and windows that contain glass. An all clear announcement over the PA system will be made when the tornado drill is over. A tornado drill will be held in April.

F. WEATHER CONDITIONS DECISIONS. (Reference: School Board Policy JHFE)

Occasionally it is necessary to delay school, cancel school, or release students early due to unsafe weather conditions. Parents and students are reminded to listen to local radio station announcements between 6:00 a.m. and 7:00 a.m. regarding cancellations and delay of starting time. Please use discretion in calling school unless an emergency exists. In the event that severe weather conditions require school to be canceled, this information can be gained by listening to the following radio stations: WGEE-1360 A.M.; WQLH-1400 A.M., 98.5 F.M.; WNFL-1440 A.M.; WIXX-101 F.M.; WOCO-1260 A.M., 107.1 F.M.; WTCH-960 A.M., 99 F.M.

♦CUSTODIAL & NON-CUSTODIAL PARENTS' RIGHTS/ RESPONSIBILITIES♦

(Reference: School Board Policy KBAA, Wisc. Stats. 46 and 48)

A. When parents of a student are estranged, separated, or divorced, building personnel will uphold the parents' rights.

1. Both parents have the right to:

- View the child's school records.
- Receive school progress reports.
- Visit the child briefly at school.
- Participate in parent-teacher conferences.

The only exception is when a court order (provided by the custodial parent) restricts any of the above listed rights for the non-custodial parent.

2. Custodial Parent - The parent with whom the student resides is known as the custodial parent unless a legal document or signed parental agreement indicates otherwise. Verification may be required from the custodial parent.

B. Release of Student to Parent.

While both parents can visit the student at school, only the custodial parent has the right to remove the child from school property. Only a verified note from the custodial parent will be cause for exception to this provision. If school personnel anticipate possible student abduction (by the non-custodial parent or any other person), law enforcement personnel are to be notified immediately.

C. Parent Responsibilities.

1. The custodial parent has the responsibility to:

- keep the school office informed as to the address of residence and how he/she may be contacted at all times.
- provide a copy of any legal document, which restricts the rights of the non-custodial parent.

2. The non-custodial parent is to inform the school office of phone number and/or address where he/she may be contacted regarding student progress/problems.

## ♦STUDENT COMPLAINTS & GRIEVANCE PROCEDURE♦

### A. INFORMAL.

Whenever a student has reason to believe he or she has been subjected to discrimination or harassment, the student should report the incident to his or her guidance counselor, classroom teacher and/or the appropriate associate principal. Every effort will be made to resolve the complaint to the satisfaction of the complainant at the lowest educational level or by first administrative contact.

### B. FORMAL.

**Step 1.** If the complaint involves the action of a teacher, there should be a sincere attempt to work this out directly between the pupil and the teacher. The public school staff member involved should make a special effort to be sure the pupil has adequate opportunity to discuss the situation with him/her.

**Step 2.** If the informal resolution procedure is not effective, a written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the immediate administrator or the local Title IX designee within five (5) school days or designee shall further investigate the matters of the complaint and reply in writing to the complainant with five (5) school days after receipt of the written complaint. Such investigation shall include an opportunity for the accused to be heard.

**Step 3.** If the complainant wishes to appeal the decision of the administrator or local Title IX designee, he/she may submit a signed statement of appeal to the building principal within five (5) school days after receipt of the administrator or Title IX designee's response to the complaint. The principal shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within ten (10) school days.

**Step 4.** If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Superintendent within five (5) school days of his/her receipt of the principal's response in Step 2. In an attempt to resolve the complaint, the Superintendent shall meet with the concerned parties and their representative within fifteen (15) days of the receipt of such an appeal.

**Step 5.** If the complainant remains unsatisfied he/she may appeal through a signed written statement to the school board. Within ten (10) school days of the superintendent's response in Step 3, the school board shall meet with the concerned parties and their representatives in an attempt to resolve the complaint. A copy of the board's disposition of the appeal shall be sent by the board secretary to each concerned party within fifteen (15) school days of this meeting.

**Step 6.** If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the State Superintendent of Public Instruction within 30 days of the Board's decision. In addition, the complainant may appeal directly to the State Superintendent if the Board has not provided written acknowledgement within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to:

State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street,  
P.O. Box 7841, Madison, WI 53707-7841.

Discrimination complaints may also be filed with the federal government at: Office Rights, U.S. Department of Education, 8<sup>th</sup> Floor, 300 South Wacker Drive, Chicago, IL 60606

## **SECTION 6 - SERVICES**

### **♦COUNSELING♦**

The Pulaski High School Counseling Program has been developed based upon the Wisconsin Comprehensive School Counseling Model and the American School Counseling Association National Standards. The program focuses on academic success for all students and gives students a purpose for learning. It prepares students to succeed in the domains of career development, academic development, and personal/social development. The services provided include, but are not limited to, individual and group counseling in the following areas: academic skills, career planning, conflict resolution, self-management skills, and AODA issues.

Counseling provides each student with a safe atmosphere to discuss personal feelings, thoughts, and problems with a person who cares. The basic philosophy of counseling at Pulaski High School is that each individual is important and all of us at some time probably need help or counseling in our lives.

The following students, based on alphabet, will be assigned the designated counselor. The primary reason for this arrangement is to allow students to better know their counselor by being assigned to them on a 4-year program. However, students and parents are reminded that students may request another counselor under appropriate circumstances.

**LEAH GRANT: All student surnames A-HE**

**SARA DIEHLMANN: All student surnames HF-P**

**KATRINA MAYER: All student surnames Q-Z**

### **♦CRISIS SUPPORT (OUTSIDE OF PHS) DIRECTORY♦**

This section contains information on self help and support groups in the Green Bay area. An effort has been made to include groups appropriate for teens and parents. The information was obtained by: Crisis Center of Family Services Association, 300 Crooks Street, Green Bay, WI 54301. If you are looking for information on a specific topic not listed, call the Crisis Center (436-8888) for additional names and numbers of state and national organizations.

### **♦ACADEMIC CAREER PLANNING♦**

Academic and Career Planning, or ACP, is a student-driven, adult-supported process in which students create and cultivate their own unique and information-based visions for post-secondary success, obtained through self-exploration, career exploration, and the development of career management and planning skills.

Pulaski High School partners with Career Cruising to guide students through self assessments, career exploration, and academic planning. Students are able to access Career Cruising through any Internet-ready device, including those at school or at home. Features of Career Cruising include:

#### **Career Matchmaker**

- Internationally respected interest assessment tools
- Results in 40 occupations that most closely match a student's interest
- Students can tailor a list of career suggestions to match education goals by specifying the level of education planned to complete
- A "my skills" component allowing students to match current skills with occupations of interest and identify skills needed to build on

### **Explore Careers**

- Students can search a database of thousands of careers by subject, specific occupation, or career cluster
- Information is provided to include job descriptions, working conditions, earnings, education and training, direct links to related colleges and university programs, sample career path, and multimedia interviews for each occupation.

### **Explore Education and Training**

- Students are able to access information for any 2 or 4 year college in the United States including campus demographics, cost of tuition, admission requirements, and program descriptions
- Students will have the ability to apply to colleges from the links provided within the program and will be able to request transcripts through Career Cruising

### **Career Portfolio Tool**

- Students will be able to create a personalized high school education plan
- Career Cruising will be able to be accessed by students after high school and has the ability to keep track of documented work and volunteer experience, skills, abilities, extracurricular activities, and achievements.
- Students can build a customized resume and can store recommendation letters, college application essays, and scholarship applications.

Students will be able to sign on using their school district Google account at PHS. A direct link will be provided on their student portal. Career Cruising also offers a Parent/Guardian Portal. Parents, guardians, or other authorized individuals can explore Career Cruising and see the career development and education planning work that their child has accomplished. An access code can be provided by Student Services for parents/guardians wishing to use the Portal.

### **◆STUDENT RECORDS/TRANSCRIPTS◆**

As defined in Section 118.125(1) of Wisconsin Statutes, student records are kept in the following categories: 1) behavioral records, 2) directory data, 3) progress records, 4) pupil records. All pupil records maintained by Pulaski High School shall be confidential except as provided in WI Statute 118.125(2m) para. (a)-(1). Resultantly, it should be noted that directory data must be disclosed to any person requesting it unless the parent or legal guardian or guardian ad litem of any pupil has notified the school that all or any part of the director data may not be released without their prior consent. Parents will be given public notice of the information, which has been designated as directory data through the school newsletters. The Pulaski Community School District has adopted Policy KBGA in accordance with WI. Statute 19.21(6) dealing with the retention, transfer, and destruction of school district records. Transcripts may be obtained in the Student Services Office. Transcripts or college applications issued directly to parents or 18 year olds will be marked as being given directly to that person.

### **◆ YOUTH OPTIONS PROGRAM AND OTHER POST SECONDARY CREDITS ◆**

The Board of Education recognizes the value to students and to the District of students participating in programs offered by University of Wisconsin system institutions, Technical Colleges, tribally controlled colleges and private, non-profit higher education institutions in Wisconsin.

The Board will allow high school juniors and seniors who satisfy the eligibility requirements under the Youth Options Program statute and the administrative rules of the Department of Public Instruction to enroll in an approved course at an institution of higher education while attending in the District. Students will be eligible to receive college and high school credit for completing course(s) at institutions of higher education provided they complete the course(s) and receive a passing grade.

Youth Option courses will be transcribed and count toward a student's grade point average. The School District's responsibility to pay for tuition, fees, books and other necessary materials shall be limited to eighteen (18) postsecondary credits per student.

The Superintendent shall establish administrative guidelines to ensure that the District's Youth Options Program comports with applicable State law and the administrative rules of the Department of Public Instruction. The Superintendent shall also ensure that students in grades 9-11 and their parents are provided with information regarding the Program by October 1st each year.

Upon pre-approval by the high school principal, post-secondary education courses that do not fall under the Youth Options Program may be transcribed and count for high school credit. However, grades in those courses will not count toward the grade point average. The district will not have any responsibility to pay for tuition, fees, books or other materials. (118.37, 118.55, Wis. Stats. P.I. 40)

#### ◆POLICE SCHOOL LIAISON OFFICER (P.S.L.O.)◆

The Pulaski Community School District and the Pulaski Police Department have worked in cooperation for many years. In recent years, they have combined resources to provide for the Police School Liaison Officer (P.S.L.O.) program. The office is located in the attendance office of the high school.

The primary objective of the P.S.L.O. program is to prevent crime in and around the schools. Secondary objectives include prevention through educational presentations for the students. The P.S.L.O. is a community resource person, for parents, students, staff and community members to talk with confidentially about problems.

#### ◆HEALTH ROOM◆

The attendance office has a room available to students who become ill during the school day. This room is equipped with a cot and first aid supplies. It is not intended to be a room for sick students to remain for the entire day, but is to be used while arrangements are being made for a sick student to go home. Students may remain in the health room for a maximum of one class period, unless special permission is given to stay longer.

Students who become violently ill or have cuts causing bleeding should be escorted to the health room in the attendance office. Office personnel should be notified so they can provide assistance.

### ◆BUS TRANSPORTATION◆

(Ref: School Board Policy EE & EEACC, Wisc. Stats. 121.54; 121.55; 121.56; 118.09)

Bus service is provided to students who live 2 or more miles from Pulaski High School. There is a map in the student services office, which explains the bus routes. Further information can be obtained by calling the transportation office at 822-6040. Students are asked to demonstrate orderly behavior whenever riding a school bus.

#### A. EXPECTATIONS:

1. Showing respect to other people, including the driver, and other students.
2. Remaining in seat while bus is in motion.
3. No playing of radios.
4. No horse playing, shouting, yelling, boisterousness or throwing objects in the bus or out of the window.
5. Riders shall not extend head or limbs out of a window at any time.
6. No foul or obscene language or gestures.
7. At no time, purchasing, possessing, selling or consuming alcoholic beverages, tobacco, or illegal drugs.
8. Animals or pets are not permitted on the bus.
9. All school rules apply on the bus.
10. Any time a student wishes to ride another bus, the following procedure must be followed:  
(a) Present a signed parental note in the attendance office requesting the change no later than the morning of the day involved; (b) the permission slip will then be signed by an appropriate school official; (c) present the signed note to the bus driver of the bus you will riding.

#### B. CONSEQUENCES for inappropriate bus behavior could include but not be limited to the following:

1. Verbal reprimand from bus driver and/or administrator.
2. Parental contact from bus driver and/or administrator.
3. Permanent seat assigned by bus driver and/or administrator.
4. Suspension of bus privileges by administrator.
5. Additional administrative actions (i.e. – detention/structured lunch/structured PLT times, etc.)

### ◆HOT LUNCH PROGRAM◆

During the school day, all students will be given time for lunch. A full meal is available as well as ala carte selections. Parents may deposit money into their family lunch account online or envelopes and a drop box are located in the attendance office. Same-day credit will be given if envelope is turned in before 8:30 a.m.

### ◆LOST AND FOUND◆

As soon as a student discovers that an article is missing, she/he should inform the attendance office and complete an incident report so that attempts to locate the article can be made at once. Students are expected to lock belongings whenever possible. Found articles are to be brought to the attendance office immediately.

### ◆TELEPHONE◆

Students are allowed to use the attendance office phone, for purpose of club/ activity business, illness or emergency. When a parent needs to communicate with a student, a message will be delivered to the student to request that he/she call home between classes. Only in an emergency situation will a student be pulled out of class to return a phone call.

### ♦WORK PERMITS♦

Application for a student work permit can be made in the student services office at Pulaski High School. The following must be presented at the time of application.

1. Drivers License, certified copy of birth certificate or a baptismal certificate. Notification of birth registration form is NOT a birth certificate and is not acceptable.
2. Letter from the employer with name, address and phone number of employer and description of job, plus the *signature* of parent/guardian on this letter, giving permission for the student to work.
3. Social security card (social security number cannot be given from memory, or from any document other than a verification form from the social security office if the original card has been lost or misplaced.)\
4. \$10.00 fee – This fee is reimbursed to the student by the employer.

## SECTION 7 - CLUBS AND ACTIVITIES

### ♦ CO-CURRICULAR PHILOSOPHY♦

It is our belief that there are opportunities here that are appropriate and valuable to every student. Participation in school activities is an extension of a good educational program that yields numerous benefits to the growth and development of all who participate. Among these benefits are developing skills in leadership, teamwork, self-discipline, self-confidence, group cooperation, social harmony, and the art of negotiation. Some activities provide the challenge of being on public display and being observed and judged by peers and others. All activities provide the opportunity for interactions and self-exertion while building a sense of purpose, positive thinking, and pride.

## SECTION 8 - HONORS AND AWARDS

### ♦SCHOLARSHIPS♦

(Reference: School Board Policy JI)

A number of local and non-local scholarships are available for students to pursue. Interested students should contact the PHS Student Services department for further information.

### ♦WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP♦

#### A. Eligibility and Selection Criteria

The eligibility and selection criteria for the Wisconsin Academic Excellence Scholarship are defined in SS 39.41 and Chapter HEA 9, Higher Educational Aids. The Pulaski High School Principal will select Pulaski Community School District scholars based on these laws. Students who are anticipating eligibility for the Wisconsin Academic Excellence Scholarship are required to complete the American College Test (ACT) and provide the score to the High School principal prior to the selection deadline in order to be eligible for this scholarship. The requirement exists due to the inclusion of the ACT score in the District tie-breaking procedure as described herein.

#### B. Tie-Breaking Procedure

When the principal finds more than one student to be equal based on eligibility and selection criteria established under law, the principal shall employ the following procedure to break the tie to name the scholar(s) and prioritize the remaining students as alternates.

1. Proof that the scholar has sent an application to a Wisconsin post-secondary college/university or technical college as verified by the Pulaski High School Guidance Department.
2. If a tie continues to exist, the student with the greatest number of grade (mark) points accumulated by the end of the semester preceding the selection deadline will be used.
3. If a tie continues to exist, the student with the highest score on the American College Test (ACT) by the end of the semester preceding the selection deadline shall be named the scholar. If any of the students involved have taken the ACT more than once, the highest composite score received, prior to the election deadline, will be used.
4. If a tie continues to exist, the candidate will be referred to the Pulaski High School Scholarship Committee. The committee will select the scholar by applying the following factors:
  - The candidate's difficulty of course schedules throughout their high school years.
  - The involvement in curricular and co-curricular activities.
  - The candidate's service activities.

**◆WISCONSIN TECHNICAL EXCELLENCE SCHOLARSHIP◆**

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

The District shall identify its Technical Excellence Scholarship designee(s) and alternate(s) using the following procedures:

1. Any high school senior who is eligible to compete for the scholarship shall declare his/her interest in being considered as a candidate by submitting, on a timely basis, a form or other means of notice as directed by the administration.
2. Members of the District's high school staff shall verify that each student who has submitted a timely declaration of interest meets the minimum eligibility requirements that are to be verified at the school level, including all such requirements established under these procedures, by policy JI – Student Scholarships or by the HEAB or by the scholarship program 's authorizing statute.
3. For purposes of ranking the qualified scholarship candidates and designating scholars and alternates, the District adopts the points-based ranking system established by the HEAB, under which students' grade-point average in their Career and Technical Education (CTE) courses serves as the initial tie-breaker if two or more relevant students have acquired the identical number of points. If there are any remaining relevant ties, those remaining ties shall be resolved through the further tiebreaking procedures that have been developed and approved by representatives of the high school administration and staff.
4. The high school will designate and rank a group of alternates that is at least equal in number to the number of scholarships that the high school is permitted to award under these procedures.

**◆ACADEMIC AWARDS PROGRAM◆**

(Reference: School Board Policy JJ)

The Pulaski Community School District believes that students should be recognized for high achievement. Recognizing academic excellence is an important part of promoting achievement at Pulaski High School. The Academic Awards Program has been established as a vehicle to promote and recognize those students who have met or exceeded the high expectations of the high school program and curriculum.

The Academic Awards Program consists of four components which are the Honor Roll (which is published each semester), Presidential Academic Awards, Academic Letter, and the Academic Achievement Award program.

**◆HONOR ROLL◆**

Upon the completion of each semester of the school year, those students who have achieved a semester grade point average of at least 3.00 are listed on the official honor roll, which is submitted for publication in the local news media. The honor roll designates three levels of achievement based on the semester grade point average (GPA). The designated honor roll levels with GPA standards are as follows:

<u>Honor Roll Level</u>	<u>GPA Standard</u>
Honors	3.000 - 3.499
High Honors	3.500 - 3.999
Highest Honors	4.000

**◆PRESIDENTIAL ACADEMIC AWARDS◆**

All students are eligible for Presidential Academic Award, which is provided by the U.S. Department of Education. Students earn this award based on the criteria set forth under this program as determined by administration.

**◆ACADEMIC LETTERS◆**

An academic letter is awarded each year to students who have earned the top ten grade point average in their class. The award is determined at the end of the first (freshmen), third (sophomores), fifth (juniors), and seventh (seniors) semesters. A chenille "P" that is inscribed with the "lamp of learning" will be awarded to each student the first time and a bar will be awarded each succeeding time that the student attains this level of achievement.

**◆ACADEMIC ACHIEVEMENT AWARD◆**

- A. To be eligible for an Academic Achievement Award, students must earn a cumulative grade point average of at least 3.90. A certificate of achievement will be given for each year a student earns a GPA of 3.90 or higher.
- B. All students earning awards will receive them at the Honors Banquet in May. Seniors are also acknowledged at the Honors Assembly that is held during the last week of school.

In addition, students who meet the eligibility requirements of National Honor Society may apply for membership in the Constance Lewis Chapter of the National Honor Society. Other academic awards are presented by individual departments to students who have been selected as the most outstanding student by the faculty of the department.