

## 2015/2016 Student Handbook

### **Welcome To Greenfield High School!**

As a Greenfield High School [GHS] student you are part of a school with a strong tradition of excellence, a place where you will find both academic success and an opportunity to develop your skills, talents and interests. Whether you are an athlete, an artist, an actor, chef, computer lover, writer or engineer, you will find something for you at Greenfield. During your years here you will make new friends, discover new talents, serve the greater community and experience a sense of belonging that comes with hard work and accomplishment.

At Greenfield you can expect to be treated as the young adult that you are. There are many opportunities for you to demonstrate a level of responsibility that will allow you to enjoy a great deal of freedom while you are here. Students are treated as their level of maturity allows. The faculty and staff at GHS are here to make sure that you succeed in your high school journey and that you have many choices for post-secondary education or employment when you leave us. Failure is not an option! We will provide many supports to make sure that you are successful. We are committed to help each student grow and flourish. We motivate through reward and we provide support even when it may not be wanted.

Please do not hesitate to contact us if you have any questions, have suggestions for improvement or need assistance in any matter. Whether you are a new student to Greenfield or a returning student, we hope that the school year brings new challenges and success for you.

Sincerely,

Paul Thusius  
Greenfield High School Principal

### **VISION STATEMENT**

Building a community committed to academic achievement and respect.

### **MISSION STATEMENT**

We believe all learning begins with meaningful relationships. Our mission is to develop learners who can apply knowledge and think innovatively as a result of engaging in rigorous and relevant opportunities.

## Greenfield High School

4800 S 60th Street  
Greenfield, WI 53220  
414-281-6200 (Phone) 414-281-8860 (Fax)  
<http://www.greenfield.k12.wi.us>

**MAIN OFFICE: 281-6200 (EXT. 2)**  
**ATTENDANCE OFFICE: 281-6200 (EXT. 1)**

### HIGH SCHOOL ADMINISTRATION

|                                  |                 |
|----------------------------------|-----------------|
| Principal                        | Paul Thusius    |
| Assistant Principal              | Melissa Cook    |
| Assistant Principal              | Dave Williams   |
| Activities and Athletic Director | Trent Lower     |
| Dean of Students                 | Dale Van Keuren |

### Bell Schedules

#### Regular Schedule

|         |               |           |
|---------|---------------|-----------|
| Hr. 1   | 7:30 – 8:20   | (50 min.) |
| Hr. 2   | 8:24 – 9:14   | (50 min.) |
| Hr. 3   | 9:18 – 10:08  | (50 min.) |
| Hr. 4   | 10:12 - 11:02 | (50 min.) |
| Go Time | 11:06 – 11:29 | (23 min.) |
| A-Lunch | 11:07 – 11:57 | (50 min.) |
| Hr. 5   | 12:03 – 12:53 | (50 min.) |
| Hr. 5   | 11:06 - 11:56 | (50 min.) |
| GO time | 12:00 – 12:23 | (23 min.) |
| B-Lunch | 12:01 – 12:51 | (50 min.) |
| Hr. 6   | 12:57 – 1:47  | (50 min.) |
| Hr. 7   | 1:51 – 2:41   | (50 min.) |

### **Friday - Homeroom Schedule**

|          |               |           |
|----------|---------------|-----------|
| Hr. 1    | 7:30 – 8:15   | (45 min.) |
| Hr. 2    | 8:19 – 9:04   | (45 min.) |
| Homeroom | 9:08 – 9:34   | (26 min.) |
| Hr. 3    | 9:38 – 10:23  | (45 min.) |
| Hr. 4    | 10:27 - 11:12 | (45 min.) |
| Go Time  | 11:16 – 11:39 | (23 min.) |
| A-Lunch  | 11:17 – 12:07 | (50 min.) |
| Hr. 5    | 12:14 – 1:03  | (50 min.) |
| Hr. 5    | 11:16 - 12:06 | (50 min.) |
| GO time  | 12:10 – 12:33 | (23 min.) |
| B-Lunch  | 12:11 – 1:01  | (50 min.) |
| Hr. 6    | 1:07 – 1:52   | (45 min.) |
| Hr. 7    | 1:56 – 2:41   | (45 min.) |

### **CASES NOT COVERED BY SPECIFIC RULES**

It is understood that the rules contained in this handbook are not all inclusive. The administration and teachers may take such action as is necessary to ensure the orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which affects the safety and welfare of students either individually or collectively regardless of the existence or non-existence of a rule covering the offense. For a more detailed description of board policies referenced throughout this handbook, please visit the complete board policies at <http://www.neola.com/greenfield-wi/>.

### **STUDENT PRIVILEGES**

As stated earlier, we prefer to motivate through reward rather than consequence. There are many different rewards or “freedoms” that students can earn based on their grade level, academics, attendance and behavior.

Freshmen: Hawk Hall (privilege study hall – after the first semester), homeroom rewards, and RESPECT tickets = rewards

Sophomores: extended lunch period, Hawk Hall (privilege study hall), 1 exam exemption, homeroom rewards, and RESPECT tickets = rewards

Juniors: extended lunch period, Hawk Hall (privilege study hall), 2 exam exemptions, homeroom rewards, RESPECT tickets = rewards, opportunity to serve as a Link Crew Leader, and a parking pass

Seniors: extended lunch period, Hawk Hall (privilege study hall), 3 exam exemptions, homeroom rewards, RESPECT tickets = rewards, opportunity to serve as a Link Crew Leader, parking pass, late start time, early dismissal, and open campus for lunch or 5<sup>th</sup> hour.

## **GROWTH OPPORTUNITY “GO” TIME**

A 23 minute daily resource period is provided for students to get help in specific subjects from teachers who teach those subjects. We highly encourage students to take advantage of this great opportunity to deepen their understanding of material, especially if they are struggling in a certain area. At times, students will be assigned to “GO” time with a certain teacher because they are failing a class and are not choosing to seek help from that teacher. This is done to try and overcome the poor decision making that the student is applying and provide additional encouragement to be successful. All freshmen are assigned to GO time at the beginning of the school year.

## **HOMEROOM**

Every Friday, students and staff come together for a 26 minute homeroom. The goal of homeroom is to create a safe environment in which students can get to know one another (and a staff member) on a more personal basis to further connect students to the school environment. In homeroom, students will take part in activities meant to build them as part of a team, academic goal setting, community service and lessons to build understanding and acceptance of others.

## **LINK CREW**

Similar to homeroom, link crew is aimed at helping students connect to the school environment, in this case, specifically freshmen. Link Leaders are chosen from upperclassmen who apply to be in the program and these leaders are then trained to help the freshmen adjust and flourish in their new high school environment. Link Crews meet every week in the fall and gradually reduce the number of meetings as freshmen become more acclimated to the school. Link Crew is a great venue to build the leadership skills of our upperclassmen and welcome our new freshmen into the building. Attendance at Link Crew meetings is mandatory for all freshmen. Meetings that are missed will need to be made up during pre-approved times.

## **EXAM EXEMPTIONS**

Exam exemptions will be granted to students who have demonstrated a thorough understanding of class material and exceptional citizenship prior to the final exam period. The following are the requirements to exempt an exam:

1. No out of school suspensions during the exempting semester
2. No attendance issues in the class you are exempting – (no truants, no more than 2 unexcused absences and no more than 2 tardies)
3. A grade at or above 90% for both quarters in the class you are exempting
4. Signed permission from both a parent and the teacher of the class being exempted
5. Year-long classes can only be exempted 2<sup>nd</sup> semester. Semester classes could be exempted either semester
6. Class status:
  - a. Sophomores can exempt one class during the school year
  - b. Juniors can exempt two classes during the school year
  - c. Seniors can exempt three classes during the school year

\* Advance Placement students who take the national exam and 5<sup>th</sup> year language students who take the college placement exam do not have to take the final exam in that class provided they are receiving a C or better at the time of the final exam.

### **NON-DISCRIMINATION STATEMENT**

At GHS we embrace differences and collectively celebrate diversity. We do not discriminate against any member of the learning community for any basis or reason. Not only does federal law and board policy prohibit discrimination, but we also understand that it is ethically wrong and counterproductive to what to what we are trying to accomplish as a learning community. (**Board Policies 3122, 4122 & 5516**).

### **STUDENT FEES**

The School Board assesses a student fee, athletics fees, activities fees and some class fees each year. (**Fee structures TBD**) **This fee is to be paid at registration.** The school fee is used to offset some of the costs for consumable educational materials. In some cases, fees are charged for special projects.

### **PARKING REGULATIONS AND FEE**

1. All students who wish to park in the student parking lot must purchase a parking permit. Permits will be issued on a first come, first served basis, as only a limited number of student parking spots exist. The cost of the permit for the 2015/2016 school year is \$100. Students also have the option of purchasing a permit for only one semester at a cost of \$50. Permit applications are available in the high school main office.
2. Proof of insurance is required along with the completed application.
3. Student vehicles in the student lot without parking permits displayed properly will be ticketed by the Greenfield Police.
4. All students with permits must park in the designated student lot only. Students parking in the staff or visitor section of the parking lot may be ticketed or have their parking permit revoked. Daily supervision of the parking lot is provided.
5. The speed limit in all parking areas is 10 miles per hour.
6. Driving to school is a privilege, not a right. Students who do not comply with school rules may have their parking privileges revoked.
7. There is no refund of parking permit fees.
8. Permits are not transferable to other students.

### **WORK PERMITS**

Work permits are issued in the main office to students living within the Greenfield School District. The following information must be in by 10:00 a.m. and the permit may be picked up at the end of the school day, no later than 3:00 p.m.

1. A letter from the employer with the employer's complete name, address and telephone number (and the nature of the business) along with a statement telling what the student was hired to do.
2. Written permission from the parent/guardian.
3. A Birth Certificate or Driver's License.
4. Social Security card.
5. \$10.00 fee

**NOTE!** The student must be present to sign the completed work permit. Work permits can be refused or recalled for issues of student truancy.

## IDENTIFICATION CARDS

**GHS students are required to carry and have their ID cards visible at all times.** All students must have obtained student ID cards during the registration week, or during designated make-up days during the school year. The ID cards will be used for admission to student events, checking out books from the Media Center, school bus ridership, and to identify students eligible to leave school. Replacement ID cards may be obtained in the Main Office. A fee of \$2.00 will be assessed for a duplicate card.

## LOCKERS

The student's hall locker and a lock will be assigned during registration week. All 9th grade students and other new students will be assessed a one-time \$5.00 lock fee (*Fee structures may change*). A \$10.00 replacement fee will be assessed for lost or damaged locks. Keep your locker in reasonable order, as it may be subject to periodic inspection. **Under no circumstances should you give your combination to anyone.** You run the risk of losing your schoolwork or valuables. Every effort will be made to guard against losses, but it must be understood that the school will **NOT** be liable for any loss you incur. The school administration and the Police Liaison Officer reserve the right to inspect the contents of the locker and may remove anything posing a danger to persons in the school.

## PASS SYSTEM

Each student **MUST** have a pass or their Student Planner Book signed by a staff member along with their student ID clearly visible when outside the classroom or study hall after the bell has rung. In order not to be marked absent, each student must report to his regularly scheduled teacher for that hour and check out with him/her. Passes for the Student Services Center will be issued before school, in between classes or after school. **The student planner pass may not be ripped out of the planner and is non-transferable to other students.**

## AFTER SCHOOL PROCEDURES

In an effort to provide for a safe and secure school environment after our school day is complete, we ask that our students please vacate the building immediately upon dismissal, unless they are working on academics with a staff member, involved in an athletic activity, or participating in other sponsored events.

We ask that parents please assist us in the after school securing of our building by arranging to pick up your students by the main entrance at the end of their school day. Greenfield High School teachers end their work day at 3:25 PM. After that time, doors will begin to be locked and the building will be secured.

## CAFETERIA / LUNCH HOURS

Regular hot lunches will be served during all lunch hours scheduled during the 5th hour period. An ala carte food line is served in the Hawks' Cafe to provide an alternate food source. **The cost for a hot lunch at the high school is \$2.50. Free/Reduced Meal applications refer to the school district website under "Parent Resources".**

## VISITORS

**We have a "No Visitors Policy."** Former graduates or students from other schools who

are visiting to decide if they want to attend GHS must obtain prior permission from the principal.

### **ACCIDENTS - INJURIES**

If you are injured, be sure to report the injury to a staff member or to the office immediately. Report any injury, no matter how small. It is important that you do this. The school does not carry accident or athletic insurance. Coverage of medical bills must be handled through the family health insurance.

### **DANCE GUESTS**

Any individual who will be attending a Greenfield High School dance/function as a guest of one of our students may be required to undergo a background check by Greenfield Police and/or GHS administration. Guest attendance may be denied for violations related to alcohol, drugs, disorderly conduct, violations of a sexual nature, or other school or police related violations that run contrary to our school policies, rules, or Mission/Vision statement. Guest denials may be appealed to GHS administration. The principal's decision is final.

### **BUSES**

Students must be at their designated school bus stop 10 minutes before their scheduled pick-up time and wait until the bus comes to a complete stop before entering. While on the bus, students should follow the posted bus rules and directions of the driver at all times. Any misconduct on the bus can cause the driver to be distracted and jeopardize the safety of the students on the bus as well as other vehicles on the road. Students who violate good ridership behavior may jeopardize their bus ridership. Students must carry their Greenfield High School I.D. card with them in order to ride the bus.

## **STUDENT SERVICES CENTER & SCHOOL COUNSELING PROGRAM**

### **SCHOOL COUNSELORS**

Ms. Michelle Wauer

Ms. Christi Burden

Ms. Kim Keranen

**Mission of School Counseling Program:** The mission of the Greenfield school counseling program is to support and enhance the academic success for all students. School Counselors consult and collaborate with teachers, administrators and parents to assist students in their academic, career and personal/social development.

**School Counseling Services** School counseling services include: Individual and group counseling about personal, educational or career goals and problems; testing and test interpretation; record keeping (cumulative folders and permanent records); financial aid information; academic programming and scheduling; career, college and technical school conferences; reporting academic progress; sending transcripts and recommendations to technical schools, colleges, employers and branches of service and follow-up studies.

**Student use of the Student Services Center:** Every student is encouraged to use the Student Services Center.

### SCHOOL COUNSELOR COMMUNICATION

The School Counseling Department uses the "Student Services Newsletter" (published monthly) to provide important information concerning tests and testing dates; notices of representatives who will be visiting the high school from colleges and industry; financial aid and scholarship information; local job opportunities; open house announcements and announcements of a general nature. This information is posted in the classrooms and the GHS web site. You can also pick up a copy in the Student Services Center.

### SPECIAL SERVICES

Contributing to the students' successful academic achievements and school adjustment is a team of professionals including a Psychologist, Speech Therapist and School Nurse. They work closely with the student services staff to remove any factors interfering with a student's learning or progress.

### SCHOOL COUNSELING SUMMARY

| GRADE            | CALENDAR         | ACTIVITES                | TESTS  | EXPLANATION  |
|------------------|------------------|--------------------------|--------|--|
| 9 <sup>th</sup>  | Fall             | Freshman Conferences     |        | Orientation to services offered by counselors and post-high school planning. Introduce Education Plan. |
|                  | October          | Testing                  | Aspire | On-line academic testing linked to ACT and college readiness standards                                 |
|                  |                  | Parent Meeting           |        | Overview of Freshman Year  |
|                  | January-February | Course Selection         |        | Orientation to curriculum in PAC.  |
|                  | Spring           | Testing                  | Aspire | On-line academic testing linked to ACT and college readiness standards                                 |
| 10 <sup>th</sup> | Fall             | Wisconsin Education Fair |        | 100 Post-High School Representatives. Parents & Students invited.                                      |
|                  | October          | State Test               | WKCE   | State Testing Science and Social Studies   |
|                  | October          | Sophomore Parent Meeting |        | Prepare for Junior Year  |
|                  | January-February | Course Selection         |        | Orientation to curriculum in PAC   |
|                  | Spring           |                          | Aspire | On-line academic testing linked to ACT and college readiness standards                                 |

| Grade                              | Calendar                | Activities               | Tests  | Explanation   |
|------------------------------------|-------------------------|--------------------------|--|---|
|                                    | <b>September</b>        | Parent Meeting           |  | Overview of Junior year and planning for college.   |
| <b>11<sup>th</sup></b>             | <b>October</b>          | Wisconsin Education Fair |  | See 10 <sup>th</sup> grade  |
|                                    |                         |                          | PSAT/NMSQT<br>October 14, 2015   | PSAT predicts SAT score. May qualify for National Merit competition.  |
| <b>11<sup>th</sup></b>             | <b>January-February</b> | Course selection         |  | Orientation to curriculum in PAC.   |
|                                    | <b>Winter</b>           | Junior Conferences       |  | Review of records; discuss Post-High School plans, select courses. Update Education Plan. Parents are encouraged to attend.   |
|                                    | <b>Winter-Spring</b>    |                          | <b>ACT</b><br>Feb 6 <sup>th</sup> , 2016<br>April 9 <sup>th</sup> , 2016<br>June 11 <sup>th</sup> , 2016                           | College Admissions tests accepted by ALL Wisconsin colleges and universities. Offered 5 times a year. GHS is a test site in April. Online application<br><a href="http://www.actstudent.org">www.actstudent.org</a> |
|                                    |                         |                          | <b>SAT</b><br>Jan 23 <sup>th</sup> , 2016<br>Mar 5 <sup>th</sup> , 2016<br>May 7 <sup>th</sup> 2016<br>June 4 <sup>th</sup> , 2016 | College admissions test for very competitive colleges. Online application<br><a href="http://www.collegeboard.org">www.collegeboard.org</a>   |
|                                    | <b>March</b>            | ACT                      | March 1st, 2016  | Statewide Mandatory ACT at GHS  |
|                                    |                         | Work Keys                | March 2nd, 2016  | Statewide Mandatory Career Readiness Assessment   |
|                                    | <b>12<sup>th</sup></b>  | <b>Fall</b>              | Wisconsin Education Fair   |   |
| Senior Student/Parent Presentation |                         |                          |  | College application process, transcripts, scholarships  |
|                                    |                         |                          | ACT<br>Sep 12 <sup>th</sup> , 2015<br>Oct 24 <sup>th</sup> , 2015<br>Dec 12 <sup>th</sup> , 2015                                   | See Above   |

|                        |                 |  |  |   |
|------------------------|-----------------|--|--|---|
| <b>12<sup>th</sup></b> | <b>October</b>  | National college Fair and/or National Performing Arts Fair |  | 200 Post-High School representatives. Both held in downtown Milwaukee.                            |
|                        | <b>December</b> | Financial Aid Meeting                                      |  | Parents invited to attend- federal forms available and procedures explained.                      |
|                        | <b>Spring</b>   | Scholarship Breakfast                                      |  | Parents and students are invited to recognize students who have received scholarships and awards. |

### GRADUATION REQUIREMENTS

It is the policy of the School District of Greenfield that the following are the requirements for graduation from Greenfield High School:

**Credit Requirements.** Twenty-three (23) credits are required for graduation. Students need to read their Registration Handbook for a complete list of these credits. Credits for high school courses earned while in middle school are recorded on transcripts but are not counted as part of the 23 credits needed for graduation. Transfer credits from schools will always be examined to determine if courses are compatible with courses offered at GHS. Courses in religion from private schools will not be accepted for credit at GHS. Course completed while home schooled will require a curriculum as proof of materials covered so that credit can be awarded. If a senior does not achieve the 23 credits required, he/she will not be allowed to participate in the graduation ceremony.

Other reasons that he/she may not be allowed to participate in the graduation ceremony may include:

- A. **Disciplinary Reasons-** Violation of school rules and/or behaviors disruptive of the school environment.
- B. **Non-Payment of fees/obligations** - Failure to pay school fees and/or be cleared of any school obligations.
- C. **Non Attendance at graduation practice**

**Grading Policies:** Each teacher provides a written copy of their grading policy for the course to each student.

| <b><u>Standard Scale</u></b> | <b><u>AP Scale</u></b> |
|------------------------------|------------------------|
| A = 4.00                     | 5.00                   |
| A- = 3.67                    | 4.67                   |
| B+ = 3.33                    | 4.33                   |
| B = 3.00                     | 4.00                   |
| B- = 2.67                    | 3.67                   |
| C+ = 2.33                    | 3.33                   |
| C = 2.00                     | 3.00                   |
| C- = 1.67                    | 2.67                   |
| D+ = 1.33                    | 2.33                   |
| D = 1.00                     | 2.00                   |
| D- = .67                     | 1.67                   |
| F = .0                       | 0                      |

Advanced Placement classes are defined as those endorsed by the College Board.

All students will receive written and verbal notification from each of their teachers concerning factors that determine their grade in that class. (For example: percentage of test scores, homework, essays, etc.).

The semester grade point average (GPA) is the arithmetic average of all the grade points, including Honors and Advanced Placement grade points, which are earned for each class in a given semester.

The cumulative GPA is the **average of all the grade points** earned for each class ever taken at GHS. The cumulative GPA is calculated at the end of each semester using only semester grades.

**Honor Roll:** Honor Rolls are determined each time report cards (4) are distributed. The following grades are used to select Honor Roll students: Quarter one grades, Semester one grades, Quarter three grades, Semester two grades. Students will be placed on the Honor Roll according to the following criteria:

GPA of 3.50 or higher ---- HIGH HONORS

GPA of 3.00 or higher ---- HONORS

**Academic Awards:** All students are eligible to receive an academic letter the first time they are on the Honor Roll. Then, all students receive a gold medal for each placement on the High Honor Roll and all students receive a silver medal for each placement on the Honor Roll.

**Independent Study:** Independent Study classes provide students with the opportunity to pursue their studies in course offerings that go beyond the regular classroom curriculum. More information including Independent Study contracts is available in the Student Services Center.

**Satisfactory/Unsatisfactory Grading System.** Students desiring to enroll in a course using the Satisfactory/Unsatisfactory grading system should pick up a Satisfactory/Unsatisfactory form in the Student Services Center. This must be done during the **first two weeks** of each semester or upon teacher recommendation. Please see the Satisfactory/Unsatisfactory form for a list of eligible courses.

**Schedule Changes:** There will be **NO schedule changes** unless approved by administration.

## COMMUNICATION OF STUDENT PROGRESS

### PARENT PORTAL

The School District of Greenfield utilizes Infinite Campus as our online student information system. This allows parents to get updates that include grades, provide updated family information, and be a communication tool between school and home. Parents that have any questions about the parent portal of Infinite Campus can call the high school main office @ 281-6200.

### REPORT CARDS

Report cards are posted online through the Infinite Campus Parent Portal every quarter to notify parents of their student's progress in academic grades, effort evaluation, and general teacher remarks (when appropriate).

## ACADEMIC INTEGRITY

The Greenfield School District feels that honest and ethical behavior is vital to the academic, social, and emotional development of all students. Our students are expected to demonstrate honesty and integrity in all academic matters. This includes, but is not limited to: homework, class assignments, test taking, the original creation of essays or compositions, art work and scientific research. All work submitted by students should be a true reflection of their effort and ability. The following behaviors are examples (non-inclusive) of violations of the academic integrity policy:

- \* Cheating on a test (giving or receiving unauthorized help or any use of electronic devices during the test unless specifically allowed by the teacher)
- \* Plagiarism (using the ideas of another as one's own without acknowledgement of the source)
- \* Forgery / Copying
- \* Stealing copies of tests or answer keys (to include taking pictures of tests or answer keys)
- \* Providing access to materials or information so that credit may be dishonestly claimed by others
- \* Creating and distributing copies of one's own work or receiving another's work so that credit may be dishonestly claimed
- \* Submitting identical works in more than one course without the prior approval of the instructor (students may further develop previous work with prior approval of the instructor)
- \* Damaging/destroying another student's work with the purpose of improving one's own grade

**The following guidelines have been established to respond to violations of the academic integrity policy (Incidents of academic dishonesty will be tracked for all the years that a student is in attendance at Greenfield High School using Infinite Campus).**

1. First incident:
  - a. A referral will be entered into Infinite Campus by the teacher.
  - b. A phone call will be made to the parent by the teacher.
  - c. The student will receive a zero "0" with no opportunity to resubmit for a higher grade if it is a quiz, test (CSA), lab or project.
  - d. If the infraction is plagiarism and the assignment is a paper or piece of art, the student will be encouraged to re-do similar work in the presence of the teacher and receive the average of the grade they attain and a zero "0".
  - e. Some incidents may warrant additional behavioral consequences based on the impact on the learning environment in the school.

2. Second incident:
  - a. A referral will be entered into Infinite Campus by the teacher.
  - b. A phone call will be made to the parent by an administrator.
  - c. The student will receive a zero "0" with no opportunity to resubmit for a higher grade if it is a quiz, test (CSA), lab or project.
  - d. If the infraction is plagiarism and the assignment is a paper or piece of art, the student will be encouraged to re-do similar work in the presence of the teacher and receive the average of the grade they attain and a zero "0".
  - e. The student will be removed from any honor societies and will not be given consideration for any honors during graduation (to include Top 10 graduate, Valedictorian, or Salutatorian).
  - f. Some incidents may warrant additional behavioral consequences based on the impact on the learning environment in the school.
  
3. Third or subsequent incident(s):
  - a. A referral will be entered into Infinite Campus by the teacher.
  - b. A parent meeting will be scheduled with the building principal.
  - c. The student will be removed from the class in which the academic dishonesty occurred and receive a grade of "F" in the class.
  - d. Some incidents may warrant additional behavioral consequences based on the impact on the learning environment in the school.

**Parents/students have the right to appeal the decision of a teacher or the administration if they believe that the policy on academic integrity has been inappropriately applied in a given situation. Appeals will be addressed as follows:**

1. If a parent/student disagrees with the decision of the teacher, he/she may appeal the action to an associate principal in writing. The appeal must be made within 5 days of the date of their notification of the teacher's decision. The associate principal will render a decision on the merits of the appeal within 5 school days of receipt of the written appeal.
2. If a parent/student disagrees with the decision of the associate principal, he/she may appeal the decision to an appeal panel through the building principal. The appeal must be made within 5 days of the date of their notification of the associate principal's decision. The panel will consist of the building principal and two central office administrators. The decision of this body is final. The review panel will consider the case within 10 days of receipt of the appeal.
3. In the case of a second semester senior where the result of an appeal may affect the student's graduation from high school, the appeal will go directly to the review panel and will be considered within 3 days of receipt of the appeal.

Any questions about implementation of this policy should be directed to an administrator within the building the student attends.

## **PROGRESS REPORTS**

Progress reports are posted online through the Infinite Campus Parent Portal during the mid-point of each 9-week grading period for all students. Recommendations made by the teacher and/or counselor may include a request for a conference with the parents.

## **CUMULATIVE FOLDERS**

A cumulative folder for each student is kept in the student services office. The folder contains grades, testing results, attendance records, mid-term reports, discipline records and other information that is felt to be important in knowing a student. The record of educational progress throughout the student's high school years is retained at the school while he/she is a full-time student, and five years after the student graduates, unless a written request to retain longer is on file.

## **FAMILY EDUCATION RIGHTS / PRIVACY ACT OF 1974**

The Family Educational Rights and Privacy Act of 1974, as amended, required that you be advised of your rights concerning your educational records. You have the right to inspect and review all your records that meet the Act's definition of "Education Records". Request for review of records should be made to your guidance counselor.

## **YOUTH OPTIONS PROGRAM**

The Youth Options Program allows all public high school juniors and seniors who meet certain criteria to take post-secondary courses at a UW Institution, a Wisconsin Technical College or one of the State's participating private, nonprofit institutions of higher education. Please contact your school counselor for more information regarding this program @ 414-281-6200.

## **CONTROVERSIAL ISSUES**

Controversial (sensitive) issues presentation and discussion will be conducted in the classroom. In order to respect the values of the individual family, all parents will receive notice prior to the formal teaching of this portion of the curriculum. Parents will be invited to preview materials used in this program. The School Board has adopted a set of objectives for the Human Growth and Development curriculum. **(Board Policy 2414)**

## **ATTENDANCE POLICY**

All students must attend GHS on a full time basis for 8 semesters unless granted permission for early release from high school. Full-time attendance means attending all seven periods of the high school day, which includes a minimum enrollment in five regular (full credit) courses. If the student is enrolled in a two-credit course during the senior year, (example: On-the-Job program) the student must also be enrolled in three additional regular courses each semester. **(Board Policy 5464)**

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. Regular attendance is a responsibility that should be shared by parents, students and the school. The "School Attendance Officer" (Superintendent or designee) of each school shall determine daily which students enrolled in the school are absent from school and whether that absence is excused, unexcused or truant. **(Board Policy 5200)**

**A. Excused Absences**

School Board policy requires that a parent call the Attendance Office on the day of the absence! An answering machine is on 24 hours per day. **Parent notes are not acceptable.** All physician statements shall be submitted to the Attendance Office and maintained in the student's school record. **A child may not be excused for more than five days in a semester under current Wisconsin State Statutes.**

**The following are considered excused absences:**

1. Personal illness. Medical verification may be required.
2. Family emergencies or crises.
3. Attendance at a funeral.
4. Religious holidays or religious instruction.
5. Medical and legal appointments. Verification of appointments may be required.
6. Severe inclement weather when District schools are not officially closed.
7. Attendance at special events of educational value, approved by the Principal or designee.
8. Family vacations, not to exceed a 10 day total (Please Note: The Extended Pull-out Notification Form is required and is available from the Attendance Office).
9. Home suspensions are excused absences

**B. Unexcused Absences**

Absences that exceed the number of days permitted by State Statutes, despite parent approval, are unexcused absences and will be pursued as truancy. An exception to this rule is a documented major medical excuse.

**Unexcused Absences Examples**

1. Working
2. Job Hunting
3. Babysitting
4. Car trouble
5. Missed the bus
6. Oversleeping
7. Running late
8. Homework
9. Traffic

**C. Truant Absences**

1. Truant absence is any absence of part or all 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 student.
2. "Habitual Truant" means a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester under Wisconsin State Statutes. Students who are deemed habitually truant may receive a citation from the Greenfield Police Department, have their work permit revoked or have their parking permit revoked without reimbursement.

**D. Make-up Opportunities**

A student must make up course work missed during an absence.

1. Students will be given the opportunity to make up work missed due to approved absences.
2. Parents who provide advance notice for excused absences due to family trips etc. put their student(s) in a better place to successfully re-claim missed learning.

**E. CITY ORDINANCE ON TRUANCY**

The City of Greenfield hereby prohibits truancy and will issue a citation and assign a mandatory court appearance to any students deemed to be truant.

**F. Non-Resident Students and Habitual Truancy**

As per state statute 118.51, the Greenfield School District may prohibit a non-resident student from attending Greenfield High School (to include summer school) if the student is found to be a habitual truant.

- G. Parents' Responsibility.** A parent or guardian is to call the high school attendance office (281-6200 #1) on the day of absence. Attendance office hours are 6:45 a.m. - 3:15 p.m. and voice mail is active all other times. Parents who have not called on the day of the absence only have 24 hours to clarify the absence.

- H. Student Responsibility.** 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 designee. Students designated unexcused or truant **must** present the admit slip to each of his/her teachers.

- I. Homework for Absent Student/Suspended Student** To the extent possible, homework that can be completed at home will be made available to the parents of the absent/suspended student within 24 hours of the absence/suspension. The suspending administrator will notify parent(s) when and where the work will be available for pick-up. Parents requesting homework for excused absences may do so by contacting the Student Services Office. Because students may have as many as 7 different teachers, homework may not be available for those students absent 1 or more days or suspended home for 1 or more days. It shall be the student's responsibility to turn in all completed work to their teachers. Students either absent or suspended will be given full credit for all homework, quizzes and tests completed in a timely manner.

- J. Participation in School Activities on Days of Absence.** Students are not permitted to participate in after school or evening activities on the day of absence unless administration approves the participation after consultation with the parent concerning the circumstances.

- K. Early Dismissal/In-School Illness.** After reporting in the morning, students are not to leave the school unless they have received an early dismissal pass. Students who leave school without permission from the attendance office will be considered truant and an appropriate consequence will be given. In the event that a student becomes ill at school, they should **report to class first for a pass to the attendance office to call a parent for a ride home.** All students must "sign out" in the attendance office before leaving the building for any reason.

- L. Pre-Arranged Absence.** Families should carefully evaluate the desirability of

removing students from school for vacation. As per Section 118.15 WI. State Statutes, students are permitted five (5) excused absences per semester. An absence form must be obtained by the student from the attendance office. This form should be completed **one week in advance**.

- M. Leaving During the School Day. Parents are required to notify the attendance office a minimum of one hour before pick up time if a student is leaving during the school day.** Student Pick-ups not arranged in advance should be avoided during lunch hours as it is often difficult to expediently locate students in the lunch room.

### **TARDINESS**

1. Students reporting tardy should go directly to the PAC after entering by the main lobby doors. The student will receive appropriate consequences if the tardiness persists.
2. If a student already in school reports to 1<sup>st</sup> hour class tardy, they will be directed by the teacher to report to the PAC for that hour.
3. If a student misses 20 minutes or more of a class period, that class period is considered a truant period.
4. All tardies that occur during the remainder of the school day will be handled by the classroom teacher.
5. Parents will receive an automated phone call from the school anytime a student is truant for any part of the school day.

### **AGE OF MAJORITY**

Even though a student is 18 years old, the student must follow all attendance and early dismissal procedures. An 18-year-old student may phone in their own absence (provided parents have given permission to the school) as long as the absences do not become excessive. School records of 18 year-old students can only be released upon the student's request.

### **ABSENCES FOR RELIGIOUS INSTRUCTION**

The School Board desires to cooperate with those parents who wish to provide for religious instruction for their children but also recognizes its responsibility to enforce the attendance requirements of the State. The Board shall permit students, with written parental permission, to be absent from school during required school periods at least sixty (60) minutes but not more than 180 minutes per week to obtain religious instruction outside of school. A student must be properly registered and a copy of such registration must be filed with the principal. The supervisor of the religious instruction must report monthly to the District the names of the students who are attending the weekly instruction. **(Board Policy 5223)**

### **PERSONAL AND PROPERTY RIGHTS**

Incidents of physical assault (WI. State Statute 940.19) or severe verbal abuse (threats, extortion, violence) are not acceptable at school or school sponsored functions. No student or group may restrict another person's freedom to properly use school facilities and programs. Students who fail to comply are subject to disciplinary action.

### **ELECTRONIC EQUIPMENT**

Students will be allowed to use electronic devices at GHS in certain circumstances, but use of these devices must never negatively impact the learning environment. Within the

classroom, it will always be the decision of the teacher as to when or if electronic devices will be used. No video or digital image will be taken at GHS without prior authorization. Electronic devices will be confiscated from the student if used improperly, at improper times or in an improper location. **(Board Policy 5146 & 5146.01)**

### **SURVEILLANCE CAMERAS**

In an effort to create a safe and secure learning environment, Greenfield High School maintains multiple surveillance cameras both inside and out of our school facility. Camera recordings are reviewed by school officials for discipline and safety purposes, and may be provided to police or used in school disciplinary proceedings. Students should understand that their actions may be recorded and that they should have no expectation of privacy in public spaces at Greenfield High School.

### **DRESS CODE**

While fashion decisions are matters of expression, GHS requires students to dress in a manner that does not interfere with the educational process. Basically this means acceptable clothing that does not distract, contain messages contrary to the GHS vision or mission or run contrary to the acceptable norms of this community. There are times when fit of clothing can create distractions to the learning environment. Clothing should never be too tight or short. If a student is found to be disruptive to the educational setting because of their choice in dress, they will be asked to change into something appropriate at school or to call a parent to get some clothing that is appropriate. **(Policy 5511)**

### **PUBLIC DISPLAYS OF AFFECTION**

Students at GHS are expected to use good judgment as it relates to public displays of affection. Kind comments, holding hands or a quick hug are proper ways for adults to communicate affection in public. Extended hugs, hanging on one another or kissing are not. Continued poor judgment regarding this may result in consequences.

### **PROFANITY**

Students are expected to refrain from use of profanity and vulgar language at all times. This includes but is not limited to classrooms, the cafeteria, school parking lots and all school sponsored events.

### **SMOKING**

No student shall smoke or use smokeless tobacco, or have in his/her possession any type of tobacco or cigarette look-alike while he or she is on school premises, in a vehicle on school grounds, or in a vehicle operated by or under the auspices of the School District of Greenfield; this includes but is not limited to, school buses, vans or any other official transportation operated by the school district. **(Board Policy 5530)**

### **ALCOHOL AND DRUGS**

No student may consume, be under the influence of, deliver, sell or have in his/her possession any chemical substance while on school property, at any school sponsored event or under the control of a school authority, including traveling to and from school, whether travel is by school bus or other method.

No student may manufacture, deliver, sell or have in his/her possession, any item defined by Wisconsin law as drug paraphernalia. This prohibition applies to the same locations as described in the paragraph above. **(Board Policy 5530)**

### **GAMBLING**

No gambling is permitted in school or at any school sponsored function.

### **WEAPONS**

At GHS no one should possess or use any dangerous weapon while at school, on the way to or from school or at a school related event. This would include but is not limited to items more traditionally identified as a weapon ( for example guns, knives, brass knuckles, explosives, etc.) or items which have another use but is used as a weapon to threaten or cause harm (for example a nail file, belt, pencil, compass, etc.) Any student in possession of or using a weapon will receive school consequences up to a recommendation for expulsion and may be arrested by local law enforcement. **(Board Policy 5772)**

### **GANGS**

Gangs, gang affiliation and gang related activities are banned at GHS. Students cannot wear gang insignia or flash gang signs. **(Board Policy 5840)**

### **SEARCHES AND SEIZURES**

It is the policy of the School District of Greenfield, Wisconsin, that the school principal and other administrators may conduct a search of a student if they believe that the student has drugs, weapons, alcohol or other materials in violation of school rules or state law. The search may include inspection of clothing, purses, wallets, knapsacks, and other personal property including an automobile or other vehicle parked on school grounds. The search may also include an inspection of school property including school lockers, desks, and other areas in which items may be kept. The Board also authorizes the use of breath test instruments, and the use of specially trained dogs to detect the presence of drugs and other harmful devices. It should be noted that cell phones are considered by administration to fall under the other "personal property" category of this policy. Therefore, cell phones may be searched if there is reasonable suspicion that they have been used to violate school policies, rules, and applicable state laws. **(Board Policy 5771)**

### **ANTI-HARASSMENT POLICY**

It is the policy of the School District of Greenfield that the School Board recognizes the long-term physical, psychological and emotional harm that can be suffered by victims of sexual assault, sexual exploitation, and related crimes. The School Board wishes to acknowledge all Wisconsin State laws which prohibit sexual assault, sexual exploitation and related conduct and to ensure that any such crimes are reported. Alleged victims are encouraged to report alleged incidents to the school principal. Employees of the School District are required to report abused or neglected children whether or not the incident occurred on school premises or while the child was under the control of school authorities. Violators will be subject to disciplinary action, up to and including expulsion. It is the policy of the School District of Greenfield, Wisconsin, to provide a learning environment free from all forms of discrimination including incidents of sexual harassment, bullying, cyber-bullying, or intimidation. Anyone violating this policy, whether a student, teacher, or School Board member, is subject to disciplinary action. **(Board Policy 3362, 4362, and 5517)**

### **BULLYING POLICY**

Bullying of students at Greenfield High School in any manner is not tolerated. All students deserve to feel safe while attending GHS and need to be able to focus on their educational growth. Staff and Administration will use all the tools available to us to

encourage students to celebrate diversity and to discourage any type of bullying behaviors. We encourage all students at GHS to report instances of bullying to a staff member and also encourage these students who observe bullying to step in and help resolve the situation. We must all work together to help make GHS a great place to learn. **(Board Policy 5517.01)**

### **DETENTION SYSTEM**

**Detentions** may be issued by teachers or the office staff. Detentions will be held during lunch hour or after school. Students are expected to serve issued detentions immediately following their detention assignment. Students must report to lunch detention within five minutes of being released from class and after school detentions within 10 minutes of the end of the school day. Failure to serve detentions may result in additional detentions or in or out of school suspension. Teacher issued detentions are served with the teacher.

### **SUSPENSION - EXPULSION**

It is the policy of the School District of Greenfield that a student may be suspended for non-compliance with rules or a student may be expelled for repeated refusal or neglect to obey school rules. A student may also be suspended or expelled for conduct while at school or while under the supervision of school authorities which endangers property, health, or safety of others or for knowingly conveying, or causing the conveyance of any threat or false information concerning an attempt or alleged attempt being made, or to be made, to destroy any school property by means of explosives. **(Board Policy 5610)**

Suspended students and their parents shall be given prompt notice of the suspension and the reasons for the suspension. A conference with the principal may be requested within 5 days. A hearing must be held by the Board of Education before a student can be expelled. The student and their parents must be given 5 days notice of the hearing. The hearing is an opportunity for the student to answer the charges. **(Board Policy 5611)**

### **HEALTH SERVICES/EMERGENCY CARE**

School personnel cannot, under any circumstances, provide aspirin or other medicine to students. Prescription drugs can only be administered with written doctor's permission and parent consent. **(Refer to Board Policy 5330)**

If a student feels ill during school hours, they should report to the attendance or nurse's office.

### **MEDICATION POLICY**

Medication should be administered to students, by their parents, at home, whenever possible. The student may transport medications to school but must deliver them to the School Nurse, Principal, or Designee. Parents shall notify the School Nurse, Principal, or Designee each time medication is being sent to school. Extenuating circumstances may necessitate delivery by a parent. GHS students may carry and self-administer non-prescription medication, except under extenuating circumstances determined by administration.

The student may not transport home unused medication. At the end of the school year or when medications are discontinued, parents are notified to pick them up at school. When a medication refill is required, the School Nurse, Principal, or designee will give a reminder to parents or students. Parents will send a new supply or provide written termination of

medication consent.

LABELING: All medications must have the following information clearly printed on the original container:

- Name of student
- Name of medication
- Strength of medication
- Amount to be given
- Time to be given

Prescription medications must have this additional information on the prescription container:

- Physicians' name
- Pharmacy label with pharmacy phone number

Medications must be provided in the manufacturer's container or the original prescription container. Baggies, envelopes, or other non-original containers are not allowed for the transportation and storage of any medication. Medication must be provided in the proper dosage. School staff will not alter (cut or break) pills.

### EXTRA-CURRICULAR ACTIVITIES

When it comes to clubs and organizations, there's something for everyone:

|   |                                       |
|---|---------------------------------------|
| <b>AFJROTC</b>                            | <b>Marching Band</b>                  |
| <b>AFJROTC Drill Team</b>                 | <b>Math Club</b>                      |
| <b>Architecture Club</b>                  | <b>Medical Careers Club</b>           |
| <b>Art National Honor Society</b>         | <b>Musical (Fall Play)</b>            |
| <b>Band</b>                               | <b>National Honor Society</b>         |
| <b>BMX Club</b>                           | <b>Pep Band</b>                       |
| <b>Book Club</b>                          | <b>Ping Pong/Table Tennis Club</b>    |
| <b>Cheerleading</b>                       | <b>Rho-Kappa</b>                      |
| <b>Chorus</b>                             | <b>Rocket Club</b>                    |
| <b>Concert Band</b>                       | <b>Salute to the Arts</b>             |
| <b>Dance/Poms</b>                         | <b>S.M.A.R.T. Team</b>                |
| <b>Drama Club</b>                         | <b>Spanish National Honor Society</b> |
| <b>3-Act Play (Spring Play)</b>           | <b>Student Senate</b>                 |
| <b>Futsal Club</b>                        | <b>Video Club</b>                     |
| <b>Future Business Leaders of America</b> | <b>Visual Arts Classic Team</b>       |
| <b>German National Honor Society</b>      | <b>Weight Training</b>                |
| <b>Homecoming Committee</b>               | <b>Yearbook (<i>Spectrum</i>)</b>     |
| <b>Jazz Band</b>                          | <b>Link Crew</b>                      |
| <b>Junior Prom</b>                        | <b>Frisbee Disk Club</b>              |

\*\* Mondays (from 2:30 - 3:15) are set aside for activities to reduce pullouts from classes. Students who participate in both athletics and activities will be excused from practice for the athletic event to attend the activity on Mondays only.

## HUSTLIN' HAWKS

### INTERSCHOLASTIC ATHLETIC PROGRAM

#### ACTIVITIES AND ATHLETIC DIRECTOR – TRENT LOWER @ 855-2405

We welcome all freshmen to become members of our athletic teams. The following is a list of athletic opportunities that are open to all students at Greenfield High School. First day of practice is listed.

#### FALL SEASON

##### BOYS'

|               |                                      |          |
|---------------|--------------------------------------|----------|
| Football      | - Varsity, JV, & Freshman teams      | 08/04/15 |
| Soccer        | - Var. & JV teams / open to Freshmen | 08/17/15 |
| Cross Country | - Var. & JV teams / open to Freshmen | 08/17/15 |
| Volleyball    | - Var. & JV teams / open to Freshmen | 08/24/15 |

##### GIRLS'

|               |                                      |          |
|---------------|--------------------------------------|----------|
| Cross Country | - Var. & JV teams / open to Freshmen | 08/17/15 |
| Swimming      | - Var. & JV teams / open to Freshmen | 08/11/15 |
| Tennis        | - Var. & JV teams / open to Freshmen | 08/11/15 |
| Volleyball    | - Var. & JV & Freshman teams         | 08/17/15 |

#### WINTER SEASON

##### BOYS'

|                |   |          |
|----------------|---|----------|
| Basketball     | - Var., JV & Freshman teams             | 11/16/15 |
| Hockey (B & G) | - Varsity & JV teams / open to Freshmen | 11/09/15 |
| Swimming       | - Varsity & JV teams / open to Freshmen | 11/16/15 |
| Wrestling      | - Varsity & JV teams / open to Freshmen | 11/16/15 |

##### GIRLS'

|            |                                |          |
|------------|--------------------------------|----------|
| Basketball | - Varsity, JV & Freshman teams | 11/09/15 |
|------------|--------------------------------|----------|

#### SPRING SEASON

##### BOYS'

|               |   |          |
|---------------|---|----------|
| Track & Field | - Varsity & JV teams / open to Freshmen | 03/07/16 |
| Golf (B & G)  | - Varsity & JV teams / open to Freshmen | 03/28/16 |
| Tennis        | - Varsity & JV teams / open to Freshmen | 03/28/16 |

##### GIRLS'

|               |   |          |
|---------------|---|----------|
| Track & Field | - Varsity & JV teams / open to Freshmen | 03/07/16 |
| Softball      | - Varsity & JV teams / open to Freshmen | 03/14/16 |
| Soccer        | - Varsity & JV teams / open to Freshmen | 03/21/16 |

#### SUMMER SEASON (BOYS' BASEBALL)

|              |                                 |          |
|--------------|---------------------------------|----------|
| Baseball     | - Varsity, JV, & Freshmen teams | 05/13/16 |
| Cheerleading | Tryouts April 2016              |          |
| Dance / Poms | Tryouts April 2016              |          |

### **WIAA PHYSICAL EXAMINATIONS PROCEDURE**

All athletes are required to have a physical every other year. Generally all athletes receiving a physical during the past school year will not be required to have one for the current school year. However, an alternate year permit card is required.

Because student athlete insurance from the WIAA is no longer available, injuries or medical needs of individual student athletes must be handled through health insurance carried by the parents. Optional athletic injury insurance is available at a cost to the parent through the school. Information regarding the insurance carrier and premium costs will be announced in the summer newsletter. Forms will be available at registration or in the Main Office.

### **EXTRA CURRICULAR PARTICIPATION / ATHLETIC FEE**

A non-refundable fee is assessed to students to participate in each athletic **and** extra-curricular activity to a maximum per student per school year, or a maximum per family per school year. (***Fee structures TBD***)

### **SCHOOL SONG**

Go Greenfield High School  
Fight Hawks for our fame  
With the team to lead us  
We will tell the world our name  
U-rah-rah  
Fight on for victory  
Fight Hawks to the end  
Sing out the fame  
Of our school's name  
The Green and Gold will win this game  
Go Go Greenfield High School Go  
Hit'um high, hit'um low  
Go Go Greenfield Go!!!

(Repeat from beginning to chorus)