West Allis
Nathan Hale High School
"Home of the Huskies"

2018-2019
Student & Parent
Information & Expectations Guide

Dedicated to Academic Excellence
and
Committed to Personal Achievement

Nathan Hale High School
11601 West Lincoln Avenue
West Allis, WI 53227
(414)604-3200

http://www.wawm.k12.wi.us/Schools/Hale/index.htm
Administration’s Message & Welcome

Dear Parents:

It is with great enthusiasm that we welcome students and parents alike to the Nathan Hale High School community. Our high school has established a rich tradition of excellence in the areas of academic, athletics, technology and fine arts. It is our continual goal to maximize the potential of each student as we work in partnership with families to focus on both academic and personal excellence.

This guide was designed to serve as a resource in helping families understand Nathan Hale High School’s opportunities and expectations. Also included are those policies and procedures developed to establish a safe learning environment where students are able to flourish and experience success. We ask that you review this guide your child(ren) so that he/she understands what is expected and where help can be found. Please refer to this guide throughout the year as you encounter questions and seek pertinent information.

Our hope is that you utilize the many and varied resources available here at Nathan Hale High School in making the most of your child’s educational experience. Our wish is that you and your family become a part of our strong high school community. For students, we have many clubs and organizations for them to join and many athletic teams of which they can compete. For parents, we have three wonderful and supportive parent groups for you to join and be active in including the PTSA (Parent Teacher Student Association), the athletic Booster Club, and Friends of Music. Your participation is both valued and welcomed as together we shape the lives of each student entering our doors.

Partners in Education,

*Nathan Hale Administrative Team*
About American Hero, Captain Nathan Hale and

The Education at West Allis Nathan Hale High School...

Nathan Hale is a symbol of American patriotism. He was executed on September 22, 1776 for trying to help free his country. Nathan Hale wasn't just a patriot. He graduated from Yale University at 18 and became a teacher, a job he clearly loved. He even started a class for girls, at a time when girls weren't thought capable of being educated. He was widely remembered by friends as intelligent, compassionate, outgoing, and even handsome. Some stories say he even played an early version of football. What he is most remembered for however, are his deeds in the Revolutionary War. Nathan was asked to join George Washington's first Army Ranger Corps in 1776, and volunteered to enter New York City in disguise to observe the movements of the British troops. Having accomplished his mission, he was trying to leave New York when he was recognized and captured. At his execution, Captain Hale made a short speech, which was later recorded by a British officer who was moved by the young man's courage. "I only regret," Nathan Hale began, "that I have but one life to give for my country." He was only 21 years old. He never wrote anything important, never owned any property, never married or had children, and never fought in a battle. But in the final moments of his life, Nathan Hale gave his country a motto by which we can all live. Students attending Nathan Hale High School are proud that they attend a school named after a great American.

*******************************

Students and parents are vital components in the overall process of education. At Nathan Hale High School, the staff makes every attempt to create the best opportunity for all students to learn, but in order to make the educational experience complete, student and parent involvement is necessary. We hope all students and parents find their time at Nathan Hale High School a positive experience.

We encourage students and parents to contact teachers, office staff, and administrators with questions, concerns, and problems. We also encourage parents to become involved in the PTSA, Booster Club, Friends of Music, and to take advantage of other opportunities to be a part of their child's education. We encourage students to become involved in activities and/or athletics to make their high school experience more complete.

At Nathan Hale High School, we are committed to creating a positive learning environment to foster a comprehensive education and academic and human excellence. We sincerely extend our highest hopes, expectations, and efforts to each student who attends Nathan Hale High School. We need parent, students, teachers, and the community to make the circle of education complete! Help us help each student achieve his/her educational goals!
Mission Statement

Nathan Hale High School provides a comprehensive curriculum in a safe, respectful, and challenging learning environment that encourages students to maximize their potential and to achieve success within our community, the world of work, and places of higher learning.

Vision Statement

Nathan Hale High School staff and parents will collaboratively guide students through a rigorous, balanced curriculum, utilizing differentiated instruction and assessment so that students will take responsibility for reaching their fullest potential in a safe, tolerant environment fostering the growth of respect and integrity and enabling them to assume a productive role in the community.

School Beliefs

We believe...

- Students are prepared for post-high school education and career pursuits.
- The staff, students, parents, and community share in the responsibility for a sound educational program.
- Daily attendance, active participation, and completion of all course work promote higher achievement.
- Curricular programs and extracurricular activities prepare students for life-long recreational, cultural, and community pursuits.
- Varied learning styles are recognized when guiding students to success.
- Personal responsibility, honesty, self-discipline, and wellness are promoted and modeled by the entire educational community.
- Students and staff respect the rights of others and accept individual differences.
- Continuous communication among school, students, staff, parents, and community assists in understanding the concerns of these groups.
- Our school will continue to improve as the school and community cooperatively guide its course.
# THE HUSKY WAY

<table>
<thead>
<tr>
<th>HALLWAYS</th>
<th>CAFETERIA</th>
<th>AUDITORIUM</th>
<th>STUDY HALLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESPECTFUL</td>
<td>Use trash/recycling bins</td>
<td>Follow directions from staff</td>
<td>Give your full attention</td>
</tr>
<tr>
<td></td>
<td>Present pass to staff</td>
<td>Be polite and courteous</td>
<td>Acknowledge with positive applause</td>
</tr>
<tr>
<td></td>
<td>Communicate in a courteous manner</td>
<td></td>
<td>Sit facing forward with your feet on the floor</td>
</tr>
<tr>
<td></td>
<td>Follow directions from staff</td>
<td></td>
<td>Follow directions from staff</td>
</tr>
<tr>
<td>RESPONSIBLE</td>
<td>Move purposefully and arrive on time</td>
<td>Check out all items with cashier</td>
<td>Arrive on time</td>
</tr>
<tr>
<td></td>
<td>Electronics – Used at a personal volume</td>
<td>Electronics – Used at a personal volume</td>
<td>Leave all food and beverages outside the auditorium</td>
</tr>
<tr>
<td></td>
<td>Carry Pass</td>
<td>Leave area clean, dispose of everything in the proper receptacle</td>
<td>Sit where directed, remain in seat</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Electronics used at teacher discretion</td>
</tr>
<tr>
<td>SAFE</td>
<td>Keep pathways clear for others to pass</td>
<td>Remain in the cafeteria until released</td>
<td>Walk</td>
</tr>
<tr>
<td></td>
<td>Keep exterior doors closed and secure</td>
<td>Keep all food and objects to yourself</td>
<td>Keep aisles clear</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Present pass to staff when leaving cafeteria early</td>
<td></td>
</tr>
<tr>
<td>RESTROOMS/LOCKER ROOMS</td>
<td>EVENTS AND ASSEMBLIES</td>
<td>PARKING LOT</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>• Leave area clean and dispose of used materials in proper receptacles</td>
<td>• Behave respectfully during the National Anthem or Pledge of Allegiance</td>
<td>• Park in designated areas</td>
<td></td>
</tr>
<tr>
<td>• Use facilities appropriately</td>
<td>• Use positive language, gestures, and actions</td>
<td>• Be considerate of our neighbors</td>
<td></td>
</tr>
<tr>
<td>• Return to class promptly</td>
<td>• Act humbly in victory and gracious in defeat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The use of electronic devices is strictly prohibited</td>
<td></td>
<td>• Display parking permit in your vehicle window</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Leave area clean and dispose of everything into the proper receptacle</td>
<td>• Lock your bike at a bike rack</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Keep personal items locked in locker</td>
<td>• Keep the parking lot clean</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Inform staff if bathroom is lacking toiletries, is in need of repair, or cleaning</td>
<td>• Walk up and down bleacher stairs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Use equipment properly</td>
<td>• Use equipment properly</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Cars and bikes - drive slowly and observe traffic rules</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Stay alert and be aware of surroundings</td>
<td></td>
</tr>
</tbody>
</table>
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Important Telephone Numbers

Main Office
   (414)  604-3200
Main Office FAX
   546-5734

Attendance
   604-3201

Administration
Principal, Mr. Matt Lesar
   604-3211
Assistant Principal (A-K), Ms. Connie Bergmann
   604-3215
Assistant Principal (L-Z), Mr. Aaron Norris
   604-3213
Dean of Students, Ms. Carolyn Hahn
   604-3216
Academic Dean, Ms. Mary Washbush
   604-3218
Athletic Director – Hale - Mr. Elliot Kramsky
   604-3219
   Athletic Department FAX
   321-8487

Student Services
Student Support Services, Room 235
   604-3220
   Student Support Services FAX
   546-5950
Jacob Burkee, School Counselor (A-D)
   604-3227
Brandi Anthony, School Counselor (E-J)
   604-3222
Maura Eyl, School Counselor (K-N)
   604-3229
Karin Houston, School Counselor (O-Sh)
   604-3225
Nikki Levine, School Counselor (Si-Z)
   604-3221
School Social Worker, Ms. Jaime Goelz
   604-3240
School Resource Officer, Sergeant Marla Martin
   604-3217

*To contact a teacher directly, call the main office and then enter the teacher’s voice mail number. If you do not know the teacher’s voice mail, wait for the telephone prompt that will indicate how to proceed.

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Disclaimer:
This guide contains policies, practices, and procedures but is not intended to be all-inclusive and is not intended to supersede or conflict with the Board of Education policies, State of Wisconsin statutes, federal laws and regulations, or revised school rules and procedures. Additional rules and procedures, or revisions of existing school rules and revisions, will be announced to students as they become effective throughout the school year. These additions or revisions are considered part of this guide and the expectations for Nathan Hale students. Any questions regarding school rules and procedures may be addressed to any of the administration.
Where to Go With Questions

To Report an Absence
If Tardy to School (Before 8:37 a.m.)
If Tardy to School (After 8:37 a.m.)
To Use the Elevator
Lost and Found
Bus or Parking Issues
Going on Vacation
If Sick at School
Locker Problem
Concern with a Teacher
Academic Issues / Concerns
Peer Mediation
Class Scheduling Issues
Career Information
Law Enforcement Issues
Athletic Questions/Concerns
Non-Athletic Activity
Lost ID Card ($5 Charge)
Library Media Center Issues
To Serve an Office Detention
To Serve a Weekend School Detention
To Purchase a Lock
Free/Reduced Lunch
Textbooks (During the school year)
Work Permits ($10)

Attendance Office/Room 102
The “Commons” for check-in
Front Security Desk by Room 100
Main Office, Room 104
Main Office, Room 104
Main Office/Room 104
Attendance Office/Room 102
Attendance Office/Room 102
Main Office/Room 104
Teacher / School Counselor / Administration
Teacher / School Counselor / Administration
School Counselor
School Counselor
School Counselor
Police Liaison Officer, Room 104
Athletic Director, Room C159
Advisor
Ms. Alt, Library
LMC
Room 100 Before & Room 173 After School
Cafeteria (selected Fridays)
Main Office, Room 104
Main Office, Room 104
Ms. Alt / Library
Room 100
**Academic Support Services**

Students who are experiencing academic difficulty may request, or be referred for, support services. The school counselor will provide leadership and direction for academic support services by coordinating the supplemental instructional services designed to assist in the improvement of academic performance. These services may include the following:

- Teacher-Student Conferences
- Teacher-Parent/Contacts
- Counselor-Student Conferences
- Student-Parent-Teacher(s) Conferences
- Assistance in Workday Wednesday
- Tutoring Program
- Academic Study Hall
- Math Lab / Learning Center
- Weekly Progress & Effort Checks
- E-mail updates to parents
- Assistance with the use of the Skyward Parent Access
- Organization Assistance
- Credit recovery program

**Copied or Plagiarized Work**

It is the strong belief of Nathan Hale High School that students turning in work that is copied or plagiarized have violated the academic expectations of Nathan Hale. Work submitted that is not the original work of a student, or a student who allows another student to copy his/her work, will be subject to disciplinary and academic consequences. A student may be required to resubmit work for partial credit, may receive a grade of zero on the assignment, or may be held in violation of the academic policy and receive no credit in a class. Incidents of copying and plagiarism will be examined on a case-by-case basis, and appropriate consequences will be assessed. Additionally, students who are caught cheating or plagiarizing may lose their membership status or their ability to be a member of an honor society (i.e. National Honor Society).

**Definition:** Here is the definition of plagiarism used by the Modern Language Association:

*In this statement we adopt the definition of plagiarism given in Joseph Gibaldi’s MLA Style Manual: “Using another person’s ideas or expressions in your writing without acknowledging the source constitutes plagiarism.... [T]o plagiarize is to give the impression that you wrote or thought something that you in fact borrowed from someone, and to do so is a violation of professional ethics.... Forms of plagiarism include the failure to give appropriate acknowledgment when repeating another’s wording or particularly apt phrase, paraphrasing another’s argument, and presenting another’s line of thinking” (6.1; see also Gibaldi, MLA Handbook, Ch. 2). It is important to note that this definition does not distinguish between published and unpublished ished sources, between ideas derived from colleagues and those offered by students, or between written and oral presentations.*

(http://www.mla.org/review_profethics)

*In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source. This definition applies to texts published in print or on-line, to manuscripts, and to the work of other student writers.*

(http://www.wpacouncil.org/node/9)
Counselors
If a student requires assistance through Student Support Services, i.e., a schedule change, academic issues, mediations, or counseling needs, the student should go to the office in Room 235 and make an appointment with his/her counselor.

Exam Exemptions – Seniors & Juniors (semester 1) under review
In order for Juniors & Seniors to earn an exam exemption, a student must meet the following criteria:

1. A previous semester grade point average of 3.00-3.49 makes a student eligible for one exemption. A previous semester grade point average of 3.50 or greater makes a student eligible for two exemptions.

2. A student must earn an ‘A’ average (for the semester) in the class, at the time the exemption is granted. A teacher may use his/her discretion in granting an exemption to a student who has earned an ‘A-’ average (for the semester) in the class at the time the exemption is granted.

3. In a yearlong class, the teacher has the discretion to allow only one exemption per year.

4. Taking an Advanced Placement exam qualifies a student to exempt from the final exam for that particular class during the semester of the AP exam only.

5. During the semester that the exam exemptions are granted, a student must have no more than four (4) excused absences per semester in the class where they are requesting the exemption. School-sponsored field trips and other school-related absences are not included in calculating the number of absences. College visitations are not counted against as long as the absences aren’t excessive. All other absences, even medically excused absences and pre-planned family trips, are counted!

6. A student must have no unexcused absences/truancies in the class they are exempting from.

7. A student that gets suspended during the semester is not eligible for any exemptions.

8. Excessive tardies to a class, meaning no more than four tardies per class per semester, may prevent a student from receiving an exam exemption in that class period. Students who accumulate more than 10 tardies to school in the morning are not eligible for any exam exemptions.

9. A teacher may deny the privileges of receiving an exam exemption to a student who is deemed unruly, disruptive, disrespectful, and uncooperative in class.

10. Lost certificates will not be replaced.

11. Specific cases involving extenuating circumstances will be reviewed by an administrator. If needed, appeals will be reviewed when requested. The building principal has the final word if an exam exemption will be granted.

12. This incentive program may be reviewed and/or revised based on staff feedback.
Exam Exemptions – Juniors (semester 2/under review)

Juniors will be eligible for exam exemptions based upon their results on the official ACT and ACT WorkKeys tests given in February according to the following:

ACT results:
- English – ACT 18 / English exemption
- Math – ACT 22 / Math exemption
- Reading – ACT 22 / Social Studies exemption
- Science – ACT 23 / Science exemption

ACT WorkKeys Results:
- Platinum, Gold or Silver status (At least a 4 on each subtest)
- Earn 1 elective exemption

10th Grade Exam Exemption Incentive Program (under review)

Sophomores may be eligible for exam exemptions second semester (no exemptions first semester) based upon their MAP test results. Sophomores receive exemption(s) (no certificates) through their Math/Science and/or English/Social Studies teachers based upon: Student meeting their MAP RIT growth target, increasing their highest score from last spring 2018 or this past fall 2018 by that amount on the math and/or reading MAP test or the student achieves at least a spring math 2019 RIT score of 249 and/or spring reading 2019 RIT score of 232 (see teacher for final decision). These are very important district assessments that show growth over time.

9th Grade Exam Exemption Incentive Program (under review)

Freshmen may be eligible for exam exemptions second semester (no exemptions first semester) based upon their MAP test results. Freshmen receive exemption(s) (no certificates) through their Math/Science and/or English/Social Studies teachers based upon: Student meeting their MAP RIT growth target, increasing their highest score from last spring 2018 or this past fall 2018 by that amount on the math and/or reading MAPs test or the student achieved at least a spring 2019 math RIT score of 246 and/or spring 2019 reading RIT score of 230 (see teacher for final decision). These are very important district assessments that show growth over time.

This incentive program may be reviewed and/or revised based on staff feedback.

Grading Scale

The following standard district grading scale became effective July 28, 2008:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>97 - 100</td>
<td>A+</td>
</tr>
<tr>
<td>93 – 96</td>
<td>A</td>
</tr>
<tr>
<td>90 – 92</td>
<td>A-</td>
</tr>
<tr>
<td>87 – 89</td>
<td>B+</td>
</tr>
<tr>
<td>83 – 86</td>
<td>B</td>
</tr>
<tr>
<td>80 – 82</td>
<td>B-</td>
</tr>
<tr>
<td>77 – 79</td>
<td>C+</td>
</tr>
<tr>
<td>73 – 76</td>
<td>C</td>
</tr>
<tr>
<td>70 – 72</td>
<td>C-</td>
</tr>
<tr>
<td>67 – 69</td>
<td>D+</td>
</tr>
<tr>
<td>63 – 66</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>S</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>U</td>
</tr>
<tr>
<td>Pass</td>
<td>P</td>
</tr>
<tr>
<td>Incomplete</td>
<td>I</td>
</tr>
<tr>
<td>Medical</td>
<td>M</td>
</tr>
</tbody>
</table>
Graduation Requirements

Students are required to attend high school for four years in grades 9 through grade 12, eight semesters, and to have successfully completed all the established requirements. A student must have attended Nathan Hale High School for at least one full semester to be eligible for a diploma. Early graduation may be allowed only at the end of the 7th semester of high school and with approval of the Board of Education.

It is an expectation that students remain on-track to graduate in 4 years and any identified students that are credit deficient or failed classes during the school year will be assigned to mandatory credit recovery during the school day or summer school for credit recovery. Failure to attend mandatory summer school to complete the necessary work to gain back missing credits to stay on-track to graduate with their class can result in placement at a District alternative program rather than Nathan Hale High School.

<table>
<thead>
<tr>
<th>Specific Requirements for Graduation:</th>
<th>2018-2019</th>
<th>2020 and beyond Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>4.00 credits</td>
<td>4.00 credits</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3.00 credits</td>
<td>3.00 credits</td>
</tr>
<tr>
<td>Science</td>
<td>3.00 credits</td>
<td>3.00 credits</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3.00 credits</td>
<td>3.00 credits</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1.50 credits</td>
<td>1.50 credits</td>
</tr>
<tr>
<td>Health</td>
<td>.50 credits</td>
<td>.50 credits</td>
</tr>
<tr>
<td>Personal Finance or Independent Living</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Required Courses</td>
<td>15.50 credits</td>
<td>15.50 credits</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>8.00 credits</td>
<td>8.50 credits</td>
</tr>
<tr>
<td>Total</td>
<td>23.50 credits</td>
<td>24.00 credits</td>
</tr>
</tbody>
</table>

Students may not participate in the graduation ceremony unless all requirements (including student financial obligations) have been met prior to that day.

Learning Center / Math Lab

The Learning Center is located in Room 205. Students will have the opportunity to receive extra assistance with course work during a study hall in Room 205. Teachers typically serve in the Learning Center each hour to assist students. This is also a place to go to for test/quiz make-up. The Math Lab will be available every hour during the school day in room 211. Students are free to come to Math Lab from study hall with a pass from their teacher. Math teachers can assign students who need extra help or support to Math Lab for a particular learning target, test review or for regular monitoring for a specified length of time.

MAP Testing – Freshmen & Sophomores

Ninth and tenth graders will take MAP testing two times each year. MAP Testing or “Measures of Academic Progress” is used to measure a student’s achievement and academic growth across time. It is done on the computer. This test gives the school an understanding of where a student’s grade level is and where a student needs to go to continue growing academically. The results will give the school valuable information allowing us to make course assignments, assign students to certain intervention periods, develop class lessons, group students, and work on the skills that each student needs to develop. These are very important district assessments that show growth over time.
Report Cards and Progress Reports
The school year is divided into two semesters (18 weeks each). Every 4.5 weeks students will receive a progress report which will be available on the Skyward portal for parent review and receive only one official grade report at the end of the semester communicated through Skyward as well. Semester grades are the only grades which count toward a student’s grade point average and will appear on student transcripts. All students will continue to receive eight grade reports over the course of the school year. Grade updates are available on “Skyward Family Access” at any time to stay informed and monitor progress. Specific questions about grades should be directed to the student’s teacher or counselor.

Request for Schedule Changes
Changes to student schedules impact many other courses, including the class size of the course into which he/she is transferring and therefore, will only be made on a limited basis, based upon School Board Policy #343.1. The number of sections per department and, consequently, the number of teachers in each department, depended upon students’ January course selections. Prior to the start of a term up until 15 days into the semester, schedule changes will be made as class sizes and schedule adjustments allow for the following reasons below:

- Improper course selection
- Course out of sequence
- Failure make-up
- Failure to complete course prerequisite
- Less than six courses scheduled
- Valid medical concerns
- Improper study hall assignment

School Supply Lists
The school does not provide a basic supply lists for departments and classes, as the specific teachers will provide supply information the first days of class.

Study Hall Expectations
The goal of Study Hall is to improve the academic performance of our students. The title of Study Hall implies that it is a place of study, rather than a “free” period, “recreation” period, or “social” hour. Study Hall is to be a quiet Study Hall every day of the week.

- Students will be assigned a seat and are expected to remain in their assigned seat unless directed by the Study Hall supervisor.
- Studying in groups is permitted with prior permission from the Study Hall supervisor.
- Students must bring all study materials to Study Hall. Students will not be allowed to leave to get books or supplies.
- Students are allowed to have water bottles with them in study hall. Students are expected to maintain a clean and sanitary Study Hall.
- Sleeping or other inappropriate behavior will not be allowed.
- The use of personal electronic devices is allowed with permission from the Study Hall supervisor for educational purposes only.
- As part of our student support model, if a student is failing any classes, they may be placed in a more structured “academic study hall” more intensely supported and monitored by a classroom teacher.
Attendance

Attendance Guidelines

The West Allis-West Milwaukee Board of Education, in recognition of the statutory requirements for school attendance (WI Statutes 118.15 and 118.16) and the overwhelming public interest in an educated society believe that school attendance should take precedence over non-school activities.

STUDENT ATTENDANCE PROCEDURES

A. Types of Absences

1. Authorized Solely by Parent/Guardian

A student is excused from school attendance for an activity which is important to the family if his/her parent/guardian submits a written excuse to the school prior to the student’s absence from school. A student may be excused under this provision for not more than ten (10) days in the school year.

2. School-Excused Absences

Except as noted in item 1 above, the school shall determine whether an absence is excused. Absences as a result of the following will generally be classified as excused:

a. Personal illness
b. Funerals (absences for this reason are limited to three days unless reasonable cause can be demonstrated)
c. Medical or dental appointments
d. Required legal appearances
e. Religious holiday observances
f. Inclement weather (when school is in session)
g. Family emergencies
h. Drivers license examinations
i. Approved school district-sponsored activities
j. Individual and unique absences the principal finds reasonable

Important Note  All absences beyond the 10 excused absences will be regarded as unexcused. All student absences are subject to review by the building principal, whose decision will be final. If a student is absent part or all of ten school days over the course of a school year, that student will require medical verification of all future absences. A conference with the parent, student, counselor, and Assistant Principal/Social Worker will take place to develop a plan to improve the student’s attendance.

Attendance Procedures

Reporting an Absence - Whenever a student is going to be absent from school, the parent must inform the school by calling prior to 9:00 a.m. each day the student is going to be absent. Call the attendance office at (414) 604-3201. This is a 24-hour phone line, therefore a message may be left at anytime, day or night. If a live attendant is not available, please leave a detailed voice mail message indicating that your child will be absent and reason for the absence. All attendance messages are listened to promptly in the morning of each school day.
Any student with one or more class periods “unverified” by a parent will receive an automated phone call that morning (11:30 a.m.) or afternoon (5:00 p.m.) to inform the parents. Failure to call in and reconcile the absence will lead to school and/or legal consequences through our excessive absence procedures directed by the Assistant Principal / Dean of Students /social worker. We ask that there be timely communication with our attendance office.

**Returning to School** - If the parent informed the school of the absence, nothing further needs to be done. If the parent did not inform the school, he/she must write a note stating the reason for the absence and the date(s) of the absence. The student must bring the note to the attendance office, Room 102, by 7:40 a.m. on the day of the return.

**Early Dismissals** - Students who must leave school for a pre-approved reason must bring a written parent note or make a phone call to the attendance office, Room 102, prior to 7:40 a.m. If approved, an early dismissal pass will be issued to the student. Upon return to the school, the student must sign in at the desk in Room 100 and be issued an admittance pass for the class(es) missed. A student should never leave the building without permission, and if this occurs, a parent contact will be attempted. Students who leave school without proper permission may be considered truant.

*Students that choose to leave school for lunch are considered truant and are subject to the Truancy Policy. Students may be referred to their administrator or to the West Allis Police Department for a truancy citation.*

**Attendance and Extra-/Co-Curriculars/Athletics** – A student must attend the last 50 percent of his/her classes the day of an event in order to participate in that event. All absences must conform to the school’s attendance policies. Any student suspended from school may not participate in any rehearsals, practices, or events while under suspension.

**Tardiness:** Part of our mission is to prepare our students to be successful by “promoting student achievement at the highest level” and “to develop the necessary living and working skills to lead a quality life as a contributing member of today’s society.” During first period (7:47-8:37AM), students that are late to class should report to the Commons to receive a tardy pass. Arriving to school after first period, students should report to Room 100 to receive a tardy pass. A student that accumulates 10 unexcused tardies to first hour will receive a two-hour detention to be served on the first Friday following the 10th tardy. Students will continue to accumulate two-hour Friday detentions for every 5 unexcused tardies accumulated after that. If tardiness continues, students will be referred to the administration/social worker for a meeting to develop a plan with the student and parent, followed by a referral to the West Allis Police Department for a truancy citation.

Tardiness to a class or study hall during the school day will be handled by the individual teacher. Additionally, hall sweeps may take place during any hour of the day. If a student is not in their class on time when a hall sweep is implemented, the student will receive an automatic detention.

**Illness** – A student who has a rash, sore throat, runny nose, fever, or cough should be kept home as these symptoms may be the first sign of contagious diseases. Please report contagious diseases to the Milwaukee County Public Health Division and our Attendance Office. School district personnel are responsible for reporting communicable disease to the County Health Department. Students who are suspected of having a communicable disease specified by the Department of Health and Social Services or the Milwaukee County Public Health Division may be sent home by any teacher or principal. A parent will be notified as soon as practical of any student who is suspected of having a communicable disease. If a student becomes ill or is injured at school, the school will try to notify parent(s) by telephone. If this fails, the
school will call the alternate contact for assistance in transporting the child. In severe cases where the situation requires immediate medical attention, 9-1-1 will be called.

**Truancy** – Truancy is defined as any absence for a portion of a school day or absence for one or more days from school during which the Attendance Office has not been notified by the parent of the student who is absent. Tardiness that is not excused shall be considered truancy, and the student will be subject to disciplinary procedure, including, but not limited to detention or municipal citation. As well, repeated truancy may result in Nathan Hale High School’s revoking a student’s work permit and/or parking permit or participation in extra-curricular event such as dances. Any student who is truant for part or all of a school day may be ticketed by the West Allis Police Department. In addition, if a student is determined to be a “habitual truant” (a pupil is absent from school without an acceptable excuse part or all of 5 or more days during a school semester) the excessive absence procedures will be implemented through our assistant principal/dean of students/social worker, including a mandatory parent-student meeting and attendance plan development.

**Physical Education** – Students are graded for their participation in all Physical Education classes, therefore, students must be actively engaged in Physical Education classes to receive credit. A student who is unable to participate in a physical education class on a particular day due to an illness or injury must bring a written excuse from a parent or doctor. This excuse must be presented to the physical education instructor on the day of the absence or the day immediately following the absence. Only a doctor’s excuse will be accepted if the student is to be excused for more than three days in succession.

Any student excused from physical education class for medical reasons on any given day will not be allowed to participate in any athletic practice or competition on that day. Students who choose not to participate or suit up for physical education classes will need to meet with their instructor to determine when to make up any missed days. Students may fail the class for chronic non-participation.

**Homework Requests** - For any excused absence that extends for three or more school days, a parent may request homework through the attendance office. The parent should contact the attendance secretary at (414) 604-3201 and ask that a Homework Request be processed. This request will be circulated to all the student’s teachers and can be picked up at 3:00 p.m. twenty-four (24) hours after the request has been made. For absences that are less than three days, parents or students should contact the individual teachers for homework.

**Inclement Weather** – Inclement weather sometimes causes school to be canceled for the day. This is especially true in the winter with snow and ice storms. Students are advised to listen to local radio and TV stations for early announcements regarding the closing of schools. The announcements will be made periodically starting at about 6:00 a.m. over the following local radio/TV stations:

- WTMJ 620 AM
- WLYK 94.5 FM
- WXSS 103.7 FM
- WTMJ Channel 4
- WDJT Channel 58
- WOKY 920 AM
- WLTQ 97.3 FM
- WMIL 106.1 FM
- WITI Channel 6
- West Allis Cablevision
- WEMP 1250 AM
- WMYX 99.1 FM
- WISN Channel 12
Athletics and Extra-/Co-Curricular Activities

**Athletic and Activity Code of Conduct**
The West Allis – West Milwaukee Athletic and Activity Code of Conduct is a year-round standard. Students participating in extra-curricular activities are expected to comply with the rules established by the WIAA, the District, Nathan Hale, and the coach/advisor. The Athletic and Activity Code states that the use of alcohol, drugs, and tobacco are strictly prohibited by the WIAA. Further, it is a violation of the Code for individuals to be in attendance where alcohol or drugs are being illegally consumed. All students involved in athletics or activities will be required to read and sign the athletic and activity code which details infractions and consequences more completely. We encourage all students to become involved in school activities, and we also have a high expectation that all our students will strive to represent themselves and Hale in the best possible way. The Athletic and Activity Code of Conduct is printed later in this handbook.

**Athletic Spectator Policies**
- Please keep the aisles clear and sit in the designated areas in the gym and in the bleachers at the football games.
- Please do not throw anything at others or onto the playing surface as this may get you removed.
- Please use respectful language and cheer for your team. Abusive or threatening language and/or negative jeers, cheers, and chants that are directed towards the opposing team, the coaches, or officials will not be tolerated.
- Please stand during the National Anthem. Gentlemen should remove their hats. Fans may sing or stand quietly.
- Please contact a game supervisor if a fan needs assistance.
- Please place garbage in their proper receptacles. The concession stands are generally open with great options.
- Violation of these guidelines may result in removal from the activity, other school disciplinary measures, and/or police action.
- Please enjoy the game by exhibiting good sportsmanship!

**Extra-/Co-Curricular Activities and Athletics**
Students are highly encouraged to get involved! Statistics show that students who are involved in extra-curricular activities and/or athletics achieve better academically and tend to be happier and more secure. Nathan Hale offers a wide variety of extra-curricular activities and athletics. Getting involved is rewarding academically, socially, and is viewed favorably by colleges. Parents should help their child pick an activity or sport that best suits them.

Some of those opportunities include joining and participating in clubs or organizations such as:

- The Musical & School Plays
- Band/Choir/Orchestra
- DECA
- Drama Club
- Robotics
- FBLA
- School Newspaper
- Guitar Club
- FCCLA
Hale for Heroes  
National Honor Society (NHS)  
Students for Saving the Earth  
Interact Club  
Student Councils (1 per level)  
Forensics  
Science Team  
Magic Game Club  
French National Honor Society  
German National Honor Society  
Spanish National Honor Society  
VICA/Skills USA  
Math Team  
Yearbook  
Best Buddies  
Art (Volta) Club

If you have questions about any of these activities, go to the main office to find out who the activity advisor is and contact him/her.

In the **sports** realm, there are lots of possibilities including:

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Questions about any athletics should be directed to the coach or the Athletic Director in Room C159.
Main Office and School Services

Busses
We do not sell bus passes (M-card) for the county buses. They are available for purchase at your local pharmacy/grocery store. County bus route brochures are available in the kiosk outside the main office.

Change Needed
The main office does not give out change. Students should come to school prepared with bus money and other change they may wish to use in vending machines.

Free/Reduced Lunch Waivers
If you feel you may qualify for free/reduced lunch, forms to apply for waivers are available throughout the school year in the kiosk outside the main office or on the district website. If you are approved for free lunch, your school fees are automatically waived. If you are approved for reduced lunch, then your school fees are reduced by fifty percent.

Health Room
Nathan Hale does not employ a full-time school nurse. The office staff can only provide limited health care, ie, ice, and bandages and administer medications. If a suspicious rash or infection appears, students should stay home and seek medical care. Any student too ill to attend class will be sent home. Generally speaking, if a student is vomiting or running a fever, a parent will be contacted to pick up their child at school.

Library – Library Media Center (LMC)
The library is a quiet research, study, and reading area. Students are expected to maintain a quiet atmosphere for the benefit of everyone. Students are expected to keep their work area neat so everyone will have a clean place to work. This includes throwing away any papers and pushing in their chairs at the end of the hour.

Food or drink is not permitted in the LMC or the computer areas. Students should remain seated until the bell rings. The LMC is a no pass zone. No passes will be issued except in emergencies. Students must come prepared to work in the library. If students are with their teacher, it is the responsibility of the teacher to issue passes.

To come to the library during study hall, students must first secure a pass from a classroom teacher. The teacher also needs to indicate what the student is working on and if the internet is needed for research. If a student has a pass to the LMC, the student should report immediately to the LMC for attendance, not to study hall. Students will be expected to work independently unless it is noted on the pass.

Lost and Found
Please write a student’s name on all articles of value, especially eye glasses, calculators, cell phones, and other expensive electronic items, if chosen to bring to school. Items can be identified and claimed in the main office. The school will not assure security of any item in a locker or in the school building so please leave articles with a high level of monetary or sentimental value at home.

Lunchroom Expectations & the Lunch Program
Nathan Hale High School operates on a closed-campus lunch period. A closed-campus policy means that students are not allowed to leave the school to get lunch somewhere else, for example at a local restaurant. All students must report to the cafeteria for lunch, which is only 30 minutes long. The cafeteria does have bathrooms and
students will be expected to stay in the cafeteria for the entire lunch period. Students may bring a lunch or purchase a lunch in the cafeteria.

*Students that choose to leave school for lunch are considered truant and are subject to the Truancy Policy. Students may be referred to their administrator or to the West Allis Police Department for a truancy citation.

While in the cafeteria, students are expected to sit at tables and keep their areas clean. Each student is responsible for keeping their table, chair, and the floor around them CLEAN. If a table becomes a problem, students will be split up and assigned to another table. There are plenty of garbage cans located throughout the cafeteria. Students are also expected to place their lunch trays in the tray racks, which are located around the cafeteria as well. Students are expected to show respect to the lunchroom supervisors. We do not allow running, table-hopping, loud noises, clapping, pounding, fighting, throwing or attempting to throw food, or anything else that is disruptive. If a student needs to leave the cafeteria early, he/she must have a pass signed by a teacher or present their planner to the supervisor at the door for a pass.

Students are not allowed to bring in fast food or have food delivered during the lunch periods. Envelopes for Sodexo deposits are available in room 100 if students/parent need to add money to their lunch account. Applications for free/reduced lunches are available in the main office or on the school website.

During lunch, all transactions (payment for food items) must be made at the cash register stations. Those students on free/reduced-lunch must also go through the lines and check out properly at the cash register stations. Students who cross past the cashiers and have not paid for their food items may be prosecuted for retail theft. The cafeteria is monitored and stealing is considered a serious offense.

Medications
Proper forms for use of any prescription or non-prescription medications must be filled out by a parent and/or physician BEFORE the medication can be taken or brought to school. Forms are available in the main office. No prescription or non-prescription medication can be stored in a student’s locker or on a student’s person without proper documentation on file in the office. Failure to follow this District policy may lead to disciplinary action including detention, suspension, or expulsion depending on the offense.

Messages to Students
Many times each day, the school receives calls requesting to have a message delivered to a student. Because of the volume of calls, it is the school’s policy to give only urgent messages called in by a parent. Students will be paged during passing times to Room 100 to receive the message. In true emergencies, school personnel will do everything possible to assist a family. We respectfully ask parents not to text message their children during the school day as this can be highly disruptive in a classroom. Students are not allowed to access phones during class time; however, are allowed to check their phones for text messages between classes and during their lunch period.

Parent Communication – Newsletters / Website / School Messenger
These resources are designed to assist families in understanding Nathan Hale High School’s many opportunities, dates, announcements, school news, policies/procedures, and much other pertinent information. Hale is now going more digital not only as a cost saving measure, but also to keep up with the technological times and practices of students and parents. Newsletters will be created 5 times during the school year. The first one which will contain much general school information will be e-mailed to all homes in late September and posted on our website. Please keep the monthly calendars, which are included in each newsletter, in a safe place as these serve as a frequent reminder about school dates and activities.
Parent Access-Skyward

Parents are able to view their student’s information and progress in Skyward, the district’s student information system, as needed. Parents are able to see information in real time including grades, attendance, schedule. “Parent Access” provides a direct communication between the school and parents. The district has provided information to parents on how to access Skyward. After that time, if a parent misplaces that pass code information, they must provide photo identification in order to secure this. You must have internet access to use this program. Many public libraries have computers with internet access.

Police Liaison Officer

The West Allis-West Milwaukee School District and the West Allis Police Department have worked cooperatively over the past decade. Through this program, a police officer is assigned during the school day to work at Nathan Hale. Two goals of the program are: (1) to develop a close coordination between the school and police and (2) to improve the image of the police and police officers in the eyes of the students. In practice, the program has established some objectives toward which the officer works each year, including:

➢ To develop a close police/student relationship.
➢ To be an advisor to school staff and youth about the law and law enforcement.
➢ To help school staff members develop a better understanding of juvenile laws.
➢ To work with the school and students to reduce vandalism, theft, disorderly conduct, and the number of school incidents that require law enforcement.
➢ To act as a supportive service and work closely with the staff as a referral and resource agent.
➢ To be available to parents, students, and staff for conferences when they deal with police concerns.
➢ To be available for group or classroom presentations on subjects involving law enforcement.
➢ To provide an opportunity for a law enforcement officer to better understand the actions and problems of youth in this community.

School Store – “Spirit-n-Snack Shoppe”

The school store, “Spirit-n-Snack Shoppe” is located in the main hallway of the school and hours of operation vary. The school store sells a variety of school-related supplies, snacks, and spirit wear. In addition, it is utilized as our Husky Way student incentive store where “Husky Bucks” awarded to students for being respectful, responsible, and safe can be exchanged for a variety of items.

Student Parking Regulations & Privileges

Students who drive to school and have paid to park ($80 parking permit from office) in the school parking lot must follow all school rules and regulations in regards to parking at school. Parking on campus is a privilege, not a right. Students should abide by the stated parking rules and regulations to avoid loss of parking privileges, which may include having their parking permit revoked without refund. A student’s in-school behavior may also affect their parking privileges. Driving to school is a privilege and carries with it significant responsibilities. To insure the safety of others, the administration has established the following regulations controlling student vehicular use on Nathan Hale High School’s property and adjacent areas.
1. The parking hang tag is to be displayed on the mirror of the vehicle. Failure to have the tag properly displayed or have a current parking pass may result in a parking citation ($50.00) by city parking monitors.

2. The parking hang tag may be utilized on multiple vehicles of the same family. The permit number, vehicles, and license plate numbers must be registered with the school.

3. A 10 mile per hour speed limit is in effect at all times.

4. During school hours, students are not permitted to leave school property, unless prior permission has been granted by an administrator. Leaving campus without permission may lead to the loss of parking permits without refunds, a loss of exam exemptions, and/or other consequences as determined by school administration.

5. Parking spaces are not reserved.

6. Students not parking in designated spaces or within legal parking spaces as indicated by the painted lines or parking without a permit will be ticketed by the West Allis Police Department. Students who repeatedly violate the parking lot regulations are also subject to towing charges.

7. The student parking lot is located south of the school, outside the auxiliary gym/weight room doors.

8. Students must not park in the following areas:
   ➢ first row of stalls on the far east side of the parking lot as these are reserved for the cafeteria food service employees.
   ➢ the reserved faculty section of the parking lot.
   ➢ on the grass or other areas of the school property designated with signage.

9. Violations of school rules may cause the forfeiture of the parking permit. Failure to promptly serve detentions may cause the loss of the parking permit and/or make the student ineligible for a permit for the rest of the next semester, school year, and/or following school year.

10. Students with attendance issues including excessive tardies to school may result in a suspension of the parking permit.

11. Students drive and park at their own risk. The school is not responsible for any damages, thefts, or vandalism to vehicles.

12. If you have any questions or concerns, please contact an administrator.

**Teacher Voice Mails, E-Mail Addresses, and Messages to Teachers**

A list of teacher and staff member voice mail and email addresses are updated regularly and are included in the parent newsletter. You can also find these listed on the school's website. Generally, teachers have limited access to a telephone during the day. The preferred method of communication with a teacher is through an e-mail. Teachers are expected to respond to email messages and phone calls within 24 hours.

**Website – School & District Site**

The school website can be accessed by going through the West Allis-West Milwaukee School District site at [http://www.wawm.k12.wi.us](http://www.wawm.k12.wi.us). At this site, you will be able to view information about Nathan Hale High School including academic policies, athletics, accomplishments, department information, library media center resources, Student Support Services, Career Academy, on-line payments, and more. It can also be directly accessed by going to [http://www.wawm.k12.wi.us/Schools/Hale/index.htm](http://www.wawm.k12.wi.us/Schools/Hale/index.htm).
Work Permits

Work permits are required for student 15 years old and younger and can be requested in the room 100 before school or during lunch and are generally completed by the end of the same day. To obtain a work permit a student will need:

1. A letter from the prospective employer with their address and phone number and description of work to be performed.
2. A parent signature on the employer’s letter.
3. Proof of age – an original birth or baptismal certificate
4. Original social security card.
5. $10, which is expected to be refunded by the employer.

Please note... The State of Wisconsin allows school administrators the ability to approve or deny work permits for students. Equally, they can request to have a work permit pulled for a student from the employer. Their decisions are based on the student’s grades, attendance, and/or behavior.

School-Wide Policies, Interventions & Initiatives

Accidents and Injuries

All accidents and injuries should be reported immediately to the school’s main office. The school does not carry insurance to cover students for injuries that occur while in school or going to and from school. At the start of the school year, students and their parents were offered the opportunity to purchase group insurance through the Forms & Fees information. Additional information on this insurance option is available in the main office.

Adult Students

Adult students 18 years or older will follow the same attendance policies as all other students. Parents should call the Attendance Office each day a student is absent. Parents who want adult students to be responsible for their own attendance may file a form with the Assistant Principal. Once the “Age of Majority Declaration Agreement” is on file, students should call in for themselves on the day they are absent. There are restrictions. Eighteen year old students may be required to provide medical confirmation of their absence.

Assembly

Nathan Hale High School prohibits assemblies and speech which:
- Disrupt the normal operation of the school.
- Are prohibited by law.
- Prevent any student from securing regular access to school facilities or classes.
- Are discriminatory acts against others.
- Are inconsistent with school goals for teaching and learning.

School officials reserve the right to curtail speech, verbal or expressive, that
- Creates material or substantial disruption.
- Is pervasively vulgar, profane, or offensive.
- Is harmful to one’s self or others.

No student may distribute on school grounds any student or other publication, which:
- Creates disruption.
- Is pervasively vulgar, libelous, or slanderous.
- Is harmful to self or others including physically, emotionally, or psychologically harmful.

Wis. Statute 947.06
Behavior Referrals to the Office & Code of Conduct

All students in the West Allis - West Milwaukee School District are expected to follow all the regulations established in the “Student Rights and Responsibilities Handbook.”

The following is a code of conduct that was created specifically by Nathan Hale High School students.

We, the community of Nathan Hale High School, commit ourselves to respecting differences and honoring diversity in all its many forms.

Based on the infraction, students who violate the classroom and school policies face the following types of disciplinary action(s):
- Conference with an administrator – discussion of rules, expectations, and meaningful interventions
- Conference with a school counselor – appropriate interventions include possible removal from a class
- Detention(s)* – ½ hour, 1 hour, or Workday Wednesday**
- Community Service – restorative practices
- Suspension – In-School and Out-of-School
- Expulsion – taken before the Board of Education for a hearing

*Detentions can be served daily in Room 100 or Room 173:
  ➢ Before school – Rm. 100 (7:10-7:40 a.m.) or After school – Rm. 173 (3-3:30 p.m.)

**Workday Wednesday is a detention/work session that students serve on selected Fridays from 3-5 p.m. in the library. Dates to be determined will be announced.

Infractions of district or school rules, which include but are not limited to the following, will result in a referral to the administration for disciplinary action:
- Possession of a weapon or look-alike weapon
- Possession or use of illegal drugs, alcohol, or controlled substances
- Possession or use of tobacco products in or on school grounds
- Fighting/assault or use of violence
- Verbal abuse, including profanity, obscenities or threats
- Insubordination/disrespect towards adults
- Being sent out of a class by a substitute teacher
- Harassment, whether verbal, physical, sexual, or electronic
- Possession of pornography, pornographic materials, obscene or graphic sexual photos or images, and/or obscene or offensive words or language
- Theft from any area in the school including the gym lockers and the cafeteria
- Inappropriate use of electronic devices – including iPads, cell phones, pagers, laser pens/pointers, iPods, iPads, cameras, and video cameras
- Refusal to comply with school personnel regarding a confiscation of electronic items including cell phones (See electronics policy)
- Vandalism or destruction of school property
- Tampering with school equipment including computers, fire extinguishers, and other safety and health equipment
- Forgery – including false dismissal notes
• Cheating or plagiarism
• Repeated incidents of misconduct
• Truancy for all or part of any school day
• Chronic tardiness
• Failure to serve detentions
• Excessive public displays of affection
• Inappropriate clothing or being out of the dress code (See dress code for details)
• Safety violations
• Cafeteria misconduct will not be tolerated, such as throwing food, leaving food and debris on tables, or any conduct that interferes with the normal operating procedures of the cafeteria or lunch periods.
• Students must have their student ID card with them for the entire day
• Students are not allowed to use skateboards or rollerblades in school or on school grounds unless during a physical education class.
• Students driving in excessive speeds or recklessly on school grounds.

Students are required to follow all policies in the Student Rights & Responsibilities Handbook. This was distributed electronically in August at Forms & Fees Day and is available on the district website.

Suspensions from School ---
When a student is suspended from school for violating school and district policy, the student is not allowed to participate in any co-curricular or extra-curricular activity or school-sponsored function (such as a dance) until the student returns to school. If the student is an athlete, he/she cannot practice nor compete until the student returns to school after the suspension. Finally, students will not be given any type of refund for the activity while suspended.

Backpacks
During the school day, students are allowed to carry backpacks to and from classes. Students are encouraged to leave backpack in their lockers and utilize a cinch bag between classes. Each teacher will direct students as to their specific “Backpack Storage Policy” in their classrooms. Any bags larger than a typical backpack (i.e. duffel bags) should be stored in a locker.

Bus Conduct Expectations
The following rules and regulations will apply to any student who rides an assigned school bus to and from Nathan Hale High School. Failure to adhere to the following rules may result in school consequences or removal from the bus.
• All riders must remain seated and keep head, hands, and arms inside the bus while the bus is in motion.
• Bus is to be left clean at the end of each route.
• The riders and their parents will be liable for any damage to the bus other than ordinary wear and tear.
• All riders are prohibited from using obscene or profane language or gestures and harassing, bullying, threatening, or intimidating behavior.
• All books, packages, coats, and other objects shall be kept out of the aisle at all times.
• No animals of any kind are allowed on the bus at any time.
• In case of an emergency, students shall remain on the bus unless otherwise directed to evacuate.
• Bus drivers are responsible for controlling the bus riders. Their directions must be obeyed promptly at all times.
• Bus drivers and school officials reserve the right to assign seats on the bus when this is deemed advisable. While on the bus, students are in the driver’s charge and must obey that driver.
• Bus departure time will take place shortly after 3:10 p.m. Any student not on the bus at that time will be responsible for their own transportation.
Closed Campus
Nathan Hale High School is a closed campus. Students cannot leave the building at any time during the school day without teacher/staff supervision, or permission from a parent or from an administrator. Because of this policy, students are not permitted to leave during lunch time to get lunch.

*Students that choose to leave school for lunch or any other reason are subject to a two-hour detention to be served on the Friday following the incident. Failure to serve this detention may result in a referral to the Dean of Students or to the West Allis Police Department for a truancy citation.

Dance Privileges
Formal dances such as homecoming, mid-winter formal, and prom are a privilege and enable students to enjoy another aspect of Nathan Hale High School. Students who have attendance issues, outstanding detention time due to the office, or who are behavioral problems (including being on behavior or pre-expulsion contracts), can be denied the privilege of attending one of these formal dances. It is upon the discretion of administration to permit these students to attend such dances. Refunds will not be given to students who are denied the privilege of attending one of these dances, especially if a violation (ie. suspension) of school rules occurs near the time of the dance.

Students may also be denied the opportunity to represent Nathan Hale High School by serving on Homecoming Court, mid-winter formal dance court, or prom court for having consistently violated school policies, procedures, and practices.

For informal dances and other such social events, students may be denied the privilege of attending these activities as well for the same above-mentioned reasons. Students may not be issued a refund if they are told to leave such an event early.

Dances and Guest Policy
Nathan Hale sponsors a number of dances for the benefit of our students. Students who wish to bring a guest from another school should complete a guest pass form. An administrator at the guest’s school, the guest’s parent, and the student’s parent must sign this form. Final approval is made by the Nathan Hale High School administration. Guests who have graduated from high school must be approved from the Nathan Hale administration and complete the guest pass form. Guests over 20 years old and middle school, intermediate school, or junior high school students are not allowed to attend high school dances.

Students who bring guests should be aware that they are responsible for the conduct of their guests. If their guest is involved in some kind of school violation during the dance or on school property, the student who brought the guests may also be questioned, be disciplined, and lose privileges.

Detentions
Teachers or administrators may issue detentions. When a detention is assigned, it is to be served by the designated deadline. Failure to do so can result in additional detention time, in-school suspension, or a Workday Wednesday detention (served from 3:00-5:00 PM in the library on select Wednesdays). Detention lists will be posted in room 100 and will be emailed to homeroom teachers.

Office administered detentions may be served before or after school in Room 100 and 173. Teacher assigned detentions should be served with the specific teacher. Students who choose not to serve their office detentions may lose certain privileges. Students may have their parking privileges on school
property suspended, barred from purchasing tickets to formal and informal dances, or not be eligible to participate in or attend extra-curricular activities, including sports. Student-athletes with outstanding detention time may have to serve all their time to be eligible to play in any schedule games or events. Finally, a student may not be allowed to take any semester exams until his/her detention time is entirely served.

**Dress Code**

Nathan Hale High School is a working/learning environment for both students and staff. Our school requires attire for men and women that is appropriate for learning and teaching. Our school has high academic and behavior expectations for students. We ask students to dress comfortably for school, but also show some discretion and modesty.

It is expected that all students will dress and behave in an appropriate manner at all times. Any clothing which is deemed by faculty or administration as distracting, disruptive, indecent or inappropriate will not be tolerated. Students will be given specific, visual examples on what is deemed appropriate dress for school. The following items are inappropriate for school (This list is not all inclusive):

1. To help identify students and to promote a professional learning environment, all **headwear** including hats, ball caps, knit (winter) caps, do-rags, berets, bandanas, and hoodies must be kept off of the student’s head during the school day. Bandanas, even if they are used in a functional way, are not allowed. All headwear must be stored in a locker or backpack and not worn on a belt, in a pocket, or around the neck. Headwear for religious or medical reasons will be allowed under administrative direction.
2. Any items advertising or alluding to alcohol, tobacco, drugs, weapons, or are sexual or discriminatory in nature, or that advocate pain, death, or suicide are not acceptable.
3. Clothing that does not cover the midriff from front or back while standing stationary will not be allowed.
4. Clothing should not leave undergarments (boxers, shorts, etc…) exposed while standing or sitting.
5. Shirts that are sheer, overly revealing in front, back, or sides or low-cut including but not limited to strapless tops or low cut tops that expose excessive skin or cleavage are not acceptable.
6. Shorts or skirts that are too short will not be tolerated. School personnel will use their discretion to consider if clothing doesn’t meet these criteria.
7. Gloves and sunglasses are not permitted to be worn in school unless directed by a teacher or administrator.
8. Any jewelry that is intended to be threatening or dangerous as determined by the staff. This includes spikes and studs in clothing and large link chains. Chains, spiked bracelets/collars and other items that can be used a weapon may be confiscated.
9. For safety reasons, shoes must be worn at all times. During winter months, sandals, including flip-flops are discouraged. Specific classes may have curriculum-based policies for footwear. Students enrolled in Industrial Technology, Family and Consumer Sciences, Art, Physical Education, and Science classes should check with their teachers about appropriate footwear during class.

Students not conforming to these rules will be required to change into clothes provided by school, turn inappropriate clothing inside out, or have other clothing brought to school. Additional consequences will be issued if students continue to dress inappropriately. School personnel reserve the right to confiscate inappropriate clothing and other items and to return them only to parents.
WAWM SCHOOL DISTRICT
BOARD POLICY 363.2

COMPUTER, INTERNAL NETWORK, ELECTRONIC MAIL, AND INTERNET
ACCEPTABLE USE POLICY RULES FOR STUDENTS

The District technology system shall be used in a responsible, efficient, ethical, and legal manner, and all users shall abide by the District’s policies and procedures. It is essential that each student recognize his or her responsibility in having access to services, sites, and people that the network provides. The user (student) is ultimately responsible for his or her actions. Parents and guardians must set and convey high standards that their children should follow when using technology resources.

Student Owned Technology – Outside of School
Students’ home and personal Internet or other communication tool technology use can have an impact on the District, school and on other students. If a student’s personal Internet expression, such as a threatening message toward a staff member or another student, or a website advocating violence or defamation of another’s character, creates a substantial disruption at school, offenders may be subject to school disciplinary action and/or legal action.

Substantial disruption is defined as any of the following:
- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment (including cyberbullying);
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities;
- Exhibition of other behavior by students that substantially interfere with the learning environment; or
- Other similar disruption.

Student Owned Technology – Inside School
Students may bring technology into the District, including laptops, smartphones, mp3 players, etc. The District is not responsible for the security or safety of student owned technology while on school property or under supervision of a school authority.

- Students must follow the school rule regarding use of that technology during the school day. This typically will include not using the technology during class time, as the District has provided technology to students where appropriate for reaching established educational goals.
- Students who use student-owned technology while on District property, outside of the school day, must follow all rules and guidelines of this Acceptable Use Policy.
- Administrators may confiscate and search student-owned technology while on District property if the administrator has reasonable suspicion that the use of the technology is in violation of this Acceptable Use Policy, school rules, or state law.
- Student owned technology may be confiscated, but not searched, by classroom teachers for the length of the class if the student or technology is creating a disruption.
- During emergencies, the District may require student owned technology to be turned off so emergency networks are not overwhelmed.

Nathan Hale Technology Enforcement Policy
Technology that has been provided by the school and personal devices can be very beneficial to the learning environment when used properly. While technology has many benefits, it can also become a distraction and hinder not only the learning environment, but the classroom environment as well. There will be many opportunities directed by the teacher in class to use technology to support learning.
For the reasons stated above, whenever technology (personal or district issued device) is not used at the direction of the teacher, students are expected to have it silenced and placed out of sight (pocket, backpack). If student does not comply with the technology policy, the following protocol will be enforced:

- Technology is silenced and away unless directed by the teacher for class use.
- Students may use the technology (phone) in the halls between classes, in the cafeteria at lunch, and before / after school (at a personal listening level).
- Student needs to put the device away upon request.
- If a student does not comply, a classroom consequence is given, which may include confiscation, detention, restorative meeting and a phone call home.
- If behavior continues after a consequence is given with no compliance, administration will be contacted for intervention resulting in removal of technology, pick-up at end of the day or parent pick-up, and school consequence.
- If this becomes a chronic occurrence (multiple times), administration will request a meeting with the student and parent/guardian to devise a "Responsible technology plan".

**Emergency Forms**

Each student should have a current form on file each year. If this is not completed at registration, students can pick up a form in the main office. This form is very important as it is the one used in the event your child is ill or requires medical attention. Any changes to the emergency forms should be reported to the main office or the attendance office in Room 102.

**Food & Beverages in the Classroom**

Having food or beverage in a classroom is at the sole discretion of the teacher. Students are expected to know each of their teachers’ policies and abide by them. Students are responsible for any clean up. Students may also carry beverages and food with them throughout the day but are responsible to clean up any spills.

**Gang and Gang-like Activity**

The West Allis-West Milwaukee School District recognizes the disruptive influence of gangs and gang-like activity. Therefore, gang activity, identification and membership are prohibited. Gang activity includes, but is not limited to, intimidation, threats, violence, or other illegal activity as defined by municipal ordinance or state statutes. Gang identifiers, which may change periodically, are signs, gestures, colors, clothing, which is intended to demonstrate an affiliation to a gang. Students may not necessarily belong to or associate with a particular gang, but their activities may appear to be gang-like in the school or at school-sponsored events.

School administrators will cooperate with the police to monitor and deter any such gang activity. Students may not wear or display gang activity while on school property or at school activities. Consequences for violation of this policy are varied based on the nature and frequency of the violation, but could result in expulsion from school.
Harassment
Nathan Hale High School is intended to be a safe environment for all students and staff. Harassment will not be tolerated and offenders will face serious consequences. Please be aware that harassment and intimidation includes bullying, name calling, physical or mental abuse, racial insults, ethnic slurs, religious slurs, unwelcome sexual advances, or discriminating remarks.

Harassment can also include text messaging, and inappropriate messages on social network sites, such as Facebook, Twitter, and Snapchat. Students who receive threatening, harassing, offensive messages through electronic media should not respond to the messages. Instead, students should record or print the messages and report them to their assistant principal or Police Liaison Officer.

When it is reported that a person reasonably finds that a student’s or adult’s speech or conduct creates a hostile environment, that subject or adult will be informed and expected to cease immediately. Students who knowingly and/or repeatedly harass others are subject to disciplinary action, which may include out-of-school suspension and referral to the Police Liaison Officer.  

Board Policy 411.1

Any student who believes that he/she has been the subject of harassment should report the matter to a teacher, counselor, assistant principal, or the police liaison officer. All reports shall be investigated in a timely manner.

ID Cards
It is expected that when requested, students must present their ID card. Additionally, students will be given a school-issued student identification (ID) card in the beginning of the school year (picture day, September 11th). Students must have their ID card with them in every class all day long. Student ID cards will be used for checking in tardy students. **Replacement ID’s are $5.00 each and can be purchased in the library before school.**

Inappropriate Language/Swearing
A person’s right to “free speech” does not mean that he/she can use obscene or profane language. Obscene or profane language is not permitted in school. Using profanity can result in detention, suspension, and/or a disorderly conduct ticket issues by the West Allis Police Department. Students are expected to be respectful at all times and use appropriate language as Nathan Hale High School is a work environment and we are trying to teach certain work-place skills and conduct ourselves professionally. Nathan Hale High School does not tolerate profanity in any way, whether it is muttered “under the breath” or “in the hallways” or in the classrooms or when it is directed to a student or staff member. Getting angry does not excuse abusive language. Ultimately, swearing is not allowed in school.

Internet Access
The West Allis-West Milwaukee School District and Nathan Hale High School permit the use of the Internet as a tool for research and education. Nathan Hale does offer wireless internet access to all staff and students for this purpose. The Internet, like any other school property, must be used for the purpose for which it was intended. Students are expected to follow a few basic rules of courtesy and common sense when accessing this tool, so that the Internet can be a valuable source of information to all students. The Student Rights & Responsibilities Handbook has more information regarding the expectations for student use of the internet.
Lockers

A hall locker will be assigned to each student at Nathan Hale. Sharing lockers is not permitted. Furthermore, students are advised not to share their locker combinations. **Students should not bring items of value to school and assume they will be secure in their locker.** The school will not assure the security of any item kept in either a hall or gym locker. Additionally, students should be aware that thefts may occur throughout the year. By sharing their locker or locker combination with others, students assume the risks involved. Also, students should make sure that their lock is securely locked every time they close their locker, this includes their gym locker.

Graffiti, marking up, drawing on, or writing of any kind or placing decals/stickers are not allowed on or inside the locker. Violations will result in a cleaning fee/fine that will not exceed $50. Other damages may cost more. Locks must be purchased through the school. Please be aware that lockers are the property of the School District.

Periodic general inspection of lockers may be conducted by the principal, assistant principals, a police officer working with school authorities, or other school personnel designated by the principal for any reason at any time, without notice, without student consent, and without a search warrant. Any unauthorized item found in a locker may be removed by school authorities and dealt with as determined by established procedures.

Moving or Withdrawing

If a student will no longer be attending Nathan Hale, the parent of that student must officially withdraw him/her. Withdrawal papers are available in the main office. Please contact your school counselor to make arrangements with the counselor or secretary for the withdrawal.

Neighborhood Relations

Property adjoining the school grounds is private; therefore, loitering and trespassing are not permitted. Police action will be taken against violators who are reported. Any action by a Nathan Hale student reflects upon the whole school. Students are reminded to be good to our neighbors and good representatives of our school.

Obligations

Fines and fees that are not collected accumulate for the time your student attends Nathan Hale. If these obligations go unpaid, reminders notices may appear on each report card. Additionally, parents can check Parent Portal to view any obligations. As a senior, a student cannot receive a diploma until all fines and fees are paid.

Any fees from the middle school and/or elementary school are added to the fees accumulated at Nathan Hale. Any checks that are returned for non-sufficient funds will be assessed a $20 service fee in addition to the original amount owed. No checks will be accepted for any payment after May 1st, only cash, cashier’s checks, or money orders will be accepted after that time. Please be advised that any old, unpaid, and excessive obligations will be turned over to a collection agency.

PBIS – Positive Behavioral Interventions & Supports - “The Husky Way”

Positive Behavioral Interventions and Supports (PBIS), a systems approach to preventing and responding to classroom and school discipline problems, is a program strategically placed at Nathan Hale High School.

The goal of PBIS is to reduce behavioral problems using a positive approach in order to create and maintain safe learning environments where teachers can teach and students can learn. The purpose of implementing PBIS is to:

- Foster a positive culture and learning environment for staff and students.
• Use data-driven proactive practices with responsive measures to strengthen positive behaviors.
• Create positive interactions and rapport with students.
• Foster student planning and learning in reflective practices to increase self-efficacy.
• Have a mutual understanding of student expectations by students, teachers, parents, and the community.
• Strengthen the family partnership in the school community.

When the school year begins, students will be taught what is considered proper behavior in classrooms, the LMC, cafeteria, hallways, auditorium, bathrooms, and other areas in and around the school. There are school-wide posters that reflect what is expected in “The Husky Way.” These school-wide expectations include: Be Responsible, Be Respectful, and Be Safe. To focus and encourage good, positive behaviors, a “Husky Way” award program has been established where “Pride of the Pack” slips are awarded to students for being respectful, responsible, and safe and can be exchanged for a variety of items at the “Husky-Mart”, used to purchase coffee and other drinks from “Hale-Terra”, and be used to enter weekly and monthly drawings for prizes.

**Physical Education Dress Code**

The West Allis West Milwaukee School District no longer requires a district purchased physical education uniform; however, it will require regulations for physical education attire.

The following physical education dress code applies:

• Students should come to class daily with a separate change of clothes.
• Students should wear something comfortable for their gym class (short, t-shirt, sweat pants, etc…) and need to wear athletic shoes that either tie or Velcro shut.

All of the new procedures have been designed with student safety, injury prevention, and liability in mind. If you have questions, please contact your child’s physical education teacher.

**Protection from Theft**

Students can minimize the risk of theft by adhering to the following procedures:

1. Don’t leave i-Pads, cell phones, books, purses, back packs, or other items unattended.
2. Don’t share a locker with anyone.
3. Don’t bring expensive items to school and leave them unattended.
4. Be vigilant! If a student sees someone take something, they should report it to administration or to the police liaison officer. They should remember that the thief may take their possessions next.
5. Make sure your locker (including their gym locker) is always locked securely.
6. Do not bring large amounts of cash to school.

**Public Displays of Affection (PDA)**

Excessive public displays of affection will not be allowed. Excessive PDA is “making out” or other open mouth kissing, groping, and/or body-to-body contact for an extended period of time (i.e. more than 5 seconds) or any other action determined by teachers and administration to be excessive. Continued PDA will result in school consequences.

**Pupil Removal from Class**

Nathan Hale High School is committed to maintaining a favorable academic atmosphere in all of its classrooms. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. All students are expected to behave in the classroom in such a manner that a positive learning atmosphere can be established. Students are also expected to abide by all rules of behavior established by the Board of Education, school administration, and classroom teachers.

Student behavior that is dangerous, disruptive, and unruly or that substantially interferes with the teacher’s ability to
teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class. If a student refuses to leave a class and an administrator is called to escort the student to a designated room (usually Room 173 or Room 100), the student will face additional consequences.

**School Safety – Threats**
Nathan Hale High School is committed to the safety of all its students and staff. Once the school day is in session, all exterior doors should remain closed and locked through the end of the day unless through authorized school personnel. Anyone found violating this policy (propping open doors, letting others in, etc...) may result in school disciplinary consequences and/or police referral. In addition, any threats to the safety of its students and staff will be thoroughly investigated and necessary action taken. Students are the eyes and ears of the school. We request that students always inform a teacher, administrator, or the police liaison officer of any potentially dangerous situation.

All threats to building safety will be taken seriously and may involve the police. Any individual reporting a potentially dangerous situation will have his/her confidentiality protected if that is requested. Please help us work together to keep Nathan Hale a safe school.

**Signs, Flyers and Posters in the Halls**
Any signs, flyers, and posters must be approved by the administration before being put up in the hallways. Any sign, flyer, or poster put up without permission will be removed. Students placing signs, flyers, or posters in the halls without permission may face school consequences. Some signs require district approval before posting them, therefore, be sure to seek approval early as to meet your deadlines. Approval requests should occur in Room #100 with administration.

**Student Rights and Responsibilities**
Each student will be issued the West Allis-West Milwaukee School District’s publication, “Student Rights and Responsibilities Handbook.” Each student and parent should carefully read and understand the content of this important guide. Handbooks were e-mailed at Forms & Fees Day in August and parent sign-off / acknowledgement is required.

**Students in the Building after 3:15 p.m.**
Students not involved with a specified school activity, have an appointment with a staff member, or not under the direct supervision of a staff member will be asked to exit the building by 3:15 p.m. each day. Students can remain in the cafeteria or wait outside the commons area / main entrance until their ride comes. Students should plan accordingly, especially as the weather gets colder.
If a student remains in the building past 3:15 p.m., they must be involved in a designated school activity (sports, music, play or musical practice, etc...), with a designated teacher (doing make-up work, taking a test, or working with a tutor) or serving detentions. Students found in the building unsupervised may face disciplinary consequences up to a municipal citation for trespassing.

**Substitute Teachers – Student Expectations**
Students are expected to be on their best behavior when a substitute teacher is teaching a class. Students who are referred out of class by a substitute teacher may receive a workday Wednesday detention or an in-school suspension.

**Textbook Policy**
Students are to exercise great care of assigned textbooks. Textbook condition is evaluated each summer and noted in the computer. If a textbook is damaged, the student will be assessed the cost for damage or replacement costs. We strongly encourage students not to share textbooks because they are extremely expensive to replace. Some
textbooks cost in excess of $70 to replace. Additionally, student should not leave a textbook in a classroom for any reason. Students are ultimately responsible for the textbooks that are checked out to them and if a textbook is lost, it may cost the student substantially to replace it. Furthermore, textbooks left in lockers at the end of the school year are subject to a $5 fine per book. These fines will be placed on the student obligations.

**T-Shirts & Other Items – Solicitation, Sale and/or Distribution**

Any and all school related (at discretion of administration) t-shirts or other items solicited, sold and/or distributed on or off school property must be approved by the club advisor/coach and then administration prior to advertising and/or production. If authorized, money handling/fundraising procedures per district policy must be followed. Students not following this protocol may be subject to disciplinary consequences including, but not limited to, detention, suspension, athletic code violation, and loss of privileges without reimbursement. No solicitation, sale, or distribution of any items to the student body can take place without authorization of the school administration and must be affiliated with a club, activity, or sport for consideration.

**Visitors**

Visitors’ passes are available to any non-student or staff member only for school related purposes. All visitors must report to the Room 100 window on Lincoln Avenue entrance with proper photo identification.