



# Howards Grove High School

Student-Parent Handbook  
2025-2026 School Year

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Welcome Parents and Students to Howards Grove High School!

Providing a high-quality education and educational experience in a safe and supportive learning environment is the top priority of our high school. We promote high levels of learning for all students through rigorous academic standards that are taught and learned in a caring, inclusive and supportive learning environment that balances the intellectual, social and emotional needs of our high school students. We believe that one of our greatest assets in maximizing your students' experience is the partnership that we create between school, students, and home. Especially in high school, students thrive when surrounded by a team of advocates who help them navigate the most formative years of their lives.

In support of this partnership, we appreciate your attention to the policies, procedures and guidelines outlined in this Student-Parent Handbook. Communicating and understanding expectations is a first step in maximizing our collaborative efforts as we work to support each learner to achieve academic, behavioral, and social-emotional success. This handbook serves as a resource to guide you through the basic operations of the school, expectations of student behavior, and other information that you will find helpful as circumstances arise. Additional information or clarification regarding HGHS policies can be received by contacting the high school office. We look forward to working together to achieve a successful school year!

## **Philosophy**

All Howards Grove High School students have the right to receive an education that is free from discrimination and disruption. Students are expected to be respectful toward themselves and others, as well as others' property and the facility. The student should display self-discipline, be responsible, and be accountable for their actions. The community and school personnel encourage all students to take pride in their work and achievements, and we expect all students to respect standards of good citizenship.

Students and staff have the right to work, learn, and/or teach in a safe class environment. Students also have the responsibility to respect authority and the rights of other students in the classroom. Student behavior that is dangerous, disruptive, unruly, or interferes with the teacher's ability to teach effectively or other students to learn effectively will not be tolerated. Any student who engages in such behavior may be subject to disciplinary action in accordance with school expectations, school board policies, local, county, state ordinances and laws.

**School Contact Information**

Phone: (920)-565-4450

Web Page: [hgtigers.org/schools/high-school/](http://hgtigers.org/schools/high-school/)

**High School Office Personnel**

Jon Hess - Principal and Administrative Activities Director

Heidi Georgeff - Activities Director

Krista Neave - School Counselor

Jonathan Britanyak - District Psychologist

Nicole Schneider - Administrative Assistant

Melanie Kautzer - Administrative Assistant

Miranda Lorenz - Administrative Assistant

**High School Office Hours**

Office hours are from 7:00 AM to 3:30 PM.

**Non-Discrimination Statement**

No person shall be denied admission to any public school in the district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, career & vocational programming, student services, recreational or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability in the educational programs or activities operated by the Howards Grove School District.

**Equal Educational Opportunities**

It is the policy of the Howards Grove School District, pursuant to s.118.13, Wis. Stats., and PI9, that no person may be denied admission to any public school in this district to be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, career and vocational programming, pupil services, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.

The district has an established complaint procedure to investigate discrimination claims. Any person, who believes he/she has a basis for complaint, should contact the Equity Coordinator at 920-565-4450.

**Visitor Information****Visitor Access to the Building**

Please enter the building through the main entrance doors during the school day. Press the doorbell button and state your name and the purpose of your visit. Upon receiving entry into the building, visitors will report to the high school office to check-in, and prior to leaving, visitors will check-out at the high school office. Parking spots for visitors are available in the first row outside of the school building and indicated through signage.

**Visitor Requests**

Prospective students and families, as well as community members and industry, are welcomed to visit Howards Grove High School. Visitation requests must first be approved by the principal and a date and time will then be scheduled.

## **Attendance**

In accordance with Wisconsin State Law, all children between six (6) and eighteen (18) years of age must attend school full time until the end of the term, quarter, or semester in which they become eighteen (18) years of age, unless they have a legal excuse. A legal excuse would include: illness, religious observance, family emergencies, medical appointments, family vacations and other absences in which prior arrangements have been communicated and approved by administration. A child may not be excused for more than 10 days in a school year (5 per semester) under this provision, Wis. Stat. sec. 118.15(3)(c), without proper medical documentation from a qualified healthcare provider.

### **Reporting an Anticipated Absence**

If a student will be missing school for an extended number of days, such as a family vacation, a parent/guardian will need to communicate this information and grant permission to the high school office via phone call (920-565-4450) or writing. A pre-planned absence form will be provided to the student to make arrangements with their teachers regarding the academic activities and assignments that will be completed during their absence.

### **Reporting an Unanticipated Absence**

If a student is unable to attend school on a given day, a parent or guardian will need to contact the high school office by 8:20 AM to report the absence. Absences can be reported via phone call (920-565-4450) or email to [hsattendance@hgsd.k12.wi.us](mailto:hsattendance@hgsd.k12.wi.us).

### **Leaving During the School Day**

Students who have a legitimate reason to leave the building, such as an appointment, must receive parent/guardian approval and acquire a permit from the office prior to leaving the building. Parent/guardian permission can be provided through a phone call, email, or written note. Students leaving without parent/guardian permission and office approval will receive an unexcused absence.

### **Campus Visits**

High school juniors and seniors are welcome to visit the campus of a college, university, or technical college of interest. Campus visits are excused absences and a note or call from a parent/guardian is required on the day of the absence.

### **Field Trips**

Field trips provide great opportunities for students to achieve learning outside of the school building. Students that attend field trips must be in good standing as it relates to their academics, behavior, and attendance. A teacher may deny a student the opportunity to participate in a field trip if the student is failing the class due to lack of effort, poor behavior, or truancy.

### **Unexcused Absence**

Failure of a parent/guardian to contact the school will result in an unexcused absence for the student. Unexcused absences can be cleared and classified as excused if a note or phone call is received from the parent/guardian upon the student's first day back at school. If permission is not received by the parent/guardian and the absence remains unexcused, the student will be assigned detention(s) to make-up for the lost learning time. School detentions not made up in an appropriate timeframe will result in an in-school suspension.

### **Make-up Work for Excused Absences**

All excused absences provides students to make up the necessary assignments and activities according to the guidelines provided below:

- It is the student's responsibility to contact the teacher (s) to make arrangements for making up work missed during an absence from school.
- As a universal expectation, teachers will be asked to grant (at least) the number of days absent plus one as a timeline to complete missing assignments and activities during a student's absence. Additional time can be granted for completion of assignments and activities upon agreement between teacher and student.

- Exams missed during an excused absence will be permitted to be taken at a time mutually agreed upon by the student and the teacher.

### **Make-up Work for Unexcused Absences**

Students will be provided an opportunity to make-up missed assignments and tests on their own time and receive credit. This opportunity is provided in accordance with state law that states “a student may not be denied credit in a course or subject solely because of the student’s unexcused absences from school.”

### **Truancy**

The Wisconsin Compulsory School Attendance Law states that “any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious days excepted, until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age or has graduated from high school.” Therefore, the involvement of a parent/guardian in deterring truancy is mandated by state law. A student is considered habitually truant if they are absent without an acceptable excuse for part or all of five (5) or more days during a school semester as defined by Wisconsin Statute 118.16. As a result, a systematic approach with tiered interventions and increasing consequences for students will be implemented for students that are habitually truant. Provided below is an overview of our truancy plan to assist students and families in need.

In the event that a student becomes a habitual truant:

- a. A written notice will be sent to the student’s parents.
- b. The student, parents, counselor, and principal will meet to evaluate the student's educational needs and program, giving consideration to alternative placements and support service referral.
- c. In the event that school based interventions are not effective in stemming the truancy, the matter will be referred to the police

### **Arrival to School/Class and Tardiness**

Arriving at school on time, as well as each class throughout the day, is imperative to student success and promotes executing functioning skills that are beneficial in all aspects of life. As a result, student attendance and tardiness will be monitored and documented. When arriving at school, if a student is more than five minutes late, they must stop at the main office to receive a tardy slip before heading to class. Tardies that occur throughout the remainder of the school day will be documented on Skyward. No excuse slips are issued for any tardiness between classes.

Tardies will be documented via Skyward throughout each term of the school year. Once a student accumulates five (5) or more tardies within a given term, discipline will be issued in the form of detentions to serve as accountability for learning time lost.

## **Academics**

### **General Requirements for Graduation**

Students must earn 28 credits to graduate from Howards Grove High School. Provided below is a breakdown of the credits per subject discipline. For a full description of credit requirements and course options, please access the Course Description Handbook.

- English: 4 Credits
- Mathematics: 3 Credits
- Social Science: 3 Credits
- Science: 3 Credits
- Physical Education/Health: 2.5 Credits
- Career and Technical Education (Vocational): 1 Credit
- Fine Arts/Humanities: 1 Credit
- Personal Finance: 0.5 Credit
- Personal Leadership: 0.5 Credit
- Electives: 9.5 Credits

## Grading Scale

Grade Mark	Grade Value High	Grade Value Low
A	100.00	93.00
A-	92.99	90.00
B+	89.99	87.00
B	86.99	83.00
B-	82.99	80.00
C+	79.99	77.00
C	76.99	73.00
C-	72.99	70.00
D+	69.99	67.00
D	66.99	63.00
D-	62.99	60.00
F	59.99	0.00

## Grade Point Average

Grade point averages are used for determining academic standing and rank in class. Points are assigned as follows for each grade (one credit). Grades with lesser credit value are given proportional value. Students enrolled in School Service (Aides, Assistants, Tutoring, etc.) will be awarded “P”—Pass or “F”—Fail grades. Grades may not be lowered for disciplinary reasons.

A = 4.00	B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00
A- = 3.67	B = 3.00	C = 2.00	D = 1.00	
	B- = 2.67	C- = 1.67	D- = 0.67	

## Weighted Grades

Dual credit (CAPP) and Advanced Placement (AP) classes offered on our campus by our certified instructors will be weighted as described below. The GPA's for weighted classes will be based on a five point scale rather than the normal four point scale. (Weighted classes: A=5, B=4, C=3, D=2 as compared to normal classes at A=4, B=3, C=2, D=1) The current classes that would be weighted using this definition of dual credit (CAPP)/Advanced Placement courses would be AP Language, AP Literature, AP Drawing, CAPP Pre-Calculus, CAPP Physics I, CAPP Physics II, AP Statistics and Probability, CAPP Calculus, CAPP Spanish V, AP Biology, CAPP Chemistry, AP Psychology and CAPP Understanding the Arts. Only CAPP and Advanced Placement offered on our campus with approved curriculum and instructor will be calculated for weighted credit. Off-campus and online courses will not be weighted. If we were to add future dual credit (CAPP) and AP courses approved by the post-secondary institution and HGHS, those classes would be reviewed and evaluated to determine their rigor and legitimacy prior to approval.

## Academic Letter Award

The Academic Letter Award is given to students that have consistently demonstrated a high level of academic achievement. Academic letters, consisting of a certificate, are distributed annually according to the cumulative GPA criteria provided below. Eligibility for this award will be determined at the end of first semester

- Sophomores = 3.50-5.00 GPA
- Juniors = 3.40-5.00 GPA
- Seniors = 3.30-5.00 GPA

## Honor Roll

The honor roll is intended to recognize and publicize the academic achievement of students. It will be published and posted following the end of each semester. The honor roll is divided into three divisions: Gold = 3.75-5.00 G.P.A. / Blue = 3.50-3.74 G.P.A. / White = 3.25-3.49 G.P.A.

### **Academic Support and Study Table**

Helping students achieve academic success is a focus of Howards Grove High School. When students are failing a course or performing below their capability, we strive to provide the appropriate academic support to the individual student to promote their growth as a learner and achieve success. Academic support can be provided during advisement, as well as before and after school (with communication between teacher and student).

Additionally, upon receiving a student's progress report, students that are failing a course will be highly encouraged to attend Study Table. Study Table will provide the student the opportunity to work one-on-one or in a small group with the teacher of the failing course to address learning gaps, make-up missing assignments, and receive additional academic support. Provided below is the description and expectations of Study Table.

### **Study Table Description and Expectations**

- Grade checks will be completed for all students at mid-term (5 weeks) and the end of each term, resulting in a total of 8 reports per school year. If a student is receiving a failing grade on their grade check, the student will be encouraged to attend Study Table.
- Study Table will occur Monday-Thursday from 3:00-3:30 PM and take place in the classroom of the teacher in which the student is receiving the failing grade.
  - If the student is failing more than one class, the student will communicate with the teachers of their failing courses to determine their classroom location each day.
- Students will be released from Study Table upon improving their grade to passing (or higher). The teacher will confirm the student's academic improvement and release the student from Study Table.
- Students are expected to bring all needed materials (books, paper, pencil, etc.) to Study Table.
- Personal technology devices, such as cell phones, will be checked-in upon arriving at Study Table. Students may utilize their Chromebook to complete academic assignments.
- The classroom environment will remain quiet and focused to promote academic growth.
- Students will be dismissed by the teacher at the conclusion of Study Table.

### **Incompletes**

Incompletes must be made-up within 10 school days of the close of the grading period. If the incomplete is not finalized within that time-frame, scores of "zero" will be entered for the missing assignments and the student will receive the resulting grade. Additional time may be permitted if arrangements are made in advance due to extenuating circumstances.

### **Class Schedules**

The scheduling procedure begins early in January for the following school year. Students and families are provided with a Course Description Handbook and the appropriate registration materials. Schedules are prepared and reflect student requests and parent/guardian approval. Every effort is made to minimize conflicts. Once completed, next year's schedules are distributed to students.

### **Schedule Changes**

Extenuating circumstances exist that may necessitate a schedule change. The school counseling department has established a procedure; any request must be approved by the school counselor, instructor(s), parent/guardian, and principal and must be completed prior to the beginning of any semester.

### **Progress Reports**

These reports are intended to provide parents and students with information as to the student's progress. Encouragement and recognition of satisfactory performance, as well as notice and remedy of unsatisfactory performance, will be emphasized. Progress Reports are posted in the Portfolio Tab in Skyward during the mid-point of each semester. You are able to view your child's grades at any time through Family Access.



**Report Cards**

Report cards will be issued at the end of each term. The report card will contain information pertaining to the student's grades, attendance, current and cumulative credit status, and current and cumulative grade point average. Student rank will be determined at the end of first semester and second semester only. Permanent transcripts of all course grades will be maintained in the office.

**Student Records**

Student records represent a complete collection of all educational data accumulated while in high school. Student records are kept confidential in order to protect the rights and privacy of the students and their parents/guardians. The public availability of these records is subject to the guidelines of state and federal laws. Please contact the high school office and/or school counselor to make a student records request.

**Graduation Participation**

In order for students to participate at the graduation ceremony, they must meet all graduation credit requirements, not have any outstanding disciplinary action, all school materials are returned, and all dues/fines are paid. Participation in graduation practice is also mandatory for all seniors. Graduation practice is typically held during the afternoon of the last day of school for seniors.

**National Honor Society**

Juniors and seniors who have a 3.5 grade point average, 15 hours of documented volunteer or service hours, and who meet the established behavior criteria will be invited to apply to become a member of the Howards Grove High School Chapter of National Honor Society.

Applicants will be considered based on scholarship, character, service and leadership by the high school selection committee. The committee will consist of five faculty members and will be rotated annually. It will represent a wide range of academic subjects and grade levels. The committee will review the students' interest forms and faculty evaluations. The school counselors will serve as a non-voting member of the committee whose role is to provide background information on the students as needed.

The deadline for the completion of the application is final; the only exception being an extension, granted in advance by the principal. The quality of the application itself will be considered by the committee when evaluating the candidates.

Extracurricular code violations or school suspensions in the previous school year will render a student ineligible for consideration. Additionally, any current member of the National Honor Society, who is suspended from school or found guilty of an extracurricular code violation, will be removed from the organization. Please review NHS documents on our district website that includes our NHS Constitution, Selection Process/Criteria, and Service Log.

**Advisement Period**

Advisement period is scheduled daily from 12:52 - 1:19 PM and is used for quiet study and as a resource time for students to meet with a teacher from any of their classes to receive academic support.

**Library Media Center**

The library media center (LMC) is intended as a quiet area for students to focus on academic purposes, such as assignment completion, studying, and research. LMC checkout procedures must be followed to access books, periodicals, newspapers, etc.. The LMC is also available to students before and after school. Students, including those using the periodicals and computers, are expected to maintain a quiet and focused learning environment.

# **Student Behavior and Code of Conduct**

## **Age of Majority (age 18)**

Students are not exempt from complying with school rules enacted by the school board because they have reached the age of majority. They are subject to the same disciplinary actions as other students for violations of school rules and regulations. Students who are emancipated will be handled on a case-by-case basis.

## **Behavior and Code of Conduct**

Every individual is entitled to courtesy and respect in dealing with fellow students and instructors. Students must learn how to earn respect by extending this same respect to everyone they meet. Actions that injure others, damage private or public property, interfere with the educational process, or in any way impede the normal operation of the school will not be tolerated. The following actions are considered to be inappropriate behaviors, at school activities or on school-related transportation: smoking; possessing, distributing, using or being under the influence of alcohol or other mind altering drugs; possession or distribution of look alike drugs, possession of drug paraphernalia, guns, knives or any objects that may be classified as dangerous weapons, gambling, harboring obscene material, vandalism, stealing, use of foul language, fighting.

In cases where the student's behavior is chronically disrupting the learning environment or the infraction is unusually severe, occurs under aggravated situations, the teacher can recommend that the student be removed from the classroom and placed in an alternative educational setting.

The school board, who receives its authority from state statutes, directs the school administration to maintain a school environment free from distraction and disruption. It further empowers the administration to make rules governing student behavior. The administration reserves the right, on an individual basis, to deviate from the disciplinary action set forth below when in their discretion it is necessary for the proper and efficient operation of the school.

## **Harassment**

The Board of Education is committed to an educational environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any student who violates the policy or administrative guideline will be subject to disciplinary action, up to and including suspension and expulsion from school. Any other individual in the School District community who violates the policy or administrative guideline will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

## **Bullying**

Howards Grove High School strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, on school buses and at school sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The high school consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

## **Definition of Bullying:**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the School District. Educational environments include, but are not limited to, every activity under school supervision.

#### **Procedure for Reporting Bullying:**

Any student that believes they have been or is the victim of bullying should immediately report the situation to the building principal or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

#### **Procedure for Investigating Reports of Bullying:**

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

#### **Sanctions and Supports:**

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

#### **Retaliation**

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

## **Language, Behavior, and Weapons**

Students have the right to attend school without fear of physical threat, harm or verbal abuse. Students have the responsibility to refrain from conduct that does not respect the right, dignity, and safety of all individuals. Students have the responsibility to express their thoughts and feelings in a manner that does not offend, slander, or ridicule others.

Inappropriate behavior, both physical and verbal, shall not be permitted in school or at school sponsored functions. Students found to be behaving inappropriately are subject to a variety of interventions, such as a progressive discipline model, development of a safety plan, or other disciplinary action, including expulsion, depending upon the severity of the incident and actions.

Schools are drug-free and weapon-free zones. A weapon means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded, air guns; pellet guns; BB guns; any “multi-tool”; incendiary devices such as fire crackers, lighters, matches; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; hunting arrows; and objects that have been modified to serve as a weapon. No student shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No student shall use articles designed for other purposes (i.e. belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon. “School Location” includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location. A student who finds a weapon on the way to school or in the school building, or a student who discovers that she/he accidentally has a weapon in his/her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon.

Pupils found to have brought firearms or weapons to school will be referred to criminal justice or juvenile justice authorities (Wisconsin State Statute 941.SS941.23). In addition, school discipline will be applied including a possible hearing with the school board to consider expulsion.

Any other person (non-student) violating this policy shall be referred to law enforcement officials for prosecution.

## **Dress Code**

Students are expected to dress appropriately to maintain student safety, prevent learning distractions, and encourage a high-quality learning environment. This pertains to all school activities. Some classes (shops, labs, PE) may have additional rules governing dress or grooming.

Students may wear clothing of personal choice, EXCEPT:

1. Clothing or accessories which makes reference to drugs, alcohol, tobacco, illegal items, indecent graphics or any sexual innuendo explicit or inferred, or violates accepted standards of propriety and decency.
2. Clothing, graphics, statements, or accessories that are derogatory or racially motivated.
3. Sleeveless shirts must be cut tightly around the shoulder and not expose the student’s chest, back, or mid-section.
4. Backpacks and jackets (must be kept in lockers).
5. Soiled, ripped, or bloody clothing.
6. Backless tops, strapless tops, tube tops, spaghetti straps, sports bras, and other clothing that exposes the student’s midriff, chest, and/or backs.
7. Gang-affiliated colors, symbols, jewelry, dress or identification.
8. Students must wear footwear and the shoes must be non-marking.

9. Shorts that do not cover a student's pelvic region and expose undergarments and/or skin.
10. Undergarments must be worn and shall not be visible.
11. Clothing or accessories that constitutes a health or safety hazard to school property, class, activity, or person.
12. Clothing or accessories that disrupt the learning process.

Students in violation of this dress code will be given the following options:

- Students will be asked to fix the violation by changing or adjusting their clothing.
- Parent/guardian will be contacted to bring appropriate clothing to school.
- Appropriate clothing will be provided by the school for the student to wear.
- The student will be assigned to an in-school suspension room until the clothing violation is resolved.

### **Academic Dishonesty**

All students are required to abide by the basic principles of honesty in fulfilling both out-of-class and in-class assignments. Violation of these principles will result in penalties that will be determined by the specific circumstances and may range from reduction of a grade on a given assignment to failure for the semester. Work submitted under a student's name must be his/her own independent effort unless credit is given for resource assistance. Students adhering to academic honesty do not engage in cheating (deliberately giving or receiving improper assistance on assignments or tests) or plagiarism (using the words, work or ideas of another without giving credit). It is essential that each teacher specifies carefully at the beginning of the course his or her position on cheating, plagiarism, etc., with resulting penalties. Additionally, the teacher will also notify the principal and record as a behavioral referral.

### **Cheating - Definition**

Cheating is the actual or attempted use of unauthorized materials, information, technology, study aides, or assistance from others on assignments, projects, tests, or other academic exercises during or outside of class. This includes unauthorized collaboration, either in person, virtually, or via a collaborative document, etc... In the event a student is authorized to receive assistance from others, the final work product should be the student's own.

### **Plagiarism - Definition**

Plagiarism is an exact copying of another's work, wholly or in part, or a rewording, paraphrasing, partial quotation or summarization of another's work without properly acknowledging the work's source. This includes writing, work, answers, and/or responses generated by an Artificial Intelligence resource, such as ChatGPT. Plagiarism is a form of academic dishonesty that may occur intentionally or unintentionally. Intentional plagiarism is the deliberate presentation of another's work as one's own. Unintentional plagiarism is the inadvertent presentation of another's work without proper acknowledgement. Ultimately, a student's work should represent their own thoughts that are accompanied or supported by evidence, research, quotes that are properly cited. Both intentional and unintentional plagiarism will be treated as academic dishonesty

Examples of academic dishonesty include:

- Copying or stealing another person's work and submitting as one's own
- Allowing another person to copy one's own work and submit as their own
- Doing another person's class work
- Creating more than one copy of one's work and allowing it to be used by someone else as their own
- Copying or stealing teacher's answer keys, test keys, teacher's edition texts
- Cheating or providing another person with the answers on tests or quizzes
- Altering any document already assessed
- Altering any records/grade book
- Selling stolen answers and/or material
- Improperly referencing work that is not one's own
- Any other method used in not being honest with the work one does.

### **“The Commons” Expectations**

This is an area of informal study or socialization for students before school and after school. Students may meet in small groups to study/converse, use vending machines, or the a la carte services. Students are expected to keep the area clean, and furniture will remain in its original location. The Commons are open at 7:00 AM each morning and close at 3:30 PM.

### **Lunch Period Expectations**

Students will have a 30-minute lunch period. Hot lunch and a la carte selections are provided on a daily basis. During the lunch period, students will occupy the commons area. Students may socialize with their friends using a conversational-level voice and using school appropriate language. Students will remain in the commons for the duration of the period unless permission is granted by a supervisor to leave the area. Students will put their food remains in the garbage and return their lunch trays to the designated areas. Students will maintain a clean eating area and wipe-up any messes that are created. Chairs will be pushed in at the conclusion of the period.

### **Dance Expectations**

1. Hours for the dance will be 8:00-11:00 PM.
2. Dances are held for the benefit of Howards Grove High School students. One guest is allowed per student. A dance guest card must be filled out and returned to the office prior to the night of the dance. Dance requests must be approved. A student is responsible for the guest that they bring to the dance.
3. Once you enter the building, you are expected to remain for the entire dance. If you leave, you will not be allowed to re-enter.
4. All school rules and expectations apply. Chaperones have the authority to ask anyone in violation to leave. Further sanctions may apply.
5. Any student found to be under the influence of alcohol or other illegal substance will not be allowed to remain at the dance. The student's parents/guardians will be contacted immediately and required to pick-up the student. If the student's parents/guardians or other responsible adult cannot be located, the student will be turned over to law enforcement. Further school disciplinary actions, including suspension, will be pending.

### **Disciplinary Action - Detention**

The high school office may assign detention for unexcused absences, trancies, tardiness, or unacceptable behavior. Classroom teachers may also choose to assign detention time in their rooms. Office detentions are to be served from 3:00-3:30 PM on Monday-Thursday. At the time detention is assigned, the student will be informed in which room the detention is being held. Detention time takes priority over any extra-curricular activity scheduled for that time period.

### **Expectations for Serving a Detention**

1. Be on time. Students should report to the assigned detention supervisor's room and check-in. Check the assigned detention supervisor for the week, which is posted outside the office.
2. Students are expected to bring all needed materials (books, paper, pencil, etc.) to complete schoolwork during the detention time.
3. Personal technology devices, such as cell phones, will be checked in upon arriving at detention. Students may utilize their Chromebook to complete academic assignments.
4. Students are encouraged to use the bathroom prior to reporting to detention.
5. Students must remain awake while serving a detention.
6. The classroom environment will remain quiet during the detention period.
7. Students will be dismissed by the teacher at the conclusion of the detention.

If above detention guidelines are not followed the detention will not count. Continual refusal to follow guidelines will result in the detention being escalated to an ISS and a meeting with parents.

## **Search and Seizure**

Students have a reasonable expectation to be secure in their persons and possessions while in attendance at Howards Grove High School. To assure the health, safety, and welfare of students, employees, and the school district property, the school district retains the right to conduct searches of students, their personal effects, school lockers, other district-owned facilities, and student automobiles whenever a School Authority (Principal or Designee) has reasonable suspicion to believe that illegal or unauthorized materials may be present. Further, the school shall seize any illegal or unauthorized materials discovered in a search. Unauthorized materials are items deemed dangerous to the health or safety of students, employees, property, or disruptive to the mission and process of the school day.

## **Suspension**

Suspensions may be issued as an in-school suspension or out-of-school suspension based upon the severity of the incident and at the discretion of the administration. During an in-school suspension, assignments will be gathered from the student's teachers and will be completed by the conclusion of the school day. A student will be allowed to make up any tests and in-class assignments/activities that were completed on the day in which the suspension was served. All completed assignments will be returned to teachers for grading and will be included as a part of the overall grade. During the in-school suspension, all student privileges are forfeited. Students serving an out-of-school suspension or expulsion from Howards Grove District Schools are not permitted to be in school buildings or on school grounds, nor are they allowed to attend any school activities. The student will be provided their academic materials and assignments during their out-of-school suspension and expected to complete the necessary assignments upon their return to school.

# **Transportation**

## **Bus Transportation**

Bus transportation is considered a privilege and is authorized according to school board policy and regulations. While on the bus, students must observe all bus and school regulations and behavior expectations. Students who do not follow these regulations and behavior expectations will have their bus privileges suspended.

## **Student Transportation - Vehicles and Other Modes of Transportation (bicycles, skateboards, etc.)**

1. All students must pay a \$24.00 parking fee each school year to park in the school parking lot during regular school hours.
2. A parking permit which must be displayed in their vehicle while parked in the school parking lot.
3. Vehicles are to be parked in the student lot only. Students are not permitted to park in the faculty/staff lot, on the lawn, visitor spaces or handicap areas (without appropriate permit) at any time.
4. Students not parked appropriately within a space will be asked to correct their parking. Continued violation of parking expectations may result in suspension and/or loss of their parking pass.
5. The interiors of student vehicles may be inspected whenever a school authority (principal or his designee) has reasonable suspicion to believe that illegal or unauthorized materials may be present.
6. Students are not permitted to use cars (student or non-student) during the school day, including lunch, unless a permit to leave the building has been issued through the office.
7. State law has established the speed limit in school zones at 15 mph. Students are expected to drive in a safe and reasonable manner. Violators will face disciplinary action including loss of parking privileges and referral to law enforcement.
8. Motorcycle and moped parking and traffic regulations are the same as automobiles. Park in assigned areas and drive safely.
9. During the winter months, students will be permitted to drive their snowmobiles to school. Students must follow the expectations determined by school administration, in coordination with law enforcement, to drive their snowmobile to school. If expectations cannot be met, the student will lose the privilege.
10. Bicycle racks are provided for students. Students are responsible for the security of their bicycle.

11. Skateboarding is not allowed on school premises while school is in session, during any school-sponsored event, or at any time when such activity may interfere with normal traffic around the building.

## **Technology**

### **Technology Acceptable Use Policy**

Every student is required to have a contract on file with the network system supervisor in order to access files and computers at Howards Grove High School. The use of the Howards Grove School District's networks and the Internet are a privilege, not a right. When the contract is signed, the student enters an agreement with the school district regarding appropriate usage of the device, internet, and district network. Inappropriate use may result in suspension and/or loss of this privilege, school consequences, and legal action.

### **Personal Technology Devices - Expectations and Usage**

Howards Grove High School recognizes the value of technology in fostering engaging, relevant, and personalized learning. Technology can also serve as a communication tool between a student and their parent(s)/guardian(s) as it relates to transportation needs, practice times, and other relevant educational topics. As a result, the use of personally owned technology devices, such as cell phones, MP3 players, and others, are permitted to students during the school day. Personal technology should remain in the student's locker and not be brought into the classroom.

### **Device Expectations**

1. Students who bring personal technology devices to school do so at their own risk. Items lost, unlocked in a locker, and/or stolen items will not be the responsibility of Howards Grove High School.
2. Under no circumstances shall cell phones or any other devices with recording capabilities be used in locker rooms, bathrooms, or other areas where privacy is an issue. Personal devices with recording capabilities shall not be used to photograph, or record audio or video of students and others (including, but not limited to, employees of Howards Grove High School) without their permission and shall not be used to record or capture any items that are confidential.
3. A student using their personal device will be expected to adhere to the district's responsible use policy for technology. If the student is found in violation of this policy and in possession and/or accessing inappropriate or explicit content/material on their personal device, they will be subject to a disciplinary response.
4. Communication and permission are required through the high school office for students leaving school due to illness, appointments, family emergency, etc. Please contact the high school office at (920)-565-4450 to communicate such information.

### **Device Usage**

1. Students may access their cell phones and/or personal devices during non-instructional time, such as before school, after school, passing periods, and lunch time.
2. When listening to music on a personal device, the student will use headphones and listen to the music at a moderate volume that is not audible to others.
3. Cell phones will remain in the student's locker throughout the school day and not brought into the classroom. The student's Chromebook will serve as their technological tool to aid their learning. Exceptions may exist for medical need or administrative exemptions.
4. If a student is in violation of the device usage expectations and their phone/device is turned in to the office, the following response will be applied:
  - a. 1<sup>st</sup> Offense: Student cell phone is sent to the office and can be picked up at the end of the school day.
  - b. 2<sup>nd</sup> Offense: Parent/guardian must pick the phone up from the office at the end of the day. The student will then check their phone in at the office prior to the start of classes for five (5) school days.



- c. 3<sup>rd</sup> Offense and thereafter: Parent/guardian must pick the phone up from the office at the end of the day. The student will then check their phone in at the office prior to the start of classes for twenty (20) school days.

## **School Safety and Closings**

### **Fire Alarms**

Howards Grove High School is equipped with a fire alarm system as required by state law. When the fire alarm sounds students are to move out of the building quickly and orderly as directed by the classroom teacher. The last person leaving the room should turn off the lights and close the door. Upon exiting, everyone should move a reasonable distance from the building. This permits firefighters easy access to the building. If the fire alarm was sounded as a drill, students may re-enter the building as soon as the all-clear signal is given. The classroom teacher will be in charge of his/her class at all times.

### **Severe Weather/Tornado Preparedness**

Our geographical area is susceptible to severe weather and tornadoes. Such storms have the capacity to be highly destructive and threatening to life and property. Should severe weather create an emergency, an alert will be given over the P.A. system along with directions to go to protected areas designated by the classroom teachers. When the danger has passed, an all-clear signal will be given to return to the classroom.

### **School Closings**

All announcements of closings or early dismissals due to inclement weather will be announced on the following radio stations: WHBL (1330 AM), WCNZ (950 AM), WJUB (1420 AM), WKTT (98.1 FM), WOMT (1240 AM), WXER (104.5 FM). We are also announcing school closings on WTMJ Channel 4 (Milwaukee).

## **Office Services**

### **Work Permits**

Work permits are no longer issued through the high school office. Parents and guardians may obtain a work permit for their student by going to the website (provided below) and completing the required steps.  
<https://dwd.wisconsin.gov/er/laborstandards/workpermit/>

### **Communication and Telephone Access**

Students are provided access to a telephone in the office to contact parents/guardians regarding transportation needs, practice times, and other relevant educational topics. Students may access the phone before school, after school, during passing time, or during their lunch period. Parents/guardians may also contact the office to provide a message to their student. The message will then be relayed to the student during passing period. If it is an emergency situation, the student will be removed from class.

# Howards Grove High School Activities Code of Conduct

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## I. OBJECTIVES

Howards Grove High School recognizes the importance of athletics and activities to our school and community. Participation and competition brings everyone together for a common goal, camaraderie, and a sense of pride. Athletics and activities teach new skills, encourage leadership and teamwork, and provide for lasting friendships. Students who participate in athletics and activities are given opportunities to exhibit good sportsmanship and citizenship, along with the learning of commitment and responsibility to their team, club, organization, school, family and community. They will also develop strong physical, social, emotional, mental health and academic habits for a lifetime. Ultimately, participation in our athletic and activity programs are a privilege that is conditional upon the student's success in the classroom and appropriate behavior in everyday life.

## II. RESPONSIBILITIES OF STUDENTS IN ATHLETICS AND ACTIVITIES

The privilege of participating in our athletic and activity programs is extended to all students, providing they are willing to assume the following responsibilities. Your greatest responsibility is to be a credit to yourself, parents, family, school, and community. Therefore, it is required that you:

1. Display high standards of social behavior in and out of school.
2. Display sportsmanship as a participant and fan towards teammates, opponents and fellow students.
3. Display respect for those in authority including teachers, coaches, advisors, judges, and officials.
4. Take pride in your team, club, organization, school, and community.
5. Use language that is acceptable.
6. Observe all rules.

## III. ACADEMIC ELIGIBILITY

### MINIMUM ACADEMIC REQUIREMENTS

1. Students will pass all classes.

### EXPECTATIONS

1. Students will be provided opportunities to improve their grades if the above requirements are not met.
2. Students who do not meet the above requirements will be immediately ineligible in their sport or activity.
3. Students may have the choice to reduce the ineligibility period by attending *Study Table* which will meet four times weekly from 3:00-3:30 PM on Monday - Thursday at the designated teacher location.

### ACADEMIC ELIGIBILITY

1. Student grades will be examined five (5) weeks into each term, as well at the conclusion of each term. This would result in a total of eight (8) grade checks per school year (four (4) mid-term and (4) end of term).

- a. For students participating in events produced by the performing arts, such as a musical or play, grade checks will occur three (3) weeks prior to the first scheduled show.
- b. For students enrolled in an online class that is monitored by Howards Grove High School, progress and performance in the class will be assessed at each grade check. Students are expected to meet the "on pace" expectations for the course, as well as achieve a minimum of a passing grade. This will result in the student being completed with 25% of the course at the 1<sup>st</sup> grade check, 50% of the course at the 2<sup>nd</sup> grade check, 75% of the course at the 3<sup>rd</sup> grade check, and 100% of the course at the completion of the semester.

2. Students who receive grades of D+, D, D- in three or more classes will maintain their eligibility but be required to attend study table 8 *Study Table* sessions during the next 21 calendar days.

3. Students who receive one F will be ineligible immediately until the receipt of the next grade report. Students may reduce the suspension to a minimum of 21 calendar days if they attend a minimum of 8 *Study Table* sessions during the 21 day period, and meet *Minimum Academic Requirements* after that 21 day period.
  4. Students who receive more than one F are ineligible immediately until the receipt of the next grade report. Students may reduce the suspension to a minimum of 21 calendar days if they attend a minimum of 8 *Study Table* sessions during the 21 day period, and meet *Minimum Academic Requirements* after that 21 day period.
  5. Students who were previously ineligible will become eligible immediately upon receipt of the next grade report provided they now meet the *Minimum Academic Requirements*. Students who were previously ineligible and still do not meet the *Minimum Academic Requirements* will continue to be evaluated using the above criteria.
  6. Incompletes must be made up within two weeks of the end of the term or the grade automatically becomes a failure. Additional time may be allowed if, due to extenuating circumstances, special arrangements are made in advance.
  7. Students who participate in fall extracurriculars and did not meet the *Minimum Academic Requirements* at the end of the 4<sup>th</sup> term may be eligible to compete, perform or represent the school if they meet the minimum WIAA academic eligibility requirement of no more than one failing grade. Additionally, students who failed more than one class will have the opportunity to complete the necessary classes during summer school to retain their eligibility for their fall activity.
    - 4<sup>th</sup> Term - 1 “F” - Meets WIAA Minimum Academic Eligibility Requirement - Encouraged to Participate in Summer School - Retains Eligibility
    - 4<sup>th</sup> Term - 2 or More “F”s - Passing Grades for Required Classes during Summer School - Retains Eligibility
    - 4<sup>th</sup> Term - 2 or More “F”s - Does Not Pass All Required Classes - Ineligible at Start of Fall Season
- Failure to attend summer school will result in ineligibility for students that received two or more grades of “F” at the conclusion of 4<sup>th</sup> term during fall athletics and activities until the next grade report is received or they satisfy their *Study Table* requirements.
8. Students who have been formally identified as a Child with Disability (CWD) may be exempted from these requirements if this is included in the student’s Individual Education Program (IEP), Students fitting this criteria will be evaluated on a case by case basis.
  9. Non-CWD students may also be exempted if in consultation with the principal, School Counselor, athletic director and the student’s teachers, it is determined that the student is working up to his/her potential and is meeting all expectations in the areas of attendance, behavior, attitude and effort. Students fitting this criteria will be evaluated on a case by case basis.
  10. Students who are academically ineligible are allowed to practice and attend meetings during their ineligibility period provided they are attending study table and making significant academic progress.

#### **IV. ATTENDANCE STATUS FOR ATHLETES**

A student-athlete must be carried on the attendance roll (for purposes of state aid), as a student in grades 9-12 at his/her school or fulfill the WIAA requirements of a homeschool student.

1. A student-athlete must complete eligibility in the 4 consecutive years starting with Grade 9 and the 3 consecutive years starting with Grade 10, unless there are documented extenuating circumstances.
2. A student-athlete may not participate in the same sport for more than one season each school year.
3. A student-athlete must be enrolled in his/her seventh and eighth semesters consecutively.

4. A student-athlete must be enrolled in a school by the 17<sup>th</sup> day of a semester to be eligible during that semester.
5. A student cannot become an athlete in a school other than the one in which he/she is carried on the attendance rolls.

**V. WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION (WIAA) ATHLETIC ELIGIBILITY INFORMATION**

Our school is a member of the WIAA, and the rules and regulations of the WIAA govern the participation by boys and girls both in school athletics and sports activities outside the school. Both student-athletes and their parents should have an understanding of the WIAA requirements. Equally important is that student-athletes and parents talk to their principal, athletic director or coach if they have any questions about these regulations. More information regarding WIAA rules and regulations can be found in the Athletic Director's office or at [www.wiaawi.org](http://www.wiaawi.org)

1. AGE REQUIREMENTS - A student-athlete must be under nineteen (19) years of age on the 1<sup>st</sup> of August preceding the start of the school year.
2. RESIDENCY - A student-athlete is eligible in the school district they are a legal (physical) resident of, have paid tuition in, or attend through School Choice.
3. WIAA TRANSFER POLICY - All transfer students should initially be treated as ineligible athletes until the athletic director at the receiving school has had the opportunity to completely check all aspects of athletic eligibility. Please see [www.wiaawi.org](http://www.wiaawi.org) for more details on transfer policy.
4. PHYSICAL EXAMINATION AND PARENT'S PERMISSION - A student-athlete must have written permission of parents to participate in school athletics. All students participating in interscholastic sports, including dance (excluding managers and statisticians), must have a physical examination (from a licensed Physician, Physician's Assistant (PA) or Advanced Practice Nurse Practitioner (APNP)) and submit a pre-participation physical fitness form properly signed by the parent/guardian and Physician, Physician's Assistant (PA) or Advanced Practice Nurse Practitioner (APNP) before practicing or taking part in tryouts for the sport.
  - a. The actual physical examination is required no less than every other year unless the student has had a significant operation, serious illness or injury. Physical examinations taken April 1 and thereafter are valid for the following two school years; physical examination taken before April 1 is valid only for remainder of that school year and following school year.
    1. First year of examination: both the Physician, Physician's Assistant (PA) or Advanced Practice Nurse Practitioner (APNP) and parent must sign and submit the pre-participation physical fitness form.
    2. In the year when an examination is not required, an Alternate Year Athletic Permit Form must be signed and submitted by a parent or guardian.
  - b. Insurance: As the school does not carry accident or health insurance coverage for students, all students must give written evidence that they are adequately covered through the insurance waiver form. Insurance forms are available if insurance needs to be purchased.

**VI. HOWARDS GROVE HIGH SCHOOL REQUIREMENTS PRIOR TO PARTICIPATION IN ATHLETICS AND ACTIVITIES**

1. MANDATORY TEAM, CLUB OR ORGANIZATION MEETING: - Prior to each sport season or club or organization start date, the student and a parent/guardian (if required) will attend a mandatory meeting with his or her coach, director or advisor, during which the current *Extracurricular Code of Conduct* will be presented and discussed. If the student and his/her parent/guardian do not view the online *Code* presentation and submit the form, the student cannot practice, compete, perform or represent the school in his/her sport or activity.
2. PARTICIPATION FEE: Per Board Policy 470-Rule (updated May, 2009); a participation fee of \$50.00 will be charged to all high school students who choose to participate in the following

interscholastic activities: football, volleyball, cross country, dance basketball, hockey, wrestling, track, baseball, softball, soccer, golf, and tennis. See *Activity Fee Schedule* below.

## **VII. EQUIPMENT AND UNIFORMS**

Howards Grove High School expends significant amounts of money each year to supply and maintain equipment for participants in athletics and activities. Each student is required to accept the responsibility of caring for and for safekeeping such equipment and uniforms.

1. Once uniforms, costumes and equipment are issued to a student, they become the sole responsibility of the student until they are properly checked in at the end of the season or performance.
2. Any of these items, which are lost, stolen or damaged through the negligence on the part of the student, shall be replaced at the student's expense before the student shall be allowed to participate in another sport or activity.
3. Coaches and advisors will determine if the game/performance uniforms or costumes are to be washed at school or at home. Practice uniforms and other personal items should be washed regularly to prevent the spread of disease.
4. School District owned uniforms, costumes or practice apparel are not for personal use nor are they to be worn as personal apparel.
  - a. The only exception to this is the day of games, meets or performances when coaches may allow uniforms/warm-ups or costumes to be worn at school.
  - b. School District owned uniforms, costumes or practice apparel may not be worn during physical education classes. During the summertime or baseball and softball open gyms and for use at clinics and sports camps, with board approval, protective equipment can be checked out to athletes.
  - c. Uniforms or costumes may be checked out with the coach or AD for senior pictures. **Please arrange well in advance.**
5. Any student-athlete wearing or having in his/her possession a uniform, costume or equipment stolen from Howards Grove School District or any other school will be deemed an athletic code violation and be suspended for the next contest

## **VIII. ATTENDANCE POLICY**

1. Athletes and activity participants must be in attendance at the start of second block in order to be eligible to practice or participate in their event. Exceptions may be granted by the athletic director or principal when presented with a valid excuse. If the student's excuse for not being in school is accepted by the principal, he/she may practice, play or perform.
2. Checking out for a period of time during the school day for an acceptable reason will not affect participation if the student presents a valid, written excuse from a parent prior to leaving.
3. Students who miss school with an excused absence on a day that precedes a non-school day may participate on the non-school day. (Example...Students who are excused absent from school on Friday may participate on Saturday).
4. Students with an unexcused absence during any part of the day will be ineligible to practice or participate on that day or on the non-school day that follows. (Example...Students who are unexcused absent from school on Friday may not participate on Saturday).
5. All students are required to travel to and from out of town contests with the team, club or organization except for written parental requests made with the completion of the *Alternate Transportation Request Form* a minimum of one day prior to the contest and approved by the athletic director and principal. This should be rare and for extenuating circumstances only. You can find the form at:

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/89234/ALTERNATE\\_TRANSPORTATION\\_REQUEST\\_Revised.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/89234/ALTERNATE_TRANSPORTATION_REQUEST_Revised.pdf)

## **IX. DISCIPLINE**

### **Student Suspensions**

1. Students who are issued out-of-school suspensions (OSS) during the sport/activity season are ineligible to practice, perform, or compete during days in which suspension is served.

2. Students who are issued in school suspensions (ISS) during the sport/activity season are ineligible to compete the day that the student received the suspension:
  - o 1 day ISS No athletic or activity practice, performance or competition the day of the in school suspension
  - o 2 day ISS No athletic or activity practice, performance or competition the days of the in school suspension
  - o 3 day ISS No athletic or activity practice, performance or competition the days of the in school suspension

## **X. CODE VIOLATIONS**

In addition to the expectations outlined in the student handbook, the Howards Grove School District encourages each student to pursue excellence, not only in the academic and activity areas, but also in the areas of conduct and behavior. The following actions and behavior are unacceptable and shall result in suspension from competition or performance as defined in Section XI and XII.

1. Commits or participates in an act unbecoming of a student representing their school such as but not limited to willful, persistent, and disruptive behavior, bullying, hazing, discrimination, harassment, cheating, plagiarism, vandalism, or any act subject to penalty under local and/or Wisconsin State statutes, or Howards Grove School Board policies. Such cases will be dealt with on a case by case basis.
2. Possesses, consumes, uses, sells, transfers, distributes or purchases any controlled substance/intoxicants or drug paraphernalia. Controlled substances/intoxicants include but are not limited to alcoholic beverages (note: many non-alcoholic "beers" contain alcohol); illegal drugs; mood altering substances; prescription or non-prescription medication used in a manner other than that for which it was prescribed; CBD that has not been prescribed; inhalants or facsimiles/look-a-likes; or anabolic steroids and other performance enhancing substances.
3. Possesses, consumes, uses, sells, transfers, distributes or purchases tobacco products in any form, including but not limited to e-cigarettes, vaporizers or any look-a-likes.
4. Attends an event where underage individuals are using or consuming any of the above substances.
5. Hosts, sponsors or organizes an event/gathering where the above substances are being used, consumed or offered.
6. Represents themselves or others inappropriately or unlawfully on the internet or social media
7. Any criminally related activity (shoplifting, burglary, illegal use of a weapon, alcohol and/or drug sales, vandalism, theft, trespassing, possession of stolen property (this includes athletic and school equipment), etc.) obstruction of the law/municipal or county ordinance, or state law violation will result in a violation of the Howards Grove High School Extracurricular Code of Conduct. Additionally, a student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served (including probation, community service, etc.).
8. Any situation or potential violation that may arise that is not specifically covered above may be reviewed by the high school administration for possible action. Coaches/advisors may adopt appropriate rules and disciplinary actions for violation of team/activity rules; however, these rules must not conflict with the *Extracurricular Code of Conduct* and must be presented in the handbook for their sport or activity and/or discussed at the pre-season/activity meeting.

Note: The above violations of conduct are in effect twelve months of the year. Parental permission does not override the provisions of this code

## **XI. CONSEQUENCES OF CODE VIOLATIONS –ATHLETICS**

1. First Code Violation: Suspended for 1/3 of the season. The student may reduce their suspension to 1/4 of the season if he/she completes 20 hours of community service or school service approved activity or presentation as determined by the School Counselor, Athletic Director or Principal. The student will also meet with the district social worker and/or school counselor to debrief regarding the incident and determine the appropriate supports and services to help the student overcome the incident.

2. Second Code Violation: Suspended for 2/3 of the season. The student may reduce their suspension to 1/2 of the season if he/she completes a community or school service approved activity or presentation as determined by the School Counselor, Social Worker, Athletic Director or Principal. The student will also complete an AODA Assessment, at the student's expense, for an alcohol or drug-related offense.
3. Students found hosting, sponsoring or organizing an event/gathering where the above substances are being used, consumed or offered: Suspended for the full season. The student may reduce their suspension to 1/2 of the season if the student completes a community or school service approved activity or presentation, as determined by the School Counselor, Athletic Director or Principal. The student will also meet with the district social worker and/or school counselor to debrief regarding the incident and determine the appropriate supports and services to help the student overcome the incident.
4. Second Hosting Violation or Third Code Violation: Suspended from all athletic activity for one calendar year.
5. The Howards Grove School District expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case, based on extenuating circumstances.

**Definition of Season Suspensions** – The number of games suspended will be calculated by taking the number of games scheduled multiplied by the penalty dictated above and mathematically rounding to the nearest whole contest. For example, if a student is suspended for 1/3 of the basketball season which has 22 games scheduled,  $1/3 \times 22 = 7 \frac{1}{3}$  or 7.33 rounded to 7 contests.

## **XII. CONSEQUENCES OF CODE VIOLATIONS –ACTIVITIES**

1. First Code Violation: The student must complete 20 hours of a community or school service approved activity or presentation as determined by the School Counselor, Athletic Director or Principal. While the student is completing the community service, he/she may practice/participate but may not perform, present or otherwise represent the school in their activity. The student will also meet with the district social worker and/or school counselor to debrief regarding the incident and determine the appropriate supports and services to help the student overcome the incident.
2. Second Code Violation: Suspended from Activities for 1 calendar year. The student may reduce their suspension to 1/2 of the calendar year if he/she completes a community or school service approved activity or presentation as determined by the School Counselor, Athletic Director or Principal. The student will also complete an AODA Assessment, at the student's expense, for an alcohol or drug-related offense.
3. Students found hosting, sponsoring or organizing an event/gathering where the above substances are being used, consumed or offered: Suspended from Activities for 1 calendar year. The student may reduce their suspension to 1/2 of a year if the student completes a community or school service approved activity or presentation, as determined by the School Counselor, Athletic Director or Principal. The student will also meet with the district social worker and/or school counselor to debrief regarding the incident and determine the appropriate supports and services to help the student overcome the incident.
4. Second Hosting Violation or third Code Violation: Suspended from all activities for one calendar year.
5. The Howards Grove School District expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case.

## **XIII. SIMULTANEOUS ATHLETIC AND ACTIVITY CONSEQUENCES**

Students may participate in *Athletics* and *Activities* simultaneously; however, if a student incurs a violation, he/she shall be penalized according to the *Code* for both *Athletics* and *Activities*.

## **XIV. HONESTY CLAUSE**

Prior to initial investigation of an incident, a student has the opportunity to self-report or confess to a *Code Violation*. If the student is forthcoming and cooperative, and does not attempt to deceive or mislead school officials, the penalty will be reduced to a 1 game athletic suspension plus community service (see above) or 5 hours of community service for activities. Once the AD/Administration begins the questioning/investigating of the incident or after 24 hours of receiving a police report, the *Honesty Clause* is no longer applicable. Once a student has made an admission of guilt under the *Honesty Clause*, it cannot be retracted. The *Honesty Clause* can only be used once and applies prior to the student's **First Code Violation**.

#### **XV. SERVING THE SUSPENSION**

1. A student who is in violation must serve his/her penalty in the season/activity that the infraction occurred.
2. Students must be academically eligible and physically able to participate to serve a *Code Violation* suspension.
3. Penalties not fulfilled within that season/activity shall be fulfilled during the next season/activity he/she participates in and completes the full season/activity in good standing. Should the student who is in violation not satisfactorily complete their current season/activity in which the violation occurred, the games/time served during the current season/activity will no longer count and shall be fulfilled during the next season/activity he/she participates in and fully and satisfactorily completes.
4. Penalties imposed will be served and counted during WIAA Tournament series as long as the team is still participating. (Students with *Code Violations* for any part of the WIAA tournament will automatically be eliminated from the entire tournament).
5. A student who is in violation will be expected to attend and participate in practices and/or meetings.
6. A student who is in violation cannot hold an elected or voted position for a calendar year.
7. A student who is in violation must attend scheduled games, events, contests, or performances as a supportive member of their team/group. Students will not be able to suit up or participate during the suspension period.

#### **XVI. ENFORCEMENT OF THE CODE**

1. Suspension Procedure: When an alleged violation of the *Extracurricular Code of Conduct* is: 1) self-reported, 2) reported in writing and signed by a witness and given to the administration, and/or 3) by communication with the School Resource Officer, the principal or designee shall arrange a conference with the student to take place as soon as possible, but no later than five (5) school days after the allegation has been made. The student in question may continue to practice and compete until the initial conference is held.
  - a. In the event the student admits to the allegation of a violation at the conference, the principal or his/her designee shall impose the appropriate penalty for the violation as herein specified, effective immediately. The student and his/her parent/guardian shall be given written notice of the violation and the discipline imposed.
  - b. In the event the student denies the alleged violation, the principal or designee shall determine whether there is sufficient evidence to warrant further action.
2. If there is sufficient evidence that the student has committed the alleged violation, the principal or his/her designee shall impose the penalty for the violation as herein specified, which begins immediately. The student and his/her parent/guardian shall be given written notice of the violation and discipline imposed, and shall be informed of the opportunity for appeal.

#### **APPEAL PROCEDURE**

In the event the student wishes to appeal the decision, he/she must notify the principal or designee in writing within five (5) school days of that conference. The principal or designee shall schedule a conference that shall consist of a non-high school administrator, teacher, two non-season coaches and the athletic director. The high school principal will facilitate the conference, however, the high school principal shall not vote.



1. The conference shall be scheduled as soon as possible, preferably, before the next contest, but no later than five (5) school days after receiving the appeal request.
2. The penalty already imposed shall remain in effect pending the outcome of the conference (per procedural counsel from WIAA).
3. The student and the school may be represented by legal counsel. However, the school district shall not be responsible to furnish legal counsel to the student.
4. The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the conference.
5. The decision will be by secret ballot. A simple majority will be necessary for a decision.
6. The finding and decision will be in writing and given to the student and his/her parents/guardians.
7. The findings may be appealed to the Board of Education.

## **XVII. CYBER IMAGE POLICY**

Any identifiable image, photo or video, which implicates a potential *Code Violation*, may lead to *Consequences of the Code*. Since there is no way to establish a timeframe for when or location of where the image was taken, it shall be a responsibility that the student must assume. It must be noted that there may be persons, who would attempt to implicate a student, by taking such images, to place them in a situation where they might be in violation of the *Code*. This is the rationale for demanding that our students not place themselves in such environments. It will be the responsibility of the student to prove the image, photo or video is fabricated.

## **XVIII. LEGAL NOTICE**

The right of a student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability. If any person believes that the Howards Grove School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504 or the Americans with Disabilities Act or discriminates on the basis of the above named categories, she/he may bring forward a complaint to the District's equity coordinator at the District Office or by calling 565-4450. For more information or comments contact: Jon Hess, High School Principal, at 565-4450.

Title VI Coordinator – race, color, religion, national origin

Title IX Coordinator – sex

Section 504 Coordinator – handicap

## **EXPECTATIONS OF COACH/STUDENT-ATHLETE/PARENT**

Parenting and coaching are rewarding but challenging vocations. When a student becomes involved in a co-curricular activity, parents and coaches have the right to understand the expectations that are going to be placed on the student-athlete, as well as each other. This begins with clear communication from the student-athlete, parent, coach, and school district. By defining and understanding expectations, parents and coaches are able to develop a stronger relationship and provide greater benefits to the student-athlete.

Coaches and advisors may establish and enforce performance, attitude, and conduct expectations for team members. Coaches and advisors may vary by sport and activity, provided they are explained to the participants. A copy of these rules must be given to the students and to the athletic/activity director. Further, coaches and advisors are expected to follow school policies.

### **Expectations/Communication That Parents/Student-Athletes Should Expect from Coaches:**

1. The expectations the coaches have for all their student-athletes, including team rules extending beyond the Howards Grove High School Extracurricular Code.
2. Location and times of all practices.
3. The policy dealing with excused and unexcused absences. (What will the consequence be for missing a practice/game because of vacation, etc.?)
4. Howards Grove High School and WIAA requirements for eligibility.
5. The lettering requirements.

6. Cut policies (if cuts need to be made)
7. A role model that demonstrates good sportsmanship, uses appropriate language, promotes a healthy environment, and teaches proper/safe technique/strategy.
8. Organized and structured practices.

**Expectations/Communication Coaches Should Expect from Student-Athlete and Parents:**

1. Notification of any schedule conflicts that may occur well in advance of the date.
2. Special concerns regarding coaching expectations. (Practice requirements, etc.)
3. Support for the Howard Grove High School Extracurricular Code and all team rules.
4. Support all team members and coaching staff. (Team comes first)
5. Positive support at games for their son/daughter, teammates, and coaching staff.
6. Exhibit good sportsmanship and appropriate language by the student-athlete and parents at games and/or practices.
7. A great work ethic and attitude at practice and during competition.
8. If the athlete-athlete has a concern, please meet with the coach as soon as possible to talk about the issue at hand.
9. Parents should not expect to meet with a coach before or after a game to communicate concerns. Any meeting with a coach is to be scheduled in advance and not occur impromptu.

**Appropriate Concerns Student-Athlete/Parent May Address with Coaching Staff:**

1. The physical and mental treatment of the student-athlete.
2. Ways to support their son/daughter mentally and physically.
3. Concerns about the athlete's behavior in school/practices/games.

**Areas That Are Not Appropriate for Parents to Discuss with Coaches:**

1. An individual's playing time
2. Team strategy
3. Play selections
4. The make-up of the team and playing time for team members
5. Other members of the team, other parents, and other coaches

**The Proper Method to Address a Concern:**

**Step One:** The student-athlete speaks with the coach. Parents should help their child prepare to discuss his/her concerns with the coach and empower him/her to take responsibility.

**Step Two:** If the meeting between the student-athlete and the coach does not resolve the concern, the parent should contact and schedule a conference with the coach (with the student-athlete present).

**Step Three:** If the conference between the parent/student-athlete and coach does not resolve the concern, a meeting will be set-up by the Athletic Director, who will moderate the conference.

**Step Four:** If there is no resolution, the parent must put in writing his/her concern(s) and submit it to the District Superintendent. Within 10 workdays of the letter, the Superintendent will meet with the parent(s) in an effort to resolve the concern(s) and consult with the School Board (if necessary).

**SPORTSMANSHIP**

Athletics and other extracurriculars at Howards Grove High School have earned an outstanding reputation in the area of sportsmanship. Our athletes and fans have always conducted themselves in a respectful manner that reflects well upon the school district and the community. Our goal during athletic and co-curricular events are to support our teams and our student-athletes in a positive manner. Listed below are reminders to help us continue the tradition of sportsmanship excellence during Howards Grove High School athletic and extracurricular events.

1. A student, parent, and community spectator represents his/her school the same as an athlete.
2. The good name of the school is more valuable than any game won by unfair play.
3. Accept decisions of officials without any dispute.

4. Recognize and show appreciation of fine play and good sportsmanship on the part of the opponent.
5. Respect the game management at all times as they are there for everyone's safety.
6. If you choose not to use good sportsmanship, you will forfeit your right to be in attendance and will be asked to leave.

#### **XVIII. Elastic Clause**

Situations or problems that may occur during the school year that are not specifically covered in this handbook will be governed by SDHG board policy and decided by the athletic direction and/or high school principal

### **Athletics and Activities**

#### **Sports** - \$50.00 fee

##### Fall

Cross Country  
 Dance (one season - July through March)  
 Football  
 Boys Soccer - Co-op with ELGHS  
 Girls Tennis - Co-op with ELGHS  
 Volleyball

##### Winter

Boys Basketball  
 Girls Basketball  
 Boys Hockey - Co-op with Sheboygan  
 Girls Hockey - Co-op with Fond du Lac  
 Wrestling - Co-op with ELGHS

##### Spring

Baseball  
 Golf  
 Girls Soccer  
 Softball  
 Boys Tennis  
 Track and Field

#### **Activities**

Art Club - no fee  
 Band and Choir Travel Trips - To be determined  
 Big East Honors Band and Choir - no fee  
 Big East Art Show - no fee  
 Elected Events (homecoming, prom, class officers)  
 Future Business Leaders of America (FBLA) - \$17.00  
 Future Farmers of America (FFA) - \$12.50  
 Forensics - \$25.00  
 National Honor Society (also abides by national code of conduct)  
 Project Grill - no fee  
 Skills USA - \$25.00  
 Student Council - no fee  
 Theater - Musical - \$40.00  
 Theater - Play - \$40.00\