

ALMOND-BANCROFT

SOAR WITH EAGLE PRIDE



SECONDARY STUDENT/PARENT HANDBOOK 2024-25

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INTRODUCTION

We believe that the Almond-Bancroft Middle/High School is a special place to be! This student handbook has been prepared to help make our school an even better place for all of us. The rules and regulations listed in this handbook apply during school hours and during any school sponsored event, whether the event is located at school or at some other location.

It is the intent of the administration to apply the state and federal laws in the administrative rules and school operating guidelines. If we find any error or omission, the handbook will be revised at that time.

This handbook was adopted by the School Board at a regularly scheduled board meeting July 17, 2024.

The Almond-Bancroft School District does not discriminate, and prohibits harassment, on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Individuals who desire to have documents translated for them or want to inquire about discrimination/harassment practices, policies or file a complaint, should contact either the school principal or the district administrator.

NOTE FOR SPANISH SPEAKING PARENTS

*La noticia volante de este documento contiene valiosa informacion acerca de las politicas del distrito/escuela, leyes estatales, aplicacion de la comida libre o reducida, y programas del distrito/escuela. Si usted se siente que usted necesita esta informacion traducida para usted, por favor avise el principal secundaria a 366-2941, ext. 123 para la ayuda.

El distrito de las escuelas Almond-Bancroft no discrimina en base del sexo, de la raza, de la religion, de la edad, del origen nacional, de la ascendencia, del embarazo, del estado matrimonial o paternal, de la orentacion sexual, o de la inhabilidad fisica, mental, emocional, o del aprendizaje, Los individuos que desean tener documentos traducidos para ellos o desean saber mas sobre las practicas de la discriminacion, reglas y normas o archivar una queja, deben de ponerles en contacto con los directores de las escuelas o el administrador del distrito.

TABLE OF CONTENTS

I. Introduction	2
II. Special Parents Page	5
III. General Information	7
1. Getting Started	7
2. Academic Integrity	7
3. Activities & Organizations	8
4. Adult Student Policy	9
5. Announcements	9
6. Assemblies	9
7. Athletics	9
8. Attendance	9
9. Bullying and Harassment/Title IX	11
10. Cell Phone Use	12
11. Class Organizations, Clubs & Student Council	14
12. Closed Campus	14
13. Dress Code	14
14. Earbuds/Headphones	15
15. Fire Drills and Alarms	15
16. Food and Beverages	15
17. Food Service Program	15
18. Fundraising	16
19. Graduation Policy	16
20. Hall Passes & Tardies.	17
21. Homecoming	17
22. Honors ELT and Study Lab	18
23. Library/Media Center (LMC)	18
24. Lockers	18
25. Locker Room Policy	19
26. Lost and Found	19
27. Medication	20
28. Prom	22
29. Student Directory Information	22
30. Student Parking	22
31. Student Technology Use	23
32. Study Lab	23
33. Telephone Use	24
34. Tornado Warnings	24
35. Transfer or Withdrawal	24
36. Transportation	24
37. Visitors (Student and Other)	25

TABLE OF CONTENTS (continued)

IV. Academic Concerns	
1. Classification	26
2. Chain of Command	26
3. Drivers Education	26
4. Grading Scale	27
5. Honor Roll	27
6. Incompletes	27
7. Makeup Work	27
8. Physical Education	28
9. Progress Reports & Report Cards	28
10. Retention Policy	28
11. Schedules	28
12. Textbooks	29
13. Valedictorian/Salutatorian	29
V. Discipline Concerns	
1. Chain of Command Discipline	30
2. Detention	30
3. Field Trips	30
4. Illegal items	31
5. Inappropriate Items	31
6. Progressive Discipline Plan	32
7. Restorative Justice/Practices	33
8. Suspension/Expulsion	33
9. Tobacco Free School Zone Policy	34
10. Due Process Concerns	34
11. Food for Thought	35
VI. School Song	35
VII. Class Bell Schedules	36
VIII. School Year Calendar	37
IX. Agreement Form	38

SPECIAL PARENTS SECTION

Here is a summary of what the school district appreciates from you!

LUNCH MONEY - At the start of every month send money for your child's hot lunch. The monthly newsletter will help you keep track of the number of days each month.

FOOD SERVICE PROGRAM MONEY AND COLLECTION

The District uses an automated school lunch accounting system to record food service payments and to monitor food purchase transactions. The system functions on a debit system and maintains both family and individual student food purchase transactions. Parents/guardians are expected to maintain their food account in a positive balance, and are expected to pay for their child's meals in advance.

DENIAL OF ACCESS TO THE SCHOOL LUNCH PROGRAM DUE TO NON-PAYMENT - It is the parents'/guardians' responsibility to keep their student's balance paid and up-to-date. Students will be denied access to the regular school food program if their account balance is at or below zero dollars, unless an alternate payment plan is set up with the building principal. If a student's account is at or below zero dollars and no alternative plan has been determined, a meal of a sandwich and fruit and vegetables from the regular meal and a milk will be available to the student. Ala Carte purchases will be denied for any student if the family account balance is at or below zero dollars. Every effort will be made to maintain the confidentiality of the student's account status.

NOTIFICATION OF FAMILIES - The status of all family accounts will be reviewed daily. A notice will be sent with the child of any family having an eight to ten dollar credit. Any family accounts that are at or below zero will be referred to the principal, who will have up to five business days to make arrangements with the parent/guardian to bring the account into balance. Deficit accounts after this time may result in the child being placed on the alternative meal plan. It is the parents'/guardians' responsibility to keep their student's balance paid and up-to-date. If families have questions on their account balance, they are encouraged to contact the food service director. For any discrepancies in account balances, please contact the principal.

COLLECTION OF FOOD SERVICE RELATED CHARGES

The district administrator or designee, shall protect the taxpayers of the districts by making every effort to collect all food service related charges due to the district. The district shall have guidelines in place that notify parents of the status of their food account and identify criteria for the use of small claims court and write-off of debts.

After 30 days of notification, the district administrator is authorized to pursue small claims if the parent/guardian has not brought their account up to a zero balance or if a mutually agreed upon plan to begin payment toward the food account has not been established.

Any money remaining in the family's account at the end of the school year will be carried over to the next school year. Refunds may be issued if requested in writing and arranged with the Food Service Director within 2 weeks of the end of the school year. The actual refund will be issued once the district food service accounts have been audited.

STUDENT ABSENCES - Call the school at 366-2941 before 8:45 am and give the reason for the absence. A written excuse is required upon the student's return to school if a call is not received. **Absences will be recorded as unexcused until a phone call or note is received.** Please consult the attendance section of this handbook for information on what constitutes an excused absence and additional attendance policies.

Students who are absent from school for the day or who leave early without a pre-approved absence sheet may not attend any after school events and will be asked to leave if they do attend. For participation policies for these events, see the co-curricular handbook.

MEDICATION - When a prescription medication needs to be given to a student, there must be a signed form from the physician giving us permission to dispense the medication. Send the medication in the original labeled medicine bottle with the medication dosage instructions. Parents/guardians must bring their child's medication to the school office in its original container. Students are responsible for reporting to the office for their medicine (Please see the medication policy in this handbook).

INCLEMENT WEATHER - WBCV—Radio 107.9, WYTE—Radio 106.5, WGLX—Radio 103.3, WSAW—TV 7, WAOW—TV 9, WJFW—NBC 12, and WBAY—TV 2 will report school closings. Notifications will also be made on Facebook, Blackboard, and the district webpage. In the event we have to close early for any reason, your children should know where to go if you're not at home. Please have a plan ready! **If your child will need to take a different bus than usual or will be dropped off at a different house, we need written directions from you on file. Please provide us with your child's alternate plan as soon as possible.**

IMMUNIZATION REQUIREMENTS (WISCONSIN)

Grade 6: 4 DTaP; 4 Polio; 3 Hep B; 2 MMR, 2 Var

Grades 7-12: 4 DTaP; 1 Tdap; 4 Polio; 3 Hep B; 2 MMR; 2 Var; 1 MenACWY

Grade 12: 1 MenACWY booster (2nd dose)

STUDENT RECORD INFORMATION - An up-to-date emergency card and an up-to-date record of immunizations must be on file in the school office.

INSURANCE

The school does not carry an insurance policy for students in case of injury.

WHEN SOMETHING AT SCHOOL PLEASES/UPSETS YOU OR YOU HAVE A QUESTION: Call us at 366-2941 or write us a note.

IN CONCLUSION – Parents/guardians and students must sign the form at the end of this handbook stating that they have read and understand it.

GENERAL INFORMATION**WELCOME!**

Welcome to the Almond-Bancroft Middle/High School! It is our sincere hope that the time you spend with us will be an enjoyable educational experience! This brief handbook has been prepared for you to help you during your middle and senior high school years. Keep it handy and refer to it often. In it, you will find some of the rules that have been established to help us run an orderly and safe school, as well as listings of the many activities and organizations you are encouraged to take an active part in.

While you are here, do your work faithfully and conscientiously. Allow your teachers to help you help yourself. By asking questions and offering suggestions, you will make your school a better place to be. By all means, be active, participate, learn all that you can, be all that you can be!

GETTING STARTED

Students are welcome to arrive any time between 7:45 and 8:00 a.m. First hour begins at 8:00 a.m. Students should not arrive before 7:45 a.m. unless they have an appointment to meet with a teacher before school starts.

The first thing students should do in the morning is get organized for the day. Prior to 8:00 am, they should report to first hour. Attendance is taken in every class, and everyone is expected to be there on time. Students are also expected to leave the building at 3:16 p.m. unless supervised by an adult.

ACADEMIC INTEGRITY

Academic integrity is expected of all students. Work submitted to meet course requirements must be the individual student's own work, including, but not limited to, tests, worksheets, papers or other writing, research, lab reports, and assignments. In order for the student's learning to be properly evaluated, the work that student turns in must be their own. If that is not the case, the student has not behaved with academic integrity and is subject to disciplinary action.

Plagiarism is defined as passing off someone else's work or ideas as one's own, without properly citing the source.

Examples of plagiarism include, but are not limited to...

- Presenting answers or written work from an internet source as your own
- Using information from an authoritative source without citing
- Using another person's unique ideas without citing the source
- Putting another person's unique ideas into your own words without citing the source
- Using AI, no matter which program/software/app is used. Any use of AI is considered plagiarism unless used in accordance with teacher specifications and proper citations.

ACADEMIC INTEGRITY(CONT.)

Teachers will use the following procedure if plagiarism is determined.

- Provide written documentation of the plagiarism
- Discuss the determination with the student
- Contact the student's parent/guardian
- Write up the incident in Skyward
- Notify the student's co-curricular coaches or advisors as applicable

Consequences for plagiarism and/or cheating

- First offense - the student will receive a zero on the assignment, paper, project, etc. Students will be allowed to re-do the work according to teacher specifications, but the final grade will be reduced.
- Second offense - the student will receive a zero on the assignment, paper, project, etc. Students will be allowed to re-do the work according to teacher specifications, but the final grade will be limited to a maximum of 50% of the original value of the assignment.
- Third offense - the student will receive a zero on the assignment, paper, project, etc.
- Fourth offense - the student will fail the course

Examples of cheating include, but are not limited to...

- Copying from others or allowing others to copy your work
- Purchasing answers or writing from other people or internet sites
- Turning in someone else's assignment as your own
- Using unauthorized materials on tests or assignments
- Having others complete your assignments
- Working together on individual assignments
- Getting test questions before they are presented to you by your teacher
- Using language translation tools for world language assignments or tests

ACTIVITIES AND ORGANIZATIONS

Many athletics, activities, and organizations are offered at the Almond-Bancroft schools: Band, Choir, Pep Band, Forensics, Student Council, School Play or Musical, Volleyball, Science Olympiad, Football, Basketball, Baseball, FFA, Track, Wrestling, Softball, Yearbook, Quiz Bowl, Gaming Club, Art Club, and Spanish Club, among others. Not all students qualify for all of them, but there are many things to get involved in.

Co-curricular activities enrich the curriculum of the school by making a variety of activities available for student participation. Students will have the opportunity to join various clubs and groups during the course of the year. Students are welcome to request new clubs and activities at any time by presenting the idea to the principal. If enough interest is generated, a faculty sponsor is available, and space and facilities allow, the club or activity may be considered for approval.

ADULT STUDENT POLICY

Students who have reached the age of eighteen shall be subject to all school rules, including the consequences for possessing tobacco on school property. Adult students are responsible for their actions while at school and school functions, including extra-curricular activities.

Students who are eighteen years of age or older may assume responsibility for their own attendance and student records. Adult students may sign themselves in and out of school at their own discretion; however, the student's parent/guardian will be notified of the change in responsibility.

ANNOUNCEMENTS

Announcements are made during the first few minutes of 1st hour. If students wish to have something announced, it must be turned in to the office one day in advance. Announcements must be approved by the principal. Special notices may be posted on bulletin boards at various locations around the building, but must be pre-approved by the principal.

ASSEMBLIES

Assemblies are part of the curriculum and are designed to be educational as well as entertaining experiences. Courtesy demands that the student body be considerate, respectful, and appreciative. During live entertainment, performers are very conscious of the audience. Talking, whispering, whistling, and stamping of feet are discourteous. Cheering loudly is appropriate at pep assemblies.

ATHLETICS/ ACTIVITIES

Athletes and those associated with the other listed activities at Almond-Bancroft Middle/High School must follow regulations that are in the co-curricular handbook, which can be obtained from the athletic director or the main office.

ATTENDANCE

Attendance is a condition of learning as well as training for job skills. As with any job/career, regular attendance is imperative if one is to be successful in school. By consistently making the choice to be at school, students greatly improve their chances of success. It is important to note that no matter what type of absence it is, no more than 10 days per year will be excused in TOTAL.

In order to accommodate unexpected absences, parents/guardians are asked to provide the school with a verbal excuse no later than 8:45 a.m. on the day the absence occurs. A written excuse is required upon return to school if a call is not received. **Absences will be recorded as unexcused until a phone call or note is received.** The absence will remain unexcused if a note is not received by the second day a student has returned after an absence or if the absence is not for a reason approved by the school board. Absences which the school board has determined to be legitimate include, but are not limited to the following:

ATTENDANCE—CONTINUED

- Illness/injury (the school may request medical verification of the illness/injury and/or the need for the absence) A doctor's excuse may be required for the following:
 - 3 or more consecutive days missed due to illness
 - any chronic condition causing the student to be out of school on a regular basis
 - Absences for illness which total more than 10 days a year
- Medical/dental appointments that cannot be scheduled outside the school day, provided a written excuse is obtained from the attending physician.
- Death of a family member.
- A court appearance or other legal procedure which requires the student's presence.
- Family vacation
- Hunting
- Other times it's in the best interest of the student to be absent from school. The principal or other administrator will excuse the student on an individual basis.

If a pre-arranged absence will be for more than two days, a pre-arranged absence form, available in the office or student services, should be used. The form must be filled out completely and signed by the student's parent/guardian (or have a note attached with the pertinent information and a signature by the parent/guardian) PRIOR to it being presented to the teachers for their signatures. The forms must be turned in to the attendance officer at least the day prior to the date of the absence request. The student will be allowed to complete any coursework, including tests and quizzes, missed during such an absence.

Any student who has an excused absence for any period of time less than a half a day (4 or fewer periods of the day) of school, will be considered absent for a half-day (.5). Any student gone for more than half of a day (4 or more periods of the day), will be considered absent a full day (1).

Parents/guardians shall be notified when a student has an unexcused absence. Notices shall be made by personal contact, telephone call, text message, email, or mail. A written record of contact is kept. Notice by personal contact, telephone call, or text message shall be attempted prior to notice by email or mail.

A student is considered habitually truant if he/she is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester, or after ten total days. The parent/guardian of a student who is at risk of being a habitual truant shall be notified by certified or registered mail. Legal proceedings may be brought against a student for habitual truancy or against the parent/guardian for failure to have the student attend school regularly.

Extra-Curricular Participation

Participants must attend school the full day of an event. A student who has the prior approval of the principal (48 hour notice) may be excused for up to one-half of the school day and still participate if they have an excused appointment. Students who do not attend school for any part of the day due to illness will not be allowed to participate in that game. Any extenuating circumstances will be at the discretion of the principal.

ATTENDANCE—CONTINUEDLeaving the building

Students leaving the building during school hours for ANY reason must receive office permission to sign out in order to be excused. This includes, but is not limited to, going to the parking lot to retrieve something from a vehicle, leaving for work options, and leaving due to illness or an appointment.

The office will contact the parent/guardian or the individual designated on the emergency card and determine how the student will be transported before an ill student may leave school. **A student with a pre-excused absence** may leave at the designated time, but must sign out in the office.

Students, even those who are 18 or older, must sign out in the office any time they leave the building. The absence will be unexcused if appropriate procedures aren't followed.

Seniors - please refer to graduation policy for further attendance rules and guidelines.

Tardiness

If late to school in the morning, students must sign in at the office before going to class. Students who are more than fifteen minutes late will be recorded as absent for that period. Upon the 3rd tardy in a semester, a lunch detention will be assigned. Each additional tardy will also result in a lunch detention

When late to class at other times, students should report to class and the teacher will record the tardy on the school's attendance system. Consequences for being tardy will be handled individually by the teacher. However, if the tardiness continues, the consequences will increase accordingly and may be referred to the office for additional disciplinary consequences.

If a student is tardy due to being detained by a teacher or other staff member, they should get a pass from the office or have the person detaining them provide them with a pass.

BULLYING AND HARASSMENT

The Almond-Bancroft School District shall strive to provide a safe, secure and respectful learning environment for all students in school buildings, on school buses, and at school sponsored activities. Bullying, harassment, and intimidation have a harmful social, physical, psychological, and academic impact on the instigators, the victims, and the bystanders. The district will continuously and vigorously address bullying, harassment, and intimidation so that there is no disruption to the learning environment and learning process.

Please go to the school district website for further information concerning Bullying and Harassment, as well as to access online reporting forms. The information can be found under Family Resources > Bullying Prevention. Or go to this web link:

<https://www.abschools.k12.wi.us/Page/1247>

Title IX

Final regulations from the U.S. Department of Education (DOE) implementing Title IX of the Education Amendments Act of 1972 with respect to sexual harassment went into effect on August 14, 2020.

Actionable Sexual Harassment Under Title IX

Title IX regulations apply to students and employees and the required grievance procedures apply regardless of whether either party, complainant or respondent, is a student or employee.

For more information, go to the link below:

<https://drive.google.com/file/d/1fhsKZOhebjQVf15ML8d0YoT9S5Elcljt/view?>

CELL PHONE USE

The Almond-Bancroft School District realizes that cell phone use is commonplace in today's society. However, as today's cell phones have a great capacity to send and receive information in audio, video, and text, they present opportunities that are detrimental in nature. The use of cell phones has the potential to increase opportunities for cheating and harassment. Invasion of privacy is also an issue because of the ability of the phones to send pictures and video. Finally, the use of cell phones by students in the event of an emergency has the potential to interfere with the official flow of information. Because of the possible detrimental consequences of student cell phone use, the school district is limiting student cell phone use according to the following guidelines:

- Cell phones must be turned off and put away when students are in the classroom, including study hall, homeroom, and ELT. Students may only use a cell phone when specifically given permission by the teacher. No cell phone use is allowed during instruction or work time.
- Cell phone use is prohibited in bathrooms and locker rooms at all times. Taking photos or videos in a bathroom or locker room can violate state and federal laws.
- Cell phones may never be used in manner that will cause disruption to the educational environment or invade the privacy of another individual.
- The school district will not be responsible for loss, damage, or theft of any electronic device brought to school.
- The use of cell phones during any field trips (including overnight trips), sporting events, or other activities, will be at the discretion of the advisor, coach, or supervisor.
- In the event of a district emergency, under the supervision of an authorized school official either during or outside of the school day, cell phone use by students must be approved by the instructor or supervisor.

MIDDLE SCHOOL CELL PHONE USE

Cell phones may only be used before and after school. Cell phones must be in the student's locker prior to the start of class and remain there until the end of the school day. If a cell phone is seen by a staff member they may confiscate it immediately.

CELL PHONE USE—CONT.

Consequences for violating the Student Cell Phone Use Policy by using a cell phone at unauthorized times are as follows. These consequences are for the use of a cell phone. Use of the cell phone in a manner that violates other school policies will carry additional consequences in accordance with the school discipline policy, including further suspension and possible expulsion. If the cell phone was used for illegal activity, the student will be referred to the authorities.

- 1st Offense: The cell phone will be confiscated by school personnel. The incident will be recorded as an office referral, and the cell phone will be held until the end of the instructional period.
- 2nd Offense: The cell phone will be confiscated by school personnel and taken to the office. The incident will be recorded as an office referral, and the cell phone will be held until the end of the instructional day.
- 3rd Offense: The cell phone will be confiscated by school personnel and taken to the office. The incident will be recorded as an office referral, and the cell phone will be held until a parent/guardian is able to pick it up.
- 4th Offense: The cell phone will be confiscated by school personnel and taken to the office. The incident will be recorded as an office referral, and the student and parent will be required to meet with an administrator to determine a plan for correcting the cell phone use problem. The cell phone will be held until a parent/guardian is able to pick up the cell phone at the required meeting.
- 5th Offense: The cell phone will be confiscated by school personnel and taken to the office. The incident will be recorded as an office referral with a minimum penalty of in-school suspension. The cell phone will be held until a parent/guardian is able to pick it up.

Note: Any student who refuses to turn in their cell phone when requested to do so will be given an office referral for defiance. The consequence will be in addition to the consequence for cell phone use.

CLASS ORGANIZATIONS, CLUBS, AND STUDENT COUNCIL

Each club/class will elect its officers prior to or during the third week of school. Officers to be elected are president, vice president, secretary, and treasurer. It is acceptable for the club or class to choose to combine the position of secretary and treasurer.

Student Council is an organization through which students may express opinions, assist the administration of the school, develop leadership skills, and participate in school enterprises. Student Council is a co-curricular activity and must follow the co-curricular handbook. The Council promotes leadership, initiative, and self-control among its members. If you have ideas for school improvement, it is a good idea to discuss those ideas with your student council representatives. They will then discuss those ideas at their council meeting and possibly bring them to the principal for consideration.

Freshmen, sophomores, and juniors will each have four representatives. The senior class will have 5 representatives, with the student council president as the fifth member. To be eligible for the ballot, students need to meet the eligibility criteria as laid out in the co-curricular handbook.

A class/student council/club advisor must be present at each meeting. Records of the meetings are to be kept by the secretary, and the minutes filed in the office (or in a shared drive) within two days following each meeting. The treasurer will work directly with the school activity secretary and all money must be kept in the activity account.

CLOSED CAMPUS

Campus is closed from the time of arrival until dismissal at the end of the school day for all students. No student is to leave at any time, for any reason, except when a specific need is verified by the parent/guardian and approved by the principal or designee.

Students, even those who are 18 or older, who leave school grounds without authorized permission are considered truant.

DRESS CODE

Students who dress properly and have a neat appearance contribute positively to the school climate and overall student morale. Dress/grooming styles that create a disruption of the learning process or which endanger the health and safety of students, especially in laboratories and/or shops, must be avoided. The following are the Almond-Bancroft guidelines for dress code:

1. Garments with holes in them, considered in-style, may not be worn if the holes are excessive or located in inappropriate places above the mid-thigh.
2. Clothing or accessories must not have graphics or wording related to alcohol, tobacco advertising/logos, gangs, or weapons. Clothing must not display language in poor taste, obscenities, racial or gender slurs, sexual innuendo, or sexually suggestive pictures (including Hooter's or similar apparel).
3. Undergarments cannot be visible (For appropriate physical education clothing, please see physical education teacher's policy.)
4. Shorts must cover the entire buttocks.
5. Shoes must be worn at all times and must be appropriate for the classroom situation.

DRESS CODE—CONTINUED

6. Sunglasses may not be worn indoors.
7. Although hoodies are allowed, hoods must be kept lowered.

Any clothing that creates a disruption or interferes with learning is unacceptable. The ultimate decision will be at the principal's discretion.

EARBUDS/HEADPHONES

Earbuds and headphones are not allowed to be used or worn in class, including study hall, homeroom, and ELT, unless the student is specifically instructed to by the teacher.

FIRE DRILLS AND ALARMS

A fire evacuation plan is posted in each room. Students should be familiar with the plan in each of their classrooms. When the fire alarm sounds, students should leave the room immediately, quietly, and in single file. Failure to comply will be handled with the appropriate consequences. Students are to be at least 100 feet away from the building until the signal to reenter is given by the principal or authorized representative.

Regular fire drills are required by law and constitute an important safety precaution. Students will be suspended and/or expelled and/or referred to the appropriate authorities for interfering with the school's fire fighting equipment or intentionally setting off an alarm.

FOOD/BEVERAGES

Food and/or beverages are only allowed in designated areas and at designated times. Water bottles are permissible.

FOOD SERVICE PROGRAM

The Almond-Bancroft School District participates in the National School Lunch Program. Meals are served on every full day of school and are available free or at a reduced rate, according to eligibility criteria. Contact the school at 366-2941 ext. 422 for information on free or reduced lunches.

All lunches must be eaten in the school cafeteria or designated lunch area. Please clean up after yourself. The cafeteria rules are simple and few:

1. Keep seats, tables, and floor clean.
2. Deposit all litter in wastebaskets.
3. Return all trays and utensils to the dish washing area.
4. Take no food from the cafeteria.
5. Cause no disturbance/follow all school rules.

FUNDRAISING

Over the course of a student's middle school and high school career, it is likely that the student will engage in fundraising activities. It is important to note that all fundraising monies must remain with the activity fund whether or not the student participates in the activity for which fundraising was done. For example, if a student fundraises for the senior trip and then elects not to go on the senior trip, the money that was fundraised goes into the general fund for the trip. At no time will fundraised money be given or refunded to any individual student.

Fundraising is never required, but fair-share amounts set by the advisors of the activity should be anticipated. Fair-share amounts will be updated regularly.

GRADUATION

A. Credit/Required Classes

Students must earn a minimum of 24 credits in order to graduate and be awarded a diploma from Almond-Bancroft High School. Included in the credit requirements are 4 credits in English, 3 credits in social studies, 3 credits in science, 3 credits in mathematics, 1.5 credits in physical education, 1/2 credit in health, 1/2 credit of personal finance, and an additional 8.5 credits.

B. Transfer Students

Students enrolled at Almond-Bancroft High School, but not enrolled at the beginning of ninth grade, must meet the requirements outlined in Section A. The School Board or its designee may modify requirements for extenuating circumstances.

C. Ceremony Requirements

1. Students who have not completed the requirements prior to the day of graduation may not participate in the graduation ceremonies, but they may receive their diploma when all requirements are met.
2. Those students with a 3.5-3.74 cumulative average will receive a single gold cord for graduation to designate them as honor student. Those with a 3.75 cumulative average or higher will receive two gold cords for high honors. National Honor Society members will receive the NHS stole. The determination of honor students will be based upon the final grade report of the senior year.
3. Caps and gowns must be worn during the graduation ceremony and must be black. No alterations may be made to the appearance of the cap and gown without approval from the principal.
4. Graduating students that were unexcused for 10% or more of the school year (18 days) may not participate in the graduation ceremony but may receive their diploma if all academic requirements have been met.

Note: Student initiated events that result in injury to themselves/others, damage to school property, and/or other unlawful acts will not be tolerated. Students engaging in such activities may be in jeopardy of not being able to participate in the graduation ceremony, may face other school disciplinary actions, and may also face additional charges by law enforcement including, but not limited to: trespassing, breaking and entering, and destruction of public property.

HALL PASSES/TARDIES

No student is to be anywhere but in his/her assigned classroom unless they have a pass approved by a teacher or the office.

No roaming, wandering, or socializing is permitted in the halls during class times. Those who repeatedly roam, wander, or socialize in the halls with or without a pass will be placed on Step 4 of the progressive discipline plan. All students must be in their classrooms when the bell rings.

HOMECOMING COURT**A. ELIGIBILITY CRITERIA**

To be eligible for representation on the Homecoming Court, a student must:

1. have started the year with 18 or more credits **and** be a senior in high school.
2. be active in a fall activity. Fall activities may include football, volleyball, student council, sport statistician or manager, or any other active club or activity. The club/activity must have met prior to homecoming week to be considered active.
3. be enrolled at Almond-Bancroft High School at least one semester immediately prior to the semester Homecoming is held.
4. be eligible based on the criteria set forth in the co-curricular handbook.
5. have not received a truancy notice during their senior year. If a person is eligible to participate in the fall activity at the time of voting, they are eligible for court; however, if there is a co-curricular code violation after voting, the student can still be removed from court.

Refer to the co-curricular handbook for other violations that may disqualify a student from participation on the Homecoming court.

B. SELECTION

1. Voting for Homecoming shall take place on the Monday before Homecoming week. Any absent student will have until Wednesday of that week to vote.
2. The male student with the most votes shall be king and the female student with most votes shall be queen. Other couples will be paired at random and announced at the pep rally in random order, not by vote counts. The student council advisor and principal will meet to determine the number of couples that will be on court.
3. The student council advisor and two other staff members shall count the votes.
4. If a senior is disqualified from the court after voting occurs due to code of conduct violations, then an alternate will be chosen by a committee of staff members chosen by the principal.

HONORS ELT, HOMEROOM, STUDY LAB, and LUNCH

Honors ELT/Study Lab is an earned privilege. Students who meet all criteria will be allowed to go to the designated honors room during ELT, homeroom, study lab, or lunch. Students must first report to their assigned room for attendance, then may go to honors with this exception: if ELT or homeroom (not study lab) is held the first or last period of the day, those students who are eligible for honors qualify for late start or early release as long as the student's parent/guardian fills out the permission slip. If a student loses the privilege of honors and regains it, a new permission slip must be signed. Those students in the honors room must stay there: no roaming. The room will be unsupervised, so proper behavior is required. Food and beverages may be consumed in the honors room, but it must be left clean or the privilege will be revoked. Students may use their cellphones in the honors room; however, if it is found that they are in contact with students in other classrooms, they will be removed from honors. Removal from honors for any reason will be for a minimum of four weeks.

Requirements are as follows:

1. Junior or senior standing
2. Minimum GPA of 3.0 for the preceding quarter, with no grade lower than a C.
3. No office discipline referrals and no more than one classroom discipline referral during the preceding or current quarter. Any office referral or a second classroom discipline referral within 9 weeks is cause for immediate revocation of honors privileges. Any suspension makes a student ineligible for honors for the remainder of the current quarter and the following two quarters.
4. No unexcused absences during the preceding or current quarter. An unexcused absence is cause for immediate revocation of honors privileges.

LIBRARY/MEDIA CENTER (LMC)

The LMC is a quiet place to do research or read. Reference materials, leisure reading materials, magazines, and computers (with permission) are available for student use. The LMC Specialist will be happy to assist you in locating materials and using equipment. Library access is a privilege and may be revoked.

LOCKERS

You will be assigned to a locker at the beginning of the school year. Middle school students will also be loaned a padlock to use for the year. We recommend your locker be kept locked at all times to prevent theft. The school will not assume responsibility for items stolen. Do not give your combination to anyone!

You are to use the locker assigned to you unless you receive permission from the principal to change to a different location.

The lockers and locks remain the property of the school, and we reserve the right to open and inspect lockers at any time. It is against the law to store any illicit (illegal) drugs, tobacco products (including e-cigs, vapes, or similar devices), alcohol, or hazardous materials in school lockers.

Should your lock get lost or stolen, you will be expected to pay the cost of replacing it.

LOCKER ROOM POLICY

The District shall observe measures intended to protect the privacy rights of individual using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

1. Locker rooms are provided for the use of physical education students, athletes and other activity groups and individual authorized by the building principal or by district policy. NO ONE will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable district policies and/or school rules.
2. No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.
3. No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy. This policy shall be publicized annually and posted in each locker room in the district.

LOST AND FOUND

Students who find articles should take them to the main office where they can be claimed by the owner. Lost and found articles will only be kept for a short period of time. If not claimed in a timely fashion, the items may be donated or disposed of.

MEDICATION

The following procedures have been established to facilitate the administration of prescription and non-prescription medication to students requiring medication while attending school or school-sponsored activities.

PRESCRIPTION MEDICATIONS—those medications that are obtainable only with the written prescription of a licensed physician or health care professional

In order to ensure that the prescribing physician retains the power to direct, supervise, decide, inspect, and oversee the administration of prescribed medication, the following procedures shall be followed:

Consent Form - Medications will not be administered by school personnel or their agents unless and until a physician or health care provider, to the satisfaction of the office staff, properly completes a medication consent form.

Medication Information - Medication to be administered at school must have the following information printed in language understandable to the layperson on the container, as indicated below. The medication must be in the original container.

- A. Child's full name
- B. Name of drug and dosage
- C. Time and quantity to be given
- D. Physician's name

Employees Designated to Administer Medication - Medications shall be administered by the principal, individuals designated by the principal, or the health service personnel. Except where an emergency is believed to exist, in no instance shall a medication be dispensed by anyone other than a school employee or agent while the student is at school unless specifically approved in writing by the parent/guardian. Individuals authorized to administer medication to students shall receive appropriate instruction concerning such administration.

Responsibility - It is encouraged that students take responsibility to obtain their medication at the designated time, depending on the age of the student. However, the staff will also assume responsibility for monitoring the medication of students. If at all possible, medication should be issued within a half hour of the prescribed time. If there is a significant delay in medicating a student, the parents will be called and informed of the delay.

Students in grades 6-12 may self-administer certain emergency prescription medications, such as inhalers, while at school with parent/guardian and doctor consent. Parents/guardians may request that school staff monitor or assist in student self administration. In such cases, a medication consent form shall be completed and the doctor must clearly indicate that self-administration is permissible. Only if deemed appropriate by a doctor will the individual student keep medications in a secure place.

Storage of Medications - Only limited quantities of any medication are to be kept at school. Medications are to be kept in a safe locked location, not accessible to students, and checked out only by a district employee or agent designated to administer the medication.

Time Period for Medication Administration - The length of time for which medication is to be administered shall be specified in the written instructions from the prescribing physician. Any change in dosage, time to be administered, or discontinuance of administration must be in writing. All consent forms and related materials must be renewed annually and/or at any time a medication is changed.

Maintenance or Medication Records - Accurate and confidential written records shall be established and maintained for each student receiving medication. When new medication is received and is in pill/capsule form, the contents should be counted and recorded.

1. The principal or designee shall maintain a daily and up-to-date record of students in his/her school receiving medications during school hours. The record shall include the student's name, type of medication, dosage, time to be given, parent or guardian's name, physician's name, and the names of the individuals designated for administering medication.
2. Copies of the completed consent forms are to be maintained in the Main Office. Upon discontinuance of medication or at the end of the school year, medication consent forms are filed with the student's health profile.

NON-PRESCRIPTIONS MEDICATIONS—those medications that can be obtained over-the-counter

1. Designated personnel shall administer non-prescription (over-the-counter) medications to students only with parental approval as indicated by written consent on the medication consent form.
2. All criteria listed concerning prescription medication shall be adhered to regarding non-prescription medication, with the exception of the written authorization from the physician.
3. Under no circumstances should school personnel administer any non-prescription medications to students without meeting all of the above criteria. All prescription and non-prescription medications must be supplied by the parent/guardian, and kept in the medication storage in the office.

EMERGENCY ADMINISTRATION OF MEDICATION BY MEANS OTHER THAN INGESTION

1. Personnel are not required to administer medications by means other than ingestion.
2. Personnel designated to administer medications must indicate a willingness to provide medications in an emergency by means other than ingestion.
3. Personnel indicating a willingness to administer medication shall receive appropriate instruction in administering medications by written instructions from the doctor and/or the district's nurse.

***Failure to follow the procedures outlined in this policy will warrant suspension and/or potential expulsion.

PROM

Prom court voting will take place in early March, 7 or 8 weeks prior to prom.

A. ELIGIBILITY CRITERIA

To be eligible for representation on Prom Court, a student must

1. be of Junior status, having earned 15 credits by the middle of their Junior year.
2. be enrolled at Almond-Bancroft High School at least one semester immediately prior to the semester is held.
3. Have all class dues paid before the voting date in order to be on the ballot.
4. be eligible based on the criteria set forth in the co-curricular handbook.

A. If a person is eligible to participate at the time of voting, they are eligible for court; however, if there is a co-curricular code violation after voting, the student can still be removed from court.

Refer to the co-curricular handbook for other violations that may disqualify a student from participation on prom court.

B. SELECTION

1. Once the ballot is created, a secret ballot will be held in the office or other space designated by the principal.
2. The male with the most votes will be paired with the female with the most votes, and shall be named King and Queen. The other couples will be paired randomly.
3. The Court will be announced once the numbers are tallied, however, the couples and King/Queen will not be announced until the Grand March the evening of the Prom.

STUDENT DIRECTORY INFORMATION

Information such as a student's name, address, telephone listing, place and date of birth, participation in sports and activities, weight and height of athletes, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended by the student shall be considered public information and may be released to appropriate persons and media unless specifically refused, in writing, by parents or adult students.

STUDENT PARKING REGULATIONS

Students must comply with the following parking regulations in order to be allowed the privilege of parking on school grounds.

1. Students must provide the school with the necessary information about the vehicle to be registered. (i.e., license vehicle make, color, etc.). A vehicle registration form must be completed and approved prior to parking a vehicle in the school parking lot.
2. Students must drive in the school parking lot area in a reasonable and prudent manner. No driving shall be allowed above 5 m.p.h. **Once in the lot, students must stay.**
3. Students must not drive recklessly in the parking lot.
4. Vehicles are to be parked in the proper lane lines provided for each vehicle.
5. Students may not smoke/e-cig/vape in their vehicles while on school property. Housing alcohol, tobacco (including e-cigs, vapes, or similar devices), and/or drugs in any vehicle is prohibited.

6. During their school day, students are not allowed to sit in, drive, or ride in vehicles. This policy includes the lunch periods.
7. Vehicles parked on school property are subject to search if cause for such search is determined (Police K9 units may be used to determine cause for search).
8. Students may leave the campus in vehicles in four authorized ways: work experience or co-op program, with permission from the office after checking out for authorized appointments, Youth Options program courses, or for a course in another public school district under the part-time open enrollment law.

A student who violates the above regulations may be disciplined, and parking privileges may be removed.

STUDENT TECHNOLOGY USE

Students will have access to technology devices throughout their school career. It is the expectation of the district that the devices are used for educational purposes.

Students found to be neglecting, misusing, or vandalizing technology resources will be subject to disciplinary consequences and will be responsible for repairs or replacement due to damages inflicted. Students will be issued a chromebook, charger cord, and case each year. It is expected that students will return or replace all issued items.

To read the full Technology Use Policy, please refer to Acceptable Use Policy 363.2, located on the district website.

STUDY LAB

Study lab is a time to complete school work so it is expected that lab time will be quiet. Students are expected to bring materials to work on. Use this time wisely.

1. All students must bring study materials, books, newspapers, educational magazines, or any other educational materials approved by the lab supervisor(s) to study lab. Computer games, card games, or socializing are not an appropriate use of lab time.
2. All students must remain in their assigned seat throughout the entire lab period, unless directed by the teacher to work on school-work productively and quietly in a group.
3. Students with passes will need to report to lab first for attendance, then sign out to their other location. Teachers are encouraged to use their discretion in allowing students to leave lab more than two times in one week.
4. Students will not be allowed to leave their lab without an approved pass from the teacher that they are to report to.
5. Teachers will monitor the no-pass list to ensure that only students with passing grades are leaving lab.
6. Any deviation from these guidelines will be penalized as mentioned in the progressive discipline plan.

TELEPHONE USE

The office and classroom telephones are business phones, and students may use the office phone only for emergency or illness. Students should never use a classroom phone at any time. Students who must make a call should report to the office and ask to use the phone. We reserve the right to limit the use of the phone.

The office staff will not call any student out of class for a telephone call unless there is an emergency.

Parents/guardians should not expect an immediate response if they call or message students during class periods. Student phones are to be off during class periods, so students will not be able to respond to calls or messages until passing time. In the event of an emergency, please call the school office.

TORNADO WARNINGS

Follow the tornado evacuation plan posted in each room. Stay away from windows. Await further instructions from the office.

TRANSFER OR WITHDRAWAL

Students who move from the Almond-Bancroft School District or withdraw from our school must obtain the appropriate form from the office and have it completed by all teachers and the other identified staff. Original copies of educational records will not be released to the student or parents/guardians directly but will be mailed to the new school district when a request for records is received by the school. Parents/Guardians may request, in writing, a copy of their student's records at any time.

TRANSPORTATION

Extra/Co-Curriculars and Transportation - All students traveling to school-sponsored events as a participant must ride the transportation furnished by the school.

Exceptions - Students may ride to or from an event with a legal parent/guardian if they bring in a note signed by their parent/guardian 24 hours BEFORE the event. The note must be preapproved by the principal. Students may NOT drive themselves to or from an event. For athletic events, refer to the co-curricular handbook.

Student Driving - Students are urged to ride the buses provided for them. However, if they choose to drive to school, the following regulations apply:

1. Exercise caution at all times when driving in the areas of the school. Remember that the speed limit is very slow (15 miles per hour in school zones).
2. Park only in the student parking lot. Vehicles parked on the street may be ticketed.
3. Students may not go to or drive their cars during the school day unless they have parent permission and have made previous arrangements with the principal.
4. Students are not to transport other students unless parental permission is granted.
5. Any student who drives in such a way as to endanger the life or safety of themselves or others will be referred to the Portage County Sheriff's Department.
6. Work options, youth apprenticeship, and youth options students must sign in and out of the office daily.

Riding the School Buses - We expect students to follow all school rules as well as obeying the following rules to help us ensure safe transportation on the bus.

1. Commit no act to take the driver's attention away from his/her driving.
2. Remain in the seat assigned to you by the bus driver at all times.
3. Face forward in the bus and keep your feet out of the aisle.
4. Do not move around while the bus is in motion.
5. Do not engage in horseplay on the bus.
6. Do not name call or use indecent language on the bus.
7. Get on and off the bus in an unhurried fashion.
8. Take pride in your bus and keep it clean.
9. The use of a controlled substance, alcoholic beverages, tobacco, and electronic cigarettes is forbidden. Any student guilty of using any of the aforementioned will be suspended and/or may be referred for an expulsion.
10. Possession of any type of weapon or look-a-like weapon is ABSOLUTELY not allowed on our school buses at any time, and will result in suspension and/or expulsion.

The bus driver is responsible for students' discipline on the bus. The drivers have misconduct slips on their buses, and they will report any violations to the bus company, who will determine the appropriate consequence. Students who do not follow the bus rules or the directions of the bus driver may be suspended from riding the bus. Any absences that occur because a student does not have transportation after being suspended from the bus will be marked as unexcused.

VISITORS—OTHER

For security reasons, people visiting our building without permission from the office (including residents of our district) are subject to charges of trespassing. This makes it imperative that all guests and visitors report to the main office and sign in when they arrive and sign out when they leave. They must also wear a visitor's pass while in the building. It is also recommended to make an appointment with the teacher at least one day ahead of time.

VISITORS—STUDENT

Generally, students from outside our district are not allowed to visit during school hours. However, when exceptions are permitted, students must clear their guest's visit with the principal a minimum of 24 hours in advance. The student must provide a completed visitor request form and provide written notes from the parents of the host student and parents of the visitor that grants their permission and indicates that the visitor does not have school on the day requested.

Visitors will not be permitted on the day before a vacation, the day after a vacation, or the first or last days of a quarter. Visitor and host must arrange their own transportation.

ACADEMIC CONCERNS**CLASSIFICATION**

Freshman Status = Eighth grade promotion

Sophomore Status = Successfully completed 6 credits

Junior Status = Successfully completed 12 credits

Senior Status = Successfully completed 18 credits

Graduating Status = Successfully completed 24 credits and passed all required classes

A note on status - students may not be eligible to participate in their classes' activities if they have not earned enough credits to be eligible.

CHAIN OF COMMAND REGARDING STUDENT ACADEMIC CONCERNS

Any student or parent who has concerns regarding their students' academics should direct their concerns in the following order:

1. Discuss their concern with the teacher or staff member who is directly involved with the students' academics as soon as possible.
2. If the student or parent feels that the issue is still in dispute, they may voice their concern to the Principal.

***Please realize that simply moving up the chain of command will not automatically warrant the issue to be overturned. Parents/guardians are highly encouraged to work in cooperation with the teaching staff. Parents/guardians are also highly encouraged to attend parent/teacher conferences and/or set up meetings or other communications with teachers if there are academic concerns. Our staff is here to provide the best quality of education possible for our students.*

DRIVER EDUCATION

In order to be enrolled in the driver education class, the following conditions must be met:

1. Class size will be restricted to 25 students.
2. A student must be 15 years 6 months of age prior to or during the academic semester for which the student is enrolling in driver education.
3. If all of the above criteria is met and there are more than 25 students qualified to take the course, the following selection procedures will be followed.
 - a. Priority will be given to students' academic standing: seniors first, juniors second, sophomores third, and freshman fourth.
 - b. If (a) does not resolve the conflict, the student would be approved for the course by birth dates. (The older students getting priority.)
4. The behind the wheel fee of **\$350** (subject to change) is to be paid prior to the first day of class.

GRADING SCALE

Grade	Percent	GPA	Grade	Percent	GPA
A	100-95	4.00	C	79-77	2.00
A-	94-92	3.67	C-	76-74	1.67
B+	91-89	3.33	D+	73-71	1.33
B	88-86	3.00	D	70-68	1.00
B-	85-83	2.67	D-	67-65	.67
C+	82-80	2.33	F	< 65	.00

HONOR ROLL

To identify and recognize our outstanding students, we have designated the following honor rolls (based on GPA), which are generally published in the local newspapers after each quarter. “A” Honor Roll = 3.5 and above / “B” Honor Roll = 3.0-3.499

INCOMPLETES FOR GRADING PERIOD

Absence for medical reasons is one acceptable reason for the issuance of an incomplete grade for a quarter report card (mid-term grades will not contain incompletes). In case of a vacation, injuries, or unusual circumstances, the principal is authorized to grant incompletes for a grading period and the same rules apply.

Any and all special privileges are temporarily suspended for any student working on an incomplete. They will remain suspended until the incomplete is changed to a letter grade.

All incompletes must be made up within two weeks of the end of the quarter/semester unless special arrangements are made with both teacher and principal approval. Ten days after the last day of the semester, all incompletes will be changed to the appropriate grade.

MAKE-UP WORK

Excused absence: In case of absences of four school days or less, the make-up work and/or tests must be made up within one week. For absences of more than four school days, the student may submit a petition for make-up time to the principal. When the principal receives the petition, they will confer with the concerned teacher(s) and approve, extend, or reduce the requested make-up time and inform the student of the action taken. Note: Make-up work may differ from the assignments given to the students that were not absent. Work not made up within the time limit, if the time isn't extended for extenuating circumstances, may be given a score of “0”.

Unexcused absence and truancy: Work may or may not be accepted at the discretion of the teacher. Major projects will be accepted but must be submitted before 3:15 pm on the day the student returns. Tests must be made up at the time designated by the teacher. Grades may be reduced according to the same guidelines followed for late work.

Any make-up work not completed by the end of the first, second, or third quarters will result in an incomplete. Make-up work must be completed within two weeks or a grade of zero, which will be used in calculating the quarter grade in the class, will be assigned. All work for the fourth quarter must be completed by the end of the last day of the school year.

PHYSICAL EDUCATION

Due to the seriousness of safety during Phy Ed classes, students must wear proper clothing and appropriate shoes during class. Proper clothing is defined as clothing that does not have any buckles, buttons, or belt loops.

Students are also reminded not to wear jewelry during Phy Ed as it can cause injuries to oneself or to others.

Students should lock up all the clothing they leave at school and label it so it can be returned should it be stolen or misplaced.

Students must be properly trained to be able to lift weights in the weight room. A parent/guardian permission form must be signed before a student can lift weights.

PROGRESS REPORTS AND REPORT CARDS

As partners in the educational process, it is the belief of the district that parents/guardians should have readily available access to their child's academic progress. Midterm grade reports and quarterly grade reports will be mailed to parents/guardians.

Due to the availability of on-demand online access, it is recommended that parents/guardians also monitor their student's grades on Skyward Family Access. If you do not have a login and would like to request one, please email the district technology coordinator at hstoltz@abschools.k12.wi.us, or call (715)366-2941 and ask to be transferred to the technology coordinator.

Parents/guardians may contact the main office at 366-2941 ext. 108 at any time to arrange a conference with teachers or the school counselor.

RETENTION POLICY

1999 Wisconsin Act 9 Section 118.33(6) of the Wisconsin Statutes requires the Almond-Bancroft School District Board of Education to adopt a written policy specifying the criteria for promoting a student from the fourth grade to the fifth grade and from the eighth grade to the ninth grade.

While the statute pertains only to the promotion of fourth and eighth grade students, the district policy is written to apply to promotion of students in kindergarten through eighth grade. A copy of this policy is available upon request.

SCHEDULES

Students must follow their schedules as printed and may only drop or change a class at the time scheduling for the upcoming school year takes place in the spring. After that, minimal changes will be considered by the principal, with a written request from the student's parent/guardian and approval from the teacher. Any changes made after the first two weeks of a semester will result in the student receiving an "F" on his or her transcript for the dropped class. Only in extenuating circumstances will a student not receive a failing grade for dropping a class.

TEXTBOOKS

Textbooks are furnished free. When the books are collected at the end of a class term, students will be assessed the cost of repairing any damage or replacing the book. Middle School student planners that are lost or made unusable will need to be replaced and a fee of \$5 will be assessed.

As students receive their books for the year, they should write their name in ink on the name label of each book if available. That will aid us in returning it to the appropriate person should it be misplaced during the year.

VALEDICTORIAN/SALUTATORIAN

In order to receive the Valedictorian Award, a student:

1. Must graduate from Almond-Bancroft High School after attending for at least four consecutive semesters immediately preceding the determination of the class Valedictorian, which is determined after the first semester of senior year. This means any student who transfers into Almond-Bancroft MUST be enrolled prior to the second semester of their sophomore year in order to be eligible for valedictorian.
2. Must have earned the highest grade point average in his/her graduating class. The grade point average shall be determined by grades received in all classes taken through the first seven semesters (after first semester of senior year) of high school attendance. (Any class taken on a pass/fail basis is not calculated into GPA or rank.)

In the event two or more eligible students have identical grade point averages at the completion of seven semesters, the composite ACT score will be used to determine class Valedictorian. In the case that there is still a tie, the principal will appoint a committee of staff to make a final determination.

The criteria above will be used to determine the Salutatorian award as well. In case of a tie, there will be Co-Salutatorians. All the Almond-Bancroft policies must be followed and all grades accepted and verified by the principal and school counselor.

The district shall not discriminate in the methods, practices and materials used for evaluating students on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with the established procedures.

DISCIPLINARY CONCERNS**CHAIN OF COMMAND REGARDING STUDENT DISCIPLINE**

Any student or parent/guardian who feels the student has been disciplined unjustly should direct their concerns in the following order:

1. Discuss their concern with the teacher or staff member who has filed the initial discipline report.
2. If the student or parent/guardian feels that the issue is still in dispute, they may voice their concern to the Principal.
3. If the student or parent/guardian feels that the issue is still in dispute, they may voice their concern to the District Administrator.

****Please realize that by simply moving up the chain of command will not automatically warrant the overturning of the issue.**

DETENTION

Students may be assigned detentions by any member of the faculty for undesirable patterns of attendance, tardiness, or behavior. Students assigned a detention by a member of the faculty are to report to the room designated by the faculty member. These detentions are outside of the consequences for office referrals. Students may also be assigned detention by the office as part of the progressive discipline plan.

The school will not arrange transportation for any student who has been assigned an after-school detention. In most cases, parents/guardians will be given sufficient notice of upcoming detentions so that proper arrangements can be made. If they are not, the student is responsible for making arrangements.

If a student fails to serve their disciplinary consequence, they may need to serve an in or out-of-school suspension, at the discretion of the principal.

FIELD TRIPS/REWARDS

Students participate in course content field trips, as the trips will be tied to the curriculum and, consequently, assignment grades. Students will be ineligible for the field trips if they were suspended for any portion of a school day during the quarter in which the trip takes place. Students ineligible for the trip due to behavior will remain at school and work on alternative lessons.

Quarterly Reward Opportunities take place at the end of each quarter. Students must earn the reward by exhibiting positive behaviors during that quarter. Once a student receives an office discipline referral (or 6 or more classroom discipline referrals), the student is no longer eligible to participate in the quarter reward. Students ineligible for the reward due to behavior will work on alternative lessons. However, middle school students will be allowed the opportunity to appeal their ineligibility for quarter rewards. The appeal must be done in writing and turned in at least two weeks prior to the reward date.

ILLEGAL ITEMS

Being in possession of tobacco products, electronic cigarettes or vapes, smoking or chewing tobacco, being in possession of alcohol or illicit drugs, drinking intoxicating beverages, using illicit (illegal) drugs, possessing look alike drugs, drug paraphernalia, or coming to school under the influence of any controlled substance is prohibited.

Students bringing a weapon to school, or using or threatening to use a weapon, will be subject to recommendation for expulsion.

Wisconsin statute 176.31 prohibits anyone under the age of 21 from procuring, seeking to procure, knowingly possessing, or consuming intoxicating liquor. School board policy follows this law and also prohibits students from being under the influence of alcohol while involved in school activities. Wisconsin Statute 48.983 prohibits anyone under the age of 18 from possessing cigarettes or tobacco products. School board policy follows this law and, pursuant to Wisconsin statute 120.12(20), also prohibits use of any tobacco products on school grounds or at school events, regardless of age. Wisconsin statute 161.41 prohibits use or possession of controlled substances. School board policy follows this law. Violators of these laws and policies will be disciplined by the school district according to the existing policies and will also be referred to law enforcement for further action where appropriate. Consequences include one (1) to fifteen (15) days of out-of-school suspension and possible expulsion.

(see “Suspension/Expulsion” section for further policy about illegal items.)

INAPPROPRIATE ITEMS

Problems arise when students bring articles that are hazards to the safety of others or interfere in some way with school procedure. Items such as laser pens, lighters, toy weapons, water pistols, water balloons, pea shooters, pepper spray or mace, sling shots, chains, firecrackers, smoke bombs, stink bombs, cap guns, and similar items are also prohibited and are cause for disciplinary action. They will be confiscated and may be destroyed.

Any articles related in any way to gang activities or functions are prohibited.

Items that are disruptive should be left at home.

PROGRESSIVE DISCIPLINE PLAN

At Almond-Bancroft Middle/Sr. High School, we use a Progressive Discipline plan. Records are kept each time a student violates school policies or rules, and the penalty becomes progressively stiffer. *Note: Steps are subject to the discretion of the principal.*

Students are expected to follow the classroom teachers' discipline plan and to follow school rules on school grounds during all school events. The following steps will be followed for infractions that result in an office referral.

STEPS:

Step 1 (1st referral) Conference with the principal. The incident is recorded and parents/guardians are notified. A lunch detention will be assigned.

Step 2 (2nd referral) Conference with the principal. The incident is recorded and parents/guardians are notified. An after school detention or two lunch detentions will be assigned.

Step 3 (3rd referral) The incident is recorded and the student and their parents/guardians are required to meet with the principal and possibly the teacher who assigned the referral. A behavioral contract may be created. Multiple after school detentions or an in-school suspension will be assigned at the discretion of the principal, in addition to any terms of the behavioral contract if one is created.

Step 4 (4th referral) The incident is recorded and parents/guardians are notified. One day of in/out-of-school-suspension is assigned.

Step 5 (5th referral) The incident is recorded and parents/guardians are notified. Two days of in/out-of-school-suspension are assigned.

Step 6 (6th referral) The incident is recorded and parents/guardians are notified. Three days of in/out-of-school suspension are assigned. A re-entry conference with parents/guardians may be required.

Step 7 (7th referral) The incident is recorded and parents/guardians are notified. Four to ten days of in/out-of-school suspension are assigned. A re-entry conference with parents/guardians is required.

Step 8 (8th referral) The incident is recorded and parents/guardians are notified. An expulsion hearing before the Board of Education may be called.

At step 3 and beyond, the student may not be eligible for field trips, extra-curricular activities, and competitions. Once a student has received a referral, or multiple referrals, for each 30 consecutive days the student attends school without receiving a referral, their step location on the above plan will be reduced by one.

****If someone physically attacks or harasses you, walk away quickly and report the incident to the nearest teacher or to the office. Thus, you will avoid a possible suspension and the other person can be penalized. If one student physically attacks another student, the Sheriff's Department may also be called, at the discretion of the principal.**

RESTORATIVE JUSTICE AND RESTORATIVE PRACTICES

Restorative practices focus on how to build social capital and achieve social discipline through participatory learning and decision making. The use of restorative practices helps to reduce crime, violence, and bullying; improve human behavior, strengthen civil society; provide effective leadership; restore relationships; and repair harm.

Restorative justice is reactive, consisting of formal or informal responses to crime and other wrongdoing after it occurs. Restorative practices also includes the use of informal and formal processes that precede wrongdoing, those that proactively build relationships and a sense of community to prevent conflict and wrongdoing. Almond-Bancroft Schools strive to provide a supportive environment for resolving Conflict, and places much emphasis on building positive school culture and sense of community.

Restorative practices may be used in place of the progressive discipline plan.

SUSPENSION AND EXPULSION

Students will be suspended for one to 15 days (one to 10 days for EEN students) or referred for expulsion (at the discretion of the principal) for the following violations of school rules:

1. Tobacco products/electronic cigarettes (or look alike products) on school grounds. Please be aware of the Almond-Bancroft School “Prohibition of the use of Tobacco on School Premises.” The policy defines what the school premises are and explains that any student under the age of 18 who is in the possession of tobacco will be referred to Portage County Sheriff’s office. *18 year olds should refer to the tobacco policy.
2. Use or possession of any type of fireworks on school grounds. (The proper authorities will also be notified.)
3. Fighting on or off school premises during school hours or any school-sponsored event.
4. Willful destruction of school property.
5. Calling in a bomb threat or setting off a false fire alarm. (The proper authorities will also be notified).
6. Being in possession of or under the influence of illegal drugs, alcohol, “look alike” drugs, or drug paraphernalia while at school or at school sponsored activities.
7. Possessing a weapon - please see our dangerous weapons policy.
8. Repeated refusal to follow school or classroom rules, procedures, and policies.
9. Conduct which endangers the health, property, or safety of others in school or under the supervision of school authority.
10. Contact which endangers the health property, health or safety of any district employee or board member. This includes any and all threats.
11. Students that are 16 years old or older and repeatedly engage in conduct at school or while under the supervision of school authorities that disrupts the ability of the school administration to maintain order or an educational atmosphere and that such conduct is not otherwise a basis for expulsion.

TOBACCO POLICY

The Almond-Bancroft School District, pursuant to section 120.12(20) Wisconsin Statutes, prohibits the use of tobacco products/electronic cigarettes/vapes at all times on school premises (including school buses) whether during the school day or at an after school or evening event or at away events at which the student is part of a school sponsored activity (i.e. field trips, spectator bus). School property includes all property owned by, rented by, or under the control of the Almond-Bancroft School District. This policy applies to students, staff, and public.

Students, eighteen or otherwise, are not to possess tobacco products/electronic cigarettes on school grounds. Other adults that are not students, including district staff members, may possess tobacco products on school grounds, but may not use tobacco products, as outlined in section 120.12(20) of the Wisconsin Statutes.

Any student under the age of eighteen in violation of the policy (witnessed in either possession or use of tobacco products/electronic cigarettes/vapes or “look-a-likes”) will result in the following disciplinary actions.

1. First Offense - One-day suspension and referral to the Portage County Sheriff's Department
2. Second Offense - Three-day suspension and referral to the Portage County Sheriff's Department.
3. Third Offense - Appearance with parent and guardian before the School Board for expulsion consideration. Smoking cessation clinic participation will be considered.

Students over eighteen years of age using or in possession of tobacco products on school grounds will be subject to the following disciplinary actions.

1. First Offense - One-day suspension and letter of reprimand submitted to the individual.
2. Second Offense - Three-day suspension and meeting with the District Administrator or designee.
3. Third Offense - Appearance before the School Board for expulsion consideration. Smoking cessation clinic participation will be considered.

DUE PROCESS CONCERNS

All disciplinary provisions are subject to the discretion of the principal.

All students will be afforded due process in accordance with school law. Any student with grievance may follow our school's complaint procedure. A copy of the district's complaint procedure is available upon request.

FOOD FOR THOUGHT:

The mark of a good student is seen on their report card, not on the walls or lockers. Take pride in your school and try to keep the buildings and grounds looking their best at all times. Be courteous, helpful, and respectful as a matter of habit.

If you have a suggestion, please jot it down on a piece of paper and drop it off in the office at any time. There is no guarantee that your suggestion will be implemented, but it certainly will be reviewed and considered. You could also write down something complimentary or positive. Drop those kinds of notes off at the office as well.

Finally, even though there may seem to be a lot of rules to remember, our school's first priority is learning. If you make learning your priority, following the rules is easy.

Remember, we care about you here at Almond-Bancroft and will help you learn and succeed. We want you to do your very best. Just remember, Almond-Bancroft Middle/High School is a special place because you are special. Good luck and may this be your best school year ever.

OUR SCHOOL SONG

CHEERS, CHEERS FOR ALMOND-BANCROFT HIGH

LIFT UP YOUR VOICES, IN VICTORY'S CRY

SEND OUR SHOUTS BOTH FAR AND WIDE

RALLY AROUND TO EAGLES SIDE

WE ARE NOBLE, WE ARE STRONG

WE STAND FOR RIGHT AND WE CONQUER WRONG

WHILE OUR BANNERS GREEN AND WHITE

GO ONWARD TO VICTORY!

2024-2025 HS & MS Bell Schedules:

Middle and High School	
Period	Time
1	8:00-8:30
2	8:33-9:17
3	9:20-10:04
4	10:07-10:51
5	10:54-11:38
6	11:41-12:25
Lunch	12:25-12:55
7	12:58-1:42
8	1:45-2:29
9	2:32-3:16

ALMOND-BANCROFT SCHOOL CALENDAR 2024-25

- Q1 43 Days
- Q2 43 Days
- Q3 43 Days
- Q4 45 Days
- 174 Total Days

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1 No School - New Years Day
- 17 End Qtr 2/Semester 1 - Full Day Students
- 20 No School - Record Keeping Day

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 23-29 Teacher Pre-Service
- 28 Open House 4:00-7:30 pm
- Teachers 12:00-7:30 PM

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

- 17 No School - Professional Development Day
- 19 End Mid Term 3
- 27 Parent Teacher Conferences 4:00-7:30 pm

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2 Labor Day - No School
- 3 First Day of School

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 4 Parent Teacher Conferences 4:00-7:30 pm
- 21 End Qtr 3 - Students Half Day - Release 12:00
- 24-28 Spring Break

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 2 End of Mid Term 1
- 14 No School - Professional Development Day

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 7 No School - Professional Development Day
- 18 No School - Easter Break

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 End Qtr 1 - Students Half Day - Release 12:00
- 12 Parent Teacher Conferences 4:00-7:30 pm
- 14 Parent Teacher Conferences 4:00-7:30 pm
- 18 No School - Professional Development Day
- 27-29 No School - Thanksgiving Break

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1 End Mid Term 4
- 3 Prom
- 5 No School - Professional Development Day
- 23 Graduation 7:00 pm
- 26 No School - Memorial Day

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 6 End Mid Term 2
- 23-31 No School - Christmas Break

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 5 End of Qtr4/Semester 2 - Half Day Students - Noon Release - End of Year

Secondary Handbook Student/Parent/Guardian Sign-off

An electronic version of the handbook can be found at:
www.abschools.k12.wi.us

DIRECTIONS: PARENT/GUARDIAN AND STUDENT SHOULD READ THE HANDBOOK, SIGN AND DATE THIS FORM, AND RETURN IT TO THE MAIN OFFICE.

AGREEMENT FORM

I HAVE READ AND UNDERSTAND THIS STUDENT HANDBOOK. I UNDERSTAND THAT ITS RULES AND POLICIES APPLY TO ME (AND SON AND/OR DAUGHTER) DURING THE 2024-2025 SCHOOL YEAR.

I HAVE HAD AN OPPORTUNITY TO READ THE DISTRICT'S STUDENT ACCEPTABLE USE OF TECHNOLOGY RULES. I UNDERSTAND THAT ANY VIOLATION OF THESE RULES MAY RESULT IN DISCIPLINARY ACTION. EXAMPLES OF POSSIBLE CONSEQUENCES FOR IMPROPER USE OF TECHNOLOGY INCLUDE THE FOLLOWING: SUSPENSION, RESTRICTION, OR REVOCATION OF THE PRIVILEGE OF USES OF DISTRICT TECHNOLOGY RESOURCES, IMPOSITION OF ACADEMIC CONSEQUENCES FOR ACADEMIC -RELATED VIOLATIONS, SUSPENSION/EXPULSION FROM SCHOOL, AND/OR REFERRAL TO LAW ENFORCEMENT.

Print Student's Name Here

Student Signature

Date

Parent or Guardian Signature

Date

COMMENTS/CONCERNS

If you have a suggestion, want to share an experience, or have a concern, please let us know. As partners in the education of your child we value your input and feedback. Classroom concerns should first be discussed with the classroom teacher and, if not resolved, should be referred to the school principal. Then if not resolved, concerns should be referred to the district administrator, and if still not resolved, should be referred to members of the school board.

The Almond-Bancroft School District does not discriminate, and prohibits harassment, on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.