



**TOMAHAWK HIGH SCHOOL**  
**STUDENT HANDBOOK**  
**Tomahawk School District**  
**2017-18**  
**Promoting Student Success**

## SCHOOL DISTRICT OF TOMAHAWK

1048 E. Kings Road  
Tomahawk, WI 54487

**FORWARD** - This handbook is issued to assist you in becoming better acquainted with your school. When you finish reading this, you will be aware of what is expected of you as a student at Tomahawk High School. Your future will be what you make it!

You must be willing to become a responsible, intelligent human being, anxious to pursue only those things of excellence, willing to cooperate and work with others, mature enough to take disappointments and still come back to try again, to make your future what you desire. You have serious responsibilities to yourself, your family, your community, your nation and to a better world.

The future ranks of responsible people in our society must come from the generation now in high school. In your years at Tomahawk High School, that quality will be developed as you give of your time and your talent in many areas. Accept this as your challenge.

### **SCHOOL BOARD**

Cathy Meyer – **President**  
Cathy Schmit – **Vice-President**  
Curtis Powell – **Treasurer**  
Cherie Hafeman – **Clerk**  
Christine Brown  
Dick Huseby  
Cherie Krueger  
Tyler Stevenson  
Kay Kissinger Wolf



### **DISTRICT ADMINISTRATOR**

Terry Reynolds  
**HIGH SCHOOL PRINCIPAL**  
Ryan Huseby  
**ASSOCIATE PRINCIPAL**  
Stacy Bolder

**Public Notification of Nondiscrimination Policy** - It is the policy of the Tomahawk School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap as required by s.118.13, Wis. Stats. The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available to address allegations of violations of the policy in the Tomahawk School District.

Any questions concerning this policy should be directed to:

**Ryan Huseby, Principal**  
High School  
(715) 453-2106

**Stacy Bolder, Associate Principal**  
High School  
(715) 453-2106

TOMAHAWK HIGH SCHOOL FACULTY

**ADMINISTRATION**

Mr. Ryan Huseby, Principal  
Mrs. Stacy Bolder, Associate Principal

**ACTIVITIES DIRECTOR**

Mr. Ron Wilson

**ADMINISTRATOR ASSISTANT**

Mrs. Coleen Frisch  
Mrs. Sue Gerber  
Mrs. Kathy Zernach (Guidance)

**MATHEMATICS**

Mr. Garth Gerstenberger  
Mr. Adam Blomberg  
Mr. Jacob Jarvensivu  
Mr. James Norman

**ART**

Ms. Sara Hinke

**BUSINESS EDUCATION**

**FAMILY & CONSUMER ED**

Ms. Allison Solum

**ENGLISH**

Ms. Michele Balda  
Mr. Patrick Steffen  
Ms. Celena VanErt  
Mrs. Sheri Woodall

**HEALTH**

Mr. Mike Flood

**SPECIAL EDUCATION**

Mrs. Michelle Dallman  
Mr. Jason Stromberg

**TECH ED**

Mr. Jason Meyer  
Mr. Andrew Peissig  
Mr. Brian Schiltz

**LIBRARIAN**

Mrs. Peg Billing

**FOREIGN LANGUAGE**

Ms. Allison Shantz  
Mrs. Jackie Gaedtke  
Mrs. Toni Tourdot

**MUSIC**

Mr. Corey Colburn (Choir)  
Mr. Marshall DeLonay (Band)

**PHY. ED**

Mrs. Shirley Derleth  
Mr. Mike Flood  
Mr. John Larson

**SCIENCE**

Ms. Kyla Dotter.  
Mr. Jim Krueger  
Mrs. Brianna Schield

**SOCIAL STUDIES**

Mr. Jeremy Baalke  
Mrs. Peggy McKenzie  
Ms. Erin Wallis  
Mr. Adam Yirkovsky

**PARAPROFESSIONALS**

Mrs. Jill Lilek  
Ms. Diane Lilley  
TBD-LMC

Mrs. Tracy Bartz  
Ms. Kim Jaquint

Mrs. Donna Skubal-LMC  
Ms. Laurie Beyer-Study Hall  
Mrs. Penny Wanta  
Mr. Charles Scheele  
Ms. Dawn Czech Webster

**ALTERNATIVE EDUCATION**

Mrs. Amanda Johnson

**GUIDANCE**

Mr. Dan Reiter  
Ms. Debra Eichman

**BUILDING & GROUNDS**

Mr. Mike DeBels

**DIRECTOR OF FOOD SERVICES**

Mr. Dustin Tessmer, Taher Food Service Director

**SPECIAL ED DIRECTOR**

Ms. Katherine Strong

**SPECIAL ED SECRETARY**

Mrs. Traci Swan

**2017 - 2018 CLASS ADVISORS**

**Class of 2018**

A-E \*Mrs. Bartz – Rm. 298  
F-K Mrs. VanErt – Rm. 291  
L-S Mr. Peissig – Rm. 244  
T-Z Mrs. Woodall– Rm. 290

**Class of 2019**

A-E \*Mrs. Tourdot – Rm.276  
F-K Ms. Balda – Rm. 282  
L-S Mr. Blomberg – Rm. 229  
T-Z Ms. Shantz – Rm. 280

**Class of 2020**

A-E \*Mr. Schiltz – Rm. 231  
F-K Mr. Norman – Rm. 230  
L-S Mr. Jarvensivu– Rm. 228  
T-Z Mr. Steffen – Rm. 286

**Class of 2021**

A-E \*Mrs. Schield – Rm. 259  
F-K Mr. DeLonay – Rm. 260  
L-S Ms. Eichman – Rm. 216  
T-Z Ms. Solum – Rm. 275

**2017 - 2018 CLASS OFFICERS**

**Class of 2018:**

**President** - Grace Latzig  
**Vice President** - Delaney Langdon  
**Secretary** - Courtney Theiler  
**Treasurer** - Elena Wallenfang

**Class of 2019:**

**President** - Katy Volz  
**Vice President** - Whitney Osero  
**Secretary** -Abby Norman  
**Treasurer** - Kelly Martin

**Class of 2020:**

**President** -Sierra Swenson  
**Vice President** - Lance Knight  
**Secretary** -Haley Voermans-Dean  
**Treasurer** - Gillian Buckwalter

**Class of 2021**

**President** - Allison Schmidt  
**Vice President** - Tiana Gerstenberger  
**Secretary** - Alyssa Klopatek  
**Treasurer** - Autumn Peissig

**2017 - 2018 STUDENT COUNCIL EXECUTIVE BOARD**

President - Grace Latzig  
Vice President - Delaney Langdon  
Secretary - Brynn Beaumier  
Treasurer - Abby Norman  
School Board Representative - Kelly Martin  
Historian - Sierra Swenson

## **2017-18 Bell Schedule Tomahawk High School**

1 <sup>st</sup> Hour	8:10	9:00
2 <sup>nd</sup> Hour	9:04	9:54
3 <sup>rd</sup> Hour	9:58	10:48
4 <sup>th</sup> Hour	10:52	11:42
Lunch A	11:42	12:12
5-A Hour	11:46	12:36
Lunch B	12:36	1:06
5-B Hour	12:16	1:06

6 <sup>th</sup> Hour	1:10	2:00
7 <sup>th</sup> Hour	2:04	2:54
Resource Hour	2:58	3:30

## **TABLE OF CONTENTS**

Academic Assessment	7
Academic Assistance Labs	17
Academic Awards	8
Activity Accounts (Miscellaneous)	23
Address or Telephone Changes	23
Alternative Education	18
Assembly Programs	24
Athletics	24
Attendance Policy, Rules and Regulations	8 & 9
Bell Schedule	5
Bus Passes and Trips	21
Bus Regulations/Bus Riders	20
Camera Surveillance	21
Code of Conduct	12 & 13
Class Advisors, Officers, Student Council Board	4
Class Status, Rank	8
Co-Curricular Activities & Trips	21
College Visits	17
Counseling Department Services	15
Dances and Social Functions	25
Deer Hunting	22
Detention	14
Discipline and Disciplinary Action	13 & 14
Disclosure of Directory Information	26
Dress Code Guidelines	14 & 15
Drug/Alcohol Policy	22
Electronic/Communication Devices	21
Emergency Response	25
Faculty List	3 & 4
Fee Collection	18
Fire Drill	25
Graduation	8
Graduation Auditions	23
Graduation Early	16

Graduation Policy	8
Gun-Free School Act	22
Harass./Bullying	13
Honor Roll	8
Nurse -Illness During School, Meds	11 & 12
In-School & Out-School Suspension	14
Internet Use	18
Leaving School	10
Library Media Center	17
Lockers	20
Lunch Program and Lunch Hour Policy	18
Make-Up Work	10 & 11
Misconduct/Disruption	13
Open-Campus Privilege	18
Pass System	15
Physical Education Policies	18
Reporting Unlawful Possession	22
Procedure When a Student is Absent	10
Public Address (Announcements)	24
Schedule Changes	15 & 16
Scholarships	16
School Board Policy	7
School Citizenship	7
Senior Class Trip/Activity Day	23
Skip Day	19
Spectator Buses	25
Study Hall	17
Tardiness	11
Telephone Use	21
Testing	16
Textbooks	18
Tobacco Use Policy	22
Truancy	10
Vehicles & Parking	19
Vehicle Searches	19
Wisconsin Model Academic Standards	7
Work Permits	23

### **SCHOOL BOARD POLICY**

Regulations, rules and procedures affecting students and staff will be made known to them through staff or student handbooks, board policy manuals, or appropriate posting on bulletin boards or announcements.

### **SCHOOL CITIZENSHIP**

One of the main purposes of the school is to help each student develop into a responsible citizen, capable of furthering our democratic way of life through concern for others, respect for property, and desire to obey the law. To ensure the efficient operation of a school and protect the rights of all students, it is necessary to establish reasonable rules and regulations. Respect for teachers and fellow classmates will be expected of all students. Parents can help by establishing good discipline at home and teaching respect for others.

## **WISCONSIN COMMON CORE and MODEL ACADEMIC STANDARDS**

The state has developed these standards. The standards provide the fundamental structure to our curriculum; the curriculum is further developed using district-determined goals and objectives. Teachers assess students' progress toward meeting the standards through classroom assessment. We are developing district assessments to further evaluate student learning. As part of their instruction and assessment, teachers use performance tasks requiring students to apply their knowledge and skills.

## **ACADEMIC ASSESSMENT**

Report cards indicating a student's academic achievement are given to each student after every nine-week period. Semester grades become a part of the student's permanent record. If a student withdraws from a course before the semester's end that student withdraws with a failing grade. Progress reports are sent out at mid-term, indicating student progress or behavior in a particular class.

**Student's grades are also available with a user name and password online through the student links section at [www.tomahawk.k12.wi.us](http://www.tomahawk.k12.wi.us)**

Letter grades are used to indicate level or progress.

A (90-100%)-Superior Achievement

B (80-89%)-Above Average Achievement

C (70-79%)-Average Achievement

D (60-69%)-Below Average Achievement

F (below60%)-Failing

Incompletes- Make up work for incompletes must be taken care of within two weeks of the end of the quarter. If an incomplete is not changed to a passing grade within these two weeks the grade will become an "F". Any exceptions to this policy must be cleared by school administration.

## **GRADUATION**

22 credits are required for graduation. Students must successfully complete 1 1/2 credits of physical education before graduation, four (4) credits of English, three (3) credits of social studies, three (3) credits of science, three (3) credits of mathematics, one-half (1/2) credit of Personal Finance, one-half (1/2) credit of health. All students must enroll in 7 classes per semester. Seniors will be required to enroll in 6 classes with optional physical education participation.

Students who have completed ALL requirements (state, Federal, and those of the Tomahawk School District) for graduation may participate in graduation ceremonies and exercises. Students, who at the time graduation exercises are conducted, have not completed all requirements for graduation will not be allowed to participate in graduation ceremonies and exercises. Students who have been identified as having exceptional educational needs and who have met their own requirements may participate in all graduation ceremonies and exercises.

## **CLASS STATUS**

Grade level advancement is determined by the number of credits earned.

A student entering THS with the Class of 2017 must have passed a total of seventeen credits by the end of their third year to earn senior status.

Starting with the Class of 2018 (and all following classes) the following credit accumulation will determine grade level advancement:

A student of sophomore status must have earned five credits by the end of the freshman year.

A student of junior status must have earned a total of ten credits by the end of the sophomore year.

A student of senior status must have earned a total of sixteen credits by the end of the junior year.

## **CLASS RANK**

Grade point average used to determine class rank begins in Grade 9 and continues through first semester of Grade 12. Class ranks are used for scholarships and entrance into colleges.



## **HONOR ROLL**

The High School Honor Roll is intended to give recognition to students that have attained noteworthy scholastic achievements at each quarter term.

All courses offered for credit towards a high school diploma are used to determine a student's grade point.

<b>Highest Honors</b>	<b>3.76 - 4.00</b>
<b>High Honors</b>	<b>3.50 - 3.75</b>
<b>Honors</b>	<b>3.00 - 3.49</b>

## **ACADEMIC AWARDS**

Tomahawk High School awards students with letters and medals for academic excellence. There is an award program each year to present students with their medals/letters for the previous year's achievements.

## **ATTENDANCE POLICY**

Regular and punctual attendance is one of the first essentials to school success. Frequent absence is one of the main causes of discouragement and failure in high school. It is urged that no student be absent unless it is absolutely necessary. Students who participate in volunteer type field trips (all co-curricular activities, student organization/club trips, etc...) must attend school the entire day following the trip. Student absence will only be excused by a medical excuse or administrative approval. Cutting class will not be tolerated and will be dealt with severely. Work, once missed, can never be made up in a completely satisfactory manner (example: lectures, classroom discussions, lab, shop work, and daily student-teacher interaction). Regular school attendance is an important part of the high school record. Many employers consider student promptness and attendance during their interviewing process.

## **WISCONSIN COMPULSORY ATTENDANCE LAW (WISCONSIN STATE STATUTE 118.15)**

1. Unless the child has a legal excuse, any person having control over 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 holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age. 2. Upon the child's request and with the written approval of the school board and the child's parent or guardian, any child who is 16 years of age or older may attend, in lieu of high school or on a part-time basis, a vocational, technical and adult education school. Where such a request is made and approved by the school board, the district board of the vocational, technical and adult education district in which the child resides must admit the child and must enter into the contract specified. 3. Upon the child's request and with the written approval of the child's parent or guardian any child who is 17 years of age or older may be excused by the school board from regular school attendance if the child and his or her parent or guardian agree, in writing, the child will participate in a program or curriculum modification leading to the child's high school graduation or leading to a high school equivalency diploma. 4. Any child who is excused by the school board because the child is temporarily not in proper physical or mental condition to attend school or an educational program but who can be expected to return to school or the program upon termination or abatement of the illness/condition.

The school attendance officer may request the parent/guardian of the child to obtain a written statement from a licensed physician, dentist, chiropractor, optometrist, psychologist or Christian Science practitioner living and residing in this state, who is listed in the Christian Science Journal, as sufficient proof of the physical or mental condition of the child. An excuse under this paragraph shall be in writing and shall state the time period for which it is valid, not to exceed 30 days. 5. Instruction in a home-based private educational program that meets all of the criteria may be substituted for attendance at a public or private school. 6. Whoever violates this section may be fined not more than \$500 or imprisoned not more than 30 days or both after the school attendance officer has provided the evidence. If the defendant proves that he or she is unable to comply with the law because of the disobedience of the child, the action shall be dismissed and the child shall be referred to the court assigned to exercise jurisdiction under ch. 48.

## **ATTENDANCE RULES & REGULATIONS**

### **Excused Absences**

1. Absences Excused Solely by the Parent/Guardian  
 Parents/guardians are authorized to excuse their child from school attendance for any reason, up to a maximum of 10 days in a school year, provided they notify the school in writing prior to the absence.  
 Office personnel will notify students and their parents/guardians (warning letter) when they have accumulated five excused absences.  
 Office personnel will notify students and their parents/guardians (max 10 letter) when they have accumulated the allowable 10 excused absences for the school year. After accumulating 10 excused absences, all absences, which do not meet the below listed absences authorized by school administration, will be identified as an unexcused absence and will be considered truancy.  
 A parent may not excuse a student from school attendance to participate in other school related activities. (Examples: 1. Field trips for other educational level activities. 2. Attending a THS activity in which the student is not involved.)
2. Absences Authorized by School Administration
3. Religious holiday
4. As provided in statute 118.15(a), written medical excuses provided by a licensed physician, dentist, school nurse, chiropractor, optometrist, county health officer, psychologist or Christian Science practitioner are exempted and not counted toward the 10 day limit per year. (Students must bring back an appointment card or note from the medical office.)
5. A death in the immediate family or funeral for close relatives.
6. A court appearance or other legal procedure which requires the attendance of the student. The absence will only be excused for the time required for travel and appearance.
7. Prearranged absence for Wisconsin gun deer hunting.
8. Juniors and seniors will be allowed college visitations providing the college and the high school guidance department verifies the visit in advance.
9. School sponsored field trip or activities.
10. Child care emergencies for a student parent.
11. Released time for religious instruction during non-academic time.
12. Individual and unique absences the School Administration finds reasonable.
13. Students who participate in volunteer type field trips (all co curricular activities, student organization/club trips, etc...) must attend school the entire day following the trip. Student absence will only be excused by a medical excuse or administrative approval.

The building principal or his agent has authority to waive aspects of policy in special cases where he/she determines that exceptional circumstances exist. Students enrolled at Tomahawk High School are required to follow all compulsory attendance policies/procedures regardless of age (including students 18+) or years of enrollment (5th year students).

### **TRUANT**

A pupil who is absent from school without an acceptable excuse for part or all of any day on which school is held during a semester. State Statute #118.16 (1) (c)

Consequences for truancy may include:

Detention, in-school suspension, parent/guardian notification, referral to law enforcement agencies and/or court referral.

### **HABITUAL TRUANT**

A pupil who is absent from school without an acceptable excuse for part or all of five days on which school is held during a semester. State Statute #118.16 (1) (a)

### **PROCEDURE WHEN STUDENT IS ABSENT**

When a student is absent from school for any reason non-prearranged reason the following procedure should be followed:

1. Call the high school office as early as possible (453-2106). **If the high school office does not**

**receive a call by 9:00 am, staff will attempt to call the parent or guardian at home/work to determine the student's whereabouts.**

2. Upon returning to school, **if the parent or guardian of the student did not call in an excused absence, they must provide a note explaining the reason for the absence.** The office must receive the guardian note within two (2) days of the absence or the absence will remain unexcused.
3. **Students must obtain an admit for all classes missed the previous day(s) PRIOR TO first hour class.** Students should report to the office immediately upon arrival to school.
4. If you are 18 or older and within your first 8 semesters of high school a phone call or a note from your parent/guardian will be required to be properly excused from school (refer to state truancy law).
5. Every student leaving during the day must check out with the office for a special excuse.

The following are examples of reasons (non-exclusive) for an absence, which cannot, under state attendance laws, be considered justifiable and excusable:

1. **Truancy** from school.
2. **Missing the school bus.** If you miss the bus it is your responsibility to report to school on time.
3. Gainful employment.
4. **Personal vehicle transportation problem encountered.** (Example: car starting, flat tire, etc.)
5. Any tardies or absences, as a result of problems encountered because of leaving the campus for lunch will also be unexcused.

### **LEAVING SCHOOL**

Written permission from home is required to authorize a pupil to leave school during the school day. Permission will not be granted without this authorization. Students must obtain a special excuse in the office **PRIOR** to first hour classes. If a requested absence during the school day is not pre-arranged, the office staff will make arrangements with the Parent/Guardian. \*Calls during the school day to arrange for leaving must be made from the high school office phone with permission. Students are to sign out in the high school office when leaving school. Failure to follow established procedures results in an unexcused absence and possible disciplinary action.

### **MAKE-UP WORK**

When a student is ill, his/her assignments may be requested and picked up in the high school office. At least 24 hours' notice to prepare and collect assignments is needed. It is the "Student's" responsibility to contact the teachers for all make-up assignments. The following are the deadlines for excused absences make-up work:

- One day absence - one (1) day
- Two days absence - two (2) days
- Three days absence - three (3) days
- Four or more days - four (4) days or special arrangements with Principal or Associate Principal.

Students who have been on an out-of-school suspension will have the opportunity to make up work missed in class. Students who are in-school suspension will be able to do their work that day. No extended time will be allowed to make-up work. All assignments due the day(s) previously missed are due the day of return to school. Students are allowed one (1) day for each day absent to complete all missed assignments.

**Students who have an unexcused absence will not be allowed to make-up missed assignments for full credit.** Major exams, projects and presentations will be allowed to be made-up for excused and unexcused absences only within the allowed deadline and when arrangements have been communicated with the instructor.

### **TARDINESS**

Excessive tardiness to class will not be allowed. Individual teachers will enforce disciplinary procedures for tardies. Tardiness because of work at home (except emergencies), shopping, errands, irregular alarm clocks, personal vehicle problems and such will not be excused. A tardy between classes is considered unexcused since a four-minute period between classes is sufficient time for passing to any part of the building without undue

haste.

If a student must talk to a teacher after class and will be late for the next class, the detaining teacher must provide a pass to the next class.

An unexcused tardy occurs when a student comes to class tardy without a pass. For every unexcused tardy the following disciplinary steps may be implemented:

**Step 1: Each unexcused tardy is a ten minute make-up time with the teacher (Time to be arranged by the teacher/student).**

**Step 2: Repeat Step 1.**

**Step 3: Referral to office. Two detentions with parent contact.**

**Step 4: In-School Suspension.**

**Step 5: In-School Suspension with a parent conference.**

**Step 6: Out-of-school suspension. (up to 5 days).**

At the beginning of each semester students will start at Step 1 for the first tardy. Students in yearlong courses will be placed on Step 1 at the beginning of the second semester. Failure to serve arranged make-up time will result in placement to Step 3.

### **NURSE - ILLNESS DURING SCHOOL**

The School District of Tomahawk provides nursing services. The nurse will be available every day from 7:00a.m. until approximately 3:30pm.

Students who wish to see the Nurse must report to their scheduled class and obtain a pass from the Instructor to report to the office.

Office staff will check the availability of the Nurse and provide the student with a pass to the Nurse's office.

Students may not report to the Nurse without a pass from the Office.

The Nurse will provide the student with a pass to return to their scheduled class or to return to the Office.

If it is necessary for the student to go home, the Nurse or Office staff will make arrangements with the Parent/Guardian. The student must "sign out" in the Office prior to leaving the building.

### **Emergency Care**

In case of injury the following procedure will be followed:

1. Initial first aid treatment will be given to the student. The school nurse and principal will be notified.
2. An attempt will be made to get in touch with the child's parents by phone. If a parent cannot be reached:
  - a. The person listed as the emergency contact on your student's registration form will be called. If that person cannot be reached,
  - b. Your child will be taken to the doctor that is listed on their registration form, or to the hospital.
  - c. The parent will be notified at the earliest possible time.

### **Prescription Medications**

Prescription medications and doctor-prescribed medications will be accepted from MD's, podiatrists, optometrist, physician assistant or advanced practice nurse prescriber, and dentists. Medications must come to school in the bottle dispensed from the pharmacy. A signed authorization from the prescribing practitioner, co-signed by the parent must accompany the medication to school.

The prescription and pharmacy labeled bottle must include:

- a. Student name
- b. Practitioner name and address
- c. Medication name, dose, route and frequency
- d. Dates ordered and how long medication needs to be taken.

The practitioner must sign the Medication Authorization Consent form. The Medication Prescription forms can be obtained from the middle school office and from local doctors.

All medications will be locked in the office. Students are not permitted to carry any medication with them except students who are asthmatics and require an inhaler, diabetics that require insulin, and students with severe allergic reactions that require epi pens. Each student's inhaler, epi pen and insulin must have their name

and doctor's name on the bottle and directions for use. All students must have on file in the nurse's office a Physician/Parent Medication Authorization Consent form filled out by the Practitioner and Parents in order to be allowed to carry the medication with the student during the school day.

The building or school nurse may instruct office personnel to dispense medications.

Students requiring medications who must leave the school for field trips, athletics or other school functions will have their medications given to the teacher/school staff member in charge of the event. It is the teacher's responsibility to notify the nurse, so that day's dose can be prepared to take along.

Teachers who have students taking medications in school will get written notification from the nurse. All information on the precautions, side effects and reasons for taking the medication will be provided.

### **Non-Prescription Medications**

All over the counter medications will follow the same above rules as prescription medications with the exception that no doctor's signature is required. The medication must come in its original bottle with a note stating the child's name, medication name, amount to be given, time medication is to be given, and number of days the medication is to be given. The note must be signed and dated by the parent.

School staff members are not permitted to give any medications to students unless directed by the building principal or school nurse.

### **STUDENT CODE OF CONDUCT**

The School District of Tomahawk has a legal duty to make its school as free as possible of the dangers of violence, weapons, drugs, and other behavior harm to the educational environment. This duty is enforced through the School District of Tomahawk's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in the case of certain expulsions, permanently.

But equally important, the School District of Tomahawk owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready, or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity ("short term removal" or "temporary removal"). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, or reinforcing the School District of Tomahawk strong commitment to an appropriate educational environment, and of allowing a "cooling off" period for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student's conduct, or the best interest of the student and the other members of the class, may warrant longer-term removal from the class ("long term removal"). Long-term removal may, but need not always, be for disciplinary purposes. Beginning August 1, 1999, a teacher employed by the School District of Tomahawk may temporarily remove a pupil from the teacher's class if the pupil violates the terms of the Code of Student Conduct (the "Code"). In addition, long-term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the School District of Tomahawk from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspensions or expulsion, for the conduct for which the student was removed.

### **NATURE OF DISCIPLINE**

One of the most important lessons education should develop is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Students shall act in a positive and responsible manner. Responsible behavior by all persons connected with the operation of a school

is essential for the establishment of the school climate conducive to learning. Behavior of students shall in no way be such that it might endanger the health, safety, or well-being of other students. With an understanding of the purposes of discipline in school you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

### **UNACCEPTABLE STUDENT CONDUCT**

The school does not condone the following forms of misconduct. Students found in violation of any of the following are subject to disciplinary action and/or monetary compensation.

1. The use of indecent/abusive language to any staff member or student.
2. Inappropriate affectionate physical contact.
3. Eating in the hallway or classroom, unless this activity is an approved curricular activity.
4. Insubordination or failure to comply with instructions or directions given by a member or members of the school staff.
5. Reckless driving of any motor driven vehicle.
6. Any disturbance involving violence, i.e. fighting by students in school or on school grounds.
7. Conduct which might affect the health and safety of another person or which might cause injury to persons or damage to property.
8. Harassment is a form of discrimination prohibited by Wisconsin State Law Section 118.13
9. Theft or vandalism of property belonging to the school, a staff member or another student.
  
10. Truancy and excessive unexcused absenteeism.
11. Graffiti or writing on school or personal property which is gang, discriminatory or violence related.
12. The willful or malicious destruction of school equipment/property.
13. Possession or use of drugs, alcohol, or tobacco.
14. Illegal possession of high school keys, hall passes, attendance passes.
15. Gambling in any form in the school or on school grounds.
16. Possession or use of dangerous weapons. School Board Policy #931.07 - Possession or use of explosives, including smoke bombs, firecrackers, and dangerous weapons is prohibited in school buildings, on school grounds or at school functions. Further, a pupil found to be in possession of a weapon, including recreational weapons (firearms, bows and arrows) on school premises, while at a school sponsored activity on or off school property, or before, during, or after school, is subject to administrative action.
17. Any other acts which can reasonably be shown to adversely affect the normal operation of the school.

### **HARASSMENT/BULLYING**

Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time. An acronym (RIP- repeated, imbalance of power, purposeful) may be used for the definition of bullying. Verbal name calling, false accusations, physical contact, hazing and cyber messaging are all behaviors characterized by bullying.

It is the responsibility of all students to assist in the reduction or elimination of each and every act of bullying.

Students should follow a three tier approach to bullying:

1. If you are doing it –stop.
2. If you are having it done to you – report it.
3. If you know about it happening to someone else – take action by reporting it.

Repeated bullying behavior should be taken seriously and reported to guidance and the administration.

### **DISCIPLINARY ACTION**

Disciplinary action may involve one or more of the following, depending on the seriousness/frequency of the infraction.

1. Conference between the student and teacher, student and counselor, or student and administration.
2. Detention and/or other corrective discipline.

3. Notification of parent/guardian by phone and/or letter.
4. Parent conference with a teacher, principal or other administrator.
5. In-school suspension from one to three days.
6. Out-of-school suspension from one to five days.
7. Referral to appropriate correction agency.
8. Referral to police or courts, if warranted.
9. Recommendation to the Board for expulsion.

### **DETENTION**

Detentions may be given for the following reasons:

1. Tardiness to school or in between classes.
2. Unexcused absence. (Including truancy.)
3. Misconduct in the study hall, library, classroom, corridors, in any school-related activity and on the school grounds.

Only the Principal or Associate Principal may excuse the student from serving his/her detention. Detentions will be assigned to be served prior to the start of the school day after school or lunchtime. Students who are on detention and fail to appear will be reported to the office. If the student is unable to serve detention at the designated time he/she is to report to the office to make arrangements for serving at another time. **Detention takes precedence over all other school lunchtime activities, except academic lab.** Failure to serve detention by a reasonable deadline will result in the student being suspended.

### **IN-SCHOOL SUSPENSION CENTER/ALTERNATIVE LEARNING CENTER (A.L.C)**

Students who are not able to function in the regular classroom for various reasons (behavior problems, disruptions, attendance problems, etc.) may be assigned to the Alternative Learning Center (in-school suspension area).

1. Books and materials are to be brought to the High School Office at 8:10 A.M. Assignments and classroom activities will be brought to the student in the High School Office. Students are required to do school work and the High School Office supervisor will provide assistance as needed.
2. Progress and/or completion of assignments must take place or students will be assigned additional High School Office time.
3. No talking.
4. No leaving your seat or the room without permission.
5. No sleeping.
6. No headphones.
7. You will receive one bathroom break in the morning and one bathroom break in the afternoon.

### **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspension may be a consequence for severe actions or for continual disregard for school expectations and policies. A student must realize that the assignment of an out-of-school consequence is severe and warrants immediate student behavior/attitude modification. Attempts will be made to contact parent/guardians and a meeting will be scheduled to discuss this situation. Students may not be on school grounds during the school day or attend any after school activities throughout the terms of the out-of-school suspension. Students are responsible for all make-up work upon their return from an out-of-school suspension.

### **DRESS CODE GUIDELINES**

Since education is the business of youth, appropriate dress and grooming become important assets for the student in seeking their educational goals. Just as a successful person in the community considers it important to be appropriately dressed and groomed, so also should a student be concerned with these matters. Factors such as health, hygiene, safety and habits of self-discipline are considered essential as guidelines. Unusual and bizarre dress or grooming can be a disruptive influence in the classroom and detrimental to the development of a positive climate for teaching and learning. Appropriate dress and grooming outside the school building or school activity does not necessarily meet the standards of appropriate Tomahawk High School dress code guidelines. Students in our school must dress and be groomed to meet the following criteria:

1. Dress or grooming will not endanger the public health and safety of other students.
2. Dress or grooming will meet the general decency standards of our community and of our students in Tomahawk High School.
3. Student dress or grooming will not be disruptive to the education of other students in the classrooms or study halls and in no way hinder the educational process.
4. Special classes (shops, labs, etc.) may establish additional rules governing dress and hair. Safety of students requires guidelines for shop classes, labs, etc.
5. All students will dress appropriately for physical education classes.
6. Footwear must be worn at all times.

**The following things will not be allowed in our school:**

1. Wearing of hats, bandannas, hoods or similar headwear between the hours of 8:10 A.M. and 3:30 P.M. on normal school days.
2. Wallet chains or chains which hang from clothing.
3. Wearing of indecent or inappropriate clothing that disrupts the educational atmosphere for both students and staff.
4. Wearing of clothing with inappropriate sexual references.
5. Wearing of clothing with drug/alcohol slogans or advertising.
6. Wearing of coats or jackets unless approved due to uncomfortable temperature within the building.
7. Wearing of soiled (i.e. dirty/smelly) clothes.
8. Wearing of insignia, buttons, etc., which are derogatory to other persons, groups, etc.
9. Students without footwear.
10. Wearing of face paint.
11. Clothing articles that cause undue school maintenance problems, such as heavy boots that cause excessive floor marking.
12. Carrying backpacks, shoulder bags, gym bags or purses during the school day. Carrying protective cases for electronic devices and/or electronic tablets is allowed.
13. Wearing of clothing, which does not cover undergarments (boxer shorts, underwear, bra straps, etc...).
14. Wearing of clothing, which inappropriately exposes sections of the body.

**STUDENT PASS SYSTEM**

If a student wishes to visit a teacher who does not have a class, an excuse, prior to the desired visitation period, should be secured from that teacher. Students are to give the excuse to their study hall teacher and go directly to the room requested and stay there for the entire period. Students should not be in the halls without a pass.

**COUNSELING DEPARTMENT SERVICES**

Upon entering high school, students should become acquainted with their counselor. Students will be assigned to a counselor according to alphabetic placement. Counselors can be very helpful to students in making high school course selections, social adjustments and in learning school routine. Counselors can also be the first source of information about career selections, school choice, financial aids, employment opportunities and job requirements. Students are welcome to talk with their counselor about personal concerns, social problems, or academic difficulties. Sign up in the guidance office for an appointment during study hall time before school starts in the morning. **Students must present a pass to the guidance secretary prior to reporting to Guidance area.**

New students should make it a point to see their counselor two or three weeks after their enrollment to check on credits earned and graduation requirements, so that deficiencies can be made up as early as possible. All course additions or drops must be cleared with your counselor, the classroom teachers, and parents. **All applications for post-high school education should be made through the guidance office, so that high school transcripts and recommendations may be attached to the application.** This helps to avoid confusion. A WORD OF CAUTION - many private career schools recruit students outside of high school. Many of the representatives are not completely honest. Under no circumstances should you sign any paper without consulting with your counselor. A contract is legally binding. You may be paying thousands of dollars for a second rate education.



A reputable school will never recruit students without contacting the high school. Students are encouraged to contact their counselors early in their high school career about job and school selection course requirements, grade point, and other qualifications. This will allow them to make changes in their academic program during time specified by the guidance office. Course changes must be completed by August 15th for fall classes and January 10th for spring classes. ONLY EMERGENCY changes will be made during the school year.

### **STUDENT SCHEDULING OF CLASSES**

Students will work under the direction of the Tomahawk High School Guidance department. Students will be provided with access to the THS course description booklet and discuss a course of study with their assigned Guidance Counselor. Students will have the opportunity to discuss their schedule and planning with their Parent/Guardian. Guidance staff will be available to meet with the student and parent to plan the student's educational path prior to final course selection. Students will be given a copy of their final course selections for the upcoming school term. This schedule will include 1<sup>st</sup> and 2<sup>nd</sup> semester courses and year- long courses. **Course Changes**-The student will be allowed to make course changes within the first week following the deadline of final course selection. Students will not be allowed to change or drop/add classes after the established deadline date. This date will be determined and communicated during early spring scheduling time. **Exceptions will be considered only by recommendations from instructional and guidance staff with final approval from the Principal.**

### **RECOMMENDATIONS CONCERNING CURRICULUM CHOICE**

EACH GRADUATING STUDENT MUST HAVE:

ENGLISH - 4 credits	MATHEMATICS – 3 credits
SOCIAL STUDIES - 3 credits	SCIENCE - 3 credits
PHYSICAL EDUCATION - 1 1/2 credits	HEALTH - 1/2 credit
PERSONAL FINANCE – ½ credit	

The University of Wisconsin System requires Algebra I, Algebra II and Geometry. If a student wishes recognition of foreign language credits by colleges, he/she must have a "C" average for two years of the language. Most two-year associate degree programs in technical schools require one year of Algebra. All students in business education should take accounting, if possible.

If you have any questions, see your counselor. Students considering careers in teaching are urged to consider foreign language, geography, chemistry, and physics.

**TESTING:** TBA

### **EARLY GRADUATION**

In order to graduate early, the candidate must have:

1. Completed seven semesters of high school attendance four of which must have been in the School District of Tomahawk;
2. Satisfied all of the requirements of a four-year graduate;
3. Qualified by virtue of extenuating circumstances or special goals.

If the applicant meets the above requirements, the student will submit a written request for early graduation to the high school principal, no later than March 15th of the sixth semester. The request must contain a statement of endorsement and the signatures of the parents or legal guardian and must clearly express the reasons for the request.

The matter will be thoroughly reviewed in a conference including the student, counselor, parents and the high school principal. After a complete evaluation of the request, the principal will forward the recommendation to the District Administrator for consideration and Board action.

### **SCHOLARSHIPS**

1. Academic Excellence Scholarship
  - A. In February, the names of the top ranked students of the graduating class are

presented to the school board.

B. Criteria for selecting recipients of this scholarship include:

1. Highest grade point average
2. Standardized test scores
3. A.C.T. Scores
4. Extra-curricular activities
5. Community service
6. Coin flip as a last resort

2. Technical Excellence Scholarship (TES) Selection Procedure:

A. The School District of Tomahawk ranking system consists of ranking eligible students according to a point system reflective of coursework and technical education experience followed by high academic standards.

B. The following are the selection criteria in priority order:

1. Total accumulated points.
  - 1 point for each successfully complete CTE course per semester.
  - 1 point for each successfully completed semester of Employability Skills Program (School-to-Work, Teacher Aide, Youth Apprenticeship).
  - 1 point for each year of successfully participating in a CTSO.
2. Grade Point Average of all CTE courses.
3. Grade Point Average of all courses.
4. ACT score .
5. Coin flip

3. Local Scholarships

A. Forms for application are made available at the financial aid meeting in January.

B. Students must have completed applications to the guidance office by the date specified in February.

C. Recipients are notified at senior awards in May.

4. Other Scholarships

A. Students are notified, as forms become available in the guidance office.

B. It is the student's responsibility to adhere to deadlines and information needed.

### **COLLEGE VISITS**

Students missing a day of school to visit a college need to pre-approve the visit with the Counselors a week in advance of the visit. Bring a note from your parents to pre-arrange the absence with the office.

### **STUDY HALL**

All students report to the study hall or study rooms when they do not have classes unless otherwise assigned.

Uniform study hall rules include:

- All school rules also pertain to Study Hall at all times.
- Students are responsible to be in their teacher-assigned seats when the bell rings and to stay in their seats for the entire period
- Students are responsible for bringing individual study material, and doing schoolwork or independent reading for the entire study hall period. Failure to do so will result in disciplinary action.
- Students are to study independently. There will be no conversation without expressed teacher permission.
- There will be no games or card playing.
- Passes to go to another teacher-designated area are to be given to the Study Hall teacher within the first five minutes of the class period.
- Only one boy and one girl will be permitted to sign out for the restrooms at any one time.
- Students are responsible for keeping their work areas clean. All scrap paper and waste materials are to be deposited in wastebaskets.
- Students may sign into the LMC instead of the study hall. Once in the LMC students are expected to remain in the LMC for the entire class period.
- Students reporting to an area on a pass out of study hall are under all rules concerning being in an authorized area and are to be under teacher supervision. No permanent passes are to be issued.

Students who have a pass must present it to the study hall supervisor and sign in on the designated pass log. The supervisor will sign the student's pass prior to the student leaving to their designated area.

### **LIBRARY MEDIA CENTER**

The purpose of the Library Media Center is to support the high school curriculum with a wide variety of materials including books, videotapes, periodicals, and the Internet. To encourage reading for pleasure as well as for curricular classes, the LMC has a wide range of books both fiction and nonfiction. Most print material may be checked out for three weeks and may be renewed. Reference books may be checked out with the permission of a library staff member.

Students are encouraged to use the LMC for research and study. **A quiet working environment is expected from all students at all times.** Food, beverages, and games are not allowed. Students are expected to return checked out materials on or before their due date. Students will be accountable for all overdue and lost materials.

### **ACADEMIC ASSISTANCE LABS**

Staff will be available to assist students with their academics when scheduled with an instructor before/after school, lunch time and during their study time. Students who do not meet academic expectations may be assigned to the assistance labs before/after school or during lunch. Failure to report to assistance labs when assigned will result in disciplinary action.

### **ALTERNATIVE EDUCATION PROGRAM**

Students enrolled in the Tomahawk High School alternative education program must follow the rules and regulations as stated in the THS student handbook, in addition to the guidelines and procedures in the alternative education handbook.

### **FEE COLLECTION**

Fee collection is a necessity in certain classes and certain co-curricular activities. Students must pay fees within the deadlines established by the instructor/coach/advisor.

All cases of indicated financial assistance should be directed to school administration.

### **INTERNET USE**

Internet and e-mail use are public (not private) and the school district has the right to access and monitor all computer use. Internet use is not a right it is a privilege, which can be revoked. Failure to abide by the rules and regulations governing the use of networked information resources may lead to the loss of access, referral to the appropriate law enforcement agency, or other disciplinary action as may be determined to be appropriate.

### **TEXTBOOKS**

Textbooks are issued free by each teacher (exceptions would be AP Biology). Students are responsible for books issued them and fines are charged for lost or damaged books and report cards are held until fines are paid. All textbooks are to be covered. Teachers keep record of textbook numbers, book conditions and students to whom they are issued.

### **PHYSICAL EDUCATION POLICIES**

Students are required to meet the physical education dress code. Students excused for an extended medical leave should have a release form to return to class. Any days missed must be made up.

### **LUNCH PROGRAM**

The school lunch program is the responsibility of Taher Food Services. Lunch accounts are managed by Taher and additional information regarding the program and account balances can be found on Skyward Family Access.

### **LUNCH HOUR POLICY**

The following guidelines are to be in effect during the lunch period:

1. Students may remain in the cafeteria after finishing lunch, provided space is available.
2. All students may go outside the building in supervised areas for lunch...weather permitting.
3. Students may use the gym when it is opened for supervised recreation.
4. Students are expected to use good table manners and clean up after themselves when finished.

STUDENTS ARE NOT TO:

1. Leave the cafeteria prior to the bell ringing without permission.

Talking, visiting and use of building within the above limitations is permitted and acceptable. However, we encourage students to refrain from loud and boisterous conduct, which would be disrupting to normal business proceedings in the main office and nearby classrooms.

### **OPEN CAMPUS PRIVILEGE (JUNIOR/SENIORS)**

Open campus is a privilege available to all Juniors and Seniors during their lunch period. As with all privileges, this lunchtime option may be revoked if a student does not follow the guidelines established to be a student in good standing. This privilege is granted to all Juniors and Seniors meeting the following criteria:

1. Return and meet all requirements of the student/parent "open campus privilege" contract.
2. Achieve junior status with 12 graduation credits.
3. Not be identified as a truant.
4. Not receive more than one in or out of school suspension during the last grading period.
5. Maintain appropriate behavior while off campus.

The loss of open campus privileges may be reinstated at the beginning of the next grading period if the student is reclassified as a student in good standing and has met all the above criteria.

**Students exiting the building during open campus must use door 24 located in the High School cafeteria. Students must scan their ID with the cafeteria monitor before exiting the building.**

### **SKIP DAY/CLASS PRANKS**

Occurrences of large numbers of students absent from school on any given day will result in the requirement of a medical excuse or a prearranged absence for this absence to be excused. (WI State Statutes 118.15) Seniors who participate in a skip day will not be allowed to participate in the senior activity day and/or will not receive their diploma until all make-up time is completed. Students involved in a skip day and/or involved in class pranks (inappropriate activity involving a lack of respect or harm to the school facilities and/or school staff) will lose open campus privileges and receive disciplinary action which may result in suspension, expulsion, loss of graduation ceremony privileges and law enforcement involvement. Students involved in co-curricular and student organization activities will receive consequences associated with their code of conduct.

### **VEHICLES AND PARKING** (School Board Policy (5514.01)

Driving to school and parking on school property is a privilege for students. Students may drive to school with permission of their parent or guardian and school officials. Students who drive on school property and/or park on school property may have this privilege revoked for unacceptable student conduct. All student vehicles shall be registered with the high school office and shall properly display their registration certificate on their vehicle. All student vehicles shall be parked in the student parking areas only and can be moved during the day with appropriate approval by school officials. Inappropriate driving actions or unacceptable student conduct may result in the following:

1. Warning from staff or administration,
2. Short term loss of driving/parking privileges.
3. Long term loss of driving/parking privileges.
4. Permanent loss of driving/parking privileges.
5. Referral to the Tomahawk Police Department.
6. Detention, suspension, or expulsion.

To park a vehicle on school property a student must have the following:

1. Parent/guardian permission slip.
2. Current parking permit displayed in the lower left corner (driver's side) of the vehicle's windshield.
3. Pay a \$25.00 per semester parking fee. (\$50.00 per school year)
4. If a student wishes to drive/park multiple vehicles on school property they must register and have a permit on each vehicle. There will not be an additional cost to register multiple vehicles.

General Rules:

1. Students operating an automobile, cycle, or snowmobile on school property shall respect classes in session.
2. The maximum speed limit is 15 m.p.h.
3. Students will park their vehicles in the back lot of the school (located on the East side of the school).
4. Students must park their vehicles within the designated spaces.
5. Students should only operate motorized vehicles on the roadway.
6. All vehicles will be operated with extreme caution and with the highest regard for the safety of all individuals including operators, riders, and pedestrians.
7. Absences and tardies caused by encountering car problems prior to arrival at school or when leaving campus at lunch will be unexcused.

**VEHICLE SEARCHES**

Vehicles parked on the School District of Tomahawk property may be searched by the Administration due to reasonable suspicion. The Administration may use the assistance of law enforcement agencies to conduct vehicle searches.

**STUDENT LOCKERS**

The school provides a locker for the convenience of the students. The locker is to be used solely and exclusively for the storage of outer garments, footwear, and school related materials and no student should use the locker for any other purpose. Since there are a limited number of lockers they are assigned to students by the administration. You are expected to stay in the locker you are assigned to unless you are given permission to change lockers by the office. **Lockers are school property and all contents within the school locker may be searched by school administration or assigned designee.** If the inspecting authority suspects that possession or storage of unauthorized items found in the locker involves violation of school policy or law, such items shall be held by school authorities or turned over to law enforcement officials. Parents of students shall be notified of such action. **KEEP YOUR LOCKERS LOCKED.** Students will be responsible for upkeep and cleanliness of their assigned lockers. No permanent stickers will be allowed on or in the lockers. Locker inspections will be held throughout the year. A cleaning cost will be assessed to students if lockers do not meet inspection requirements.

**STUDENT BELONGINGS KEPT WITHIN THE CLASSROOM**

**Designated student storage areas within the classroom are school property and all contents within these storage areas may be searched by school administration.** If the inspecting authority suspects that possession or storage of unauthorized items found in these areas involves violation of school policy or law, such items shall be held by school authorities or turned over to law enforcement officials. Parents of students shall be notified of such action.

Unattended items located within or on the school complex come under the same policy for inspection by school administration.

**BUS REGULATIONS/BUS RIDERS**

Students riding buses must adhere to the following regulations:

\*Failure to adhere to the bus rider regulations may result in suspension of rider privileges.

\*Proper conduct on school buses is demanded as the health and safety of a large number of students is at stake.

**PREVIOUS TO LOADING (On the road and at school)**

1. Be on time at the designated school bus stops - help keep the bus on schedule.
2. Stay off the road while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to board the bus.
4. Be courteous. For example, don't take advantage of younger children in order to get a seat.
5. If there is no sidewalk or path, it is recommended that you walk to the side of the road facing traffic to get to the bus stop.

#### **WHILE ON THE BUS**

1. Keep hands and head inside the bus at all times.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as valuable furniture in your home. The offender must pay for damages.
5. Never tamper with the bus or any of its equipment.
6. Leave no books, lunches, or other articles on the bus.
7. Keep books, packages, coats and all other objects out of the aisles.
8. Remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.
9. Do not throw anything out the bus window.
10. Remain in your seat while the bus is in motion, except while you are going to the door or seat just prior to stopping or immediately after loading. (This is in accordance with Department of Transportation Division of Motor Vehicles, Chapter MVD 17.)
11. Always be courteous to fellow pupils, the bus driver, the driver's assistant and to passersby.
12. Keep absolutely quiet when approaching a railroad-crossing stop.
13. Parents will be notified of continuous misconduct on the bus.
14. The driver is responsible for controlling the bus riders. They must obey him/her promptly.
15. Inform the driver, if possible, when a rider will be absent.

#### **AFTER LEAVING THE BUS**

1. Cross the road at least 10 feet in front of the bus, but only after checking to be sure no traffic is approaching and/or after receiving a signal from the driver.
2. Help look after the safety and comfort of small children.
3. Be alert to the prearranged danger signal from the driver.
4. Riders are not permitted to leave the bus at other than regular stops unless proper authorization has been given in advance by school officials.

#### **BUS PASSES**

Our buses are usually filled to capacity and our responsibility is to pick up and deliver school children to a designated point near their home or at school. Therefore, it is inadvisable to request other arrangements. Considerations are given for emergency situations such as if both parents are away from home due to an emergency. A written note to the principal of the school is required, stating such an emergency and assigning another party as guardian in your absence. This person must also write a note to the principal stating that they will be assuming responsibility for the child. Any bus request must be cleared through the transportation supervisor. In an event school would not open in the morning and buses are not running due to storm conditions, do not call the school for information. Listen to WJJQ-Tomahawk.

#### **BUS-FIELD TRIPS**

**Students participating in an approved field trip must have a "parent/guardian" permission form on file in the office prior to participation in this activity.** All students participating in field trips must ride the bus to and from the activity.

#### **BUS-CO-CURRICULAR ACTIVITIES**

All students participating in co-curricular activities must ride the bus to and from the activity/ contest. Students may ride home with their parents only if the parent completes the Transportation Liability Waiver form located in the High School office or on Skyward. Parents taking their child home from a activity/contest must sign out with the coach before leaving the event. The student must ride home with his/her parents, not parents of friends, relatives, siblings, etc.. The administration may make an exception to this rule if unusual circumstances

are communicated by the parent.

Students who participate in volunteer type field trips (all co-curricular activities, student organization/club trips, etc...) must attend school the entire day following the trip. Student absence will only be excused by a medical excuse or administrative approval.

### **SCHOOL DISTRICT SECURITY CAMERA SURVEILLANCE**

The School District of Tomahawk has installed and uses video surveillance for the purpose of maintaining a safe and orderly educational environment, for identifying disciplinary issues, for minimizing theft and vandalism and for enforcement of school policies and rules. The surveillance cameras are located throughout the school complex, various outdoor locations and Tomahawk Bus Service busses.

### **OFFICE STUDENT TELEPHONE**

Due to student cell phone use policies during the school day, students may use the telephone located in the high school office with permission.

### **CLASSROOM PHONES**

Each classroom is equipped with a phone, which provides communication throughout the school complex and the local area. During the school day phone use is limited to school district communication, professional communication, and emergency purposes. Students may never be allowed to use classroom phones.

### **ELECTRONIC/COMMUNICATION DEVICES**

The Tomahawk School District recognizes the value that technology devices add to the educational experience. Therefore, the use of the personally-owned wireless electronic devices including laptops, netbooks, hand held tablets, cell phones, etc., are permitted for student use when allowed by policy. Electronic devices may not be used for personal communication from 8:10 to 3:30 except for passing time and lunch. Electronic devices may be used during the school day with prior approval by school personnel for educational purposes. The school district will not be responsible for loss, damage, or theft of any electronic device brought to school.

Field/Co-curricular trips are included within the regular school day guidelines, but may be altered by guidelines established and approved by the Advisor/Coach and the Administration.

Under no circumstances will video cameras, cell phones or other electronic video or recording devices be used in any area where the students, staff or public have a reasonable expectation of privacy, including restrooms, locker rooms and health rooms.

Inappropriate student use of electronic devices during the school day raises issues with regard to instructional delivery, safety, privacy, or academic honesty. Such issues will be considered disruptions to the educational environment and will be subject to progressive behavioral interventions at the classroom and/or building level. School administration does have the right to search the contents of confiscated electronic devices if reasonable cause is established. Parent/guardians will be contacted and possible law enforcement involvement may result due to devices containing inappropriate material (reference: Wisconsin State Statute 118.258).

### **STUDENT DRUG/ALCOHOL USE POLICY**

Students, who consume, unlawfully possess or distribute intoxicating beverages or illegal drugs at school, on school property, on school buses or at any school activity will, at a minimum, be suspended from school for the first offense. All apprehensions for these violations may be referred to juvenile authorities, law enforcement and/or the School Board for possible expulsion proceedings.

### **TOBACCO USE ON SCHOOL PREMISES**

Tomahawk High School is a "Drug, Tobacco, and Alcohol Free Zone."

Students may never consume or be in possession of drugs, tobacco or alcohol on school grounds or during school related activities.

Students who fail to abide by the policy will be subject to the following consequences:

Step One- The first violation by a student of the no tobacco use policy results in a one to a three-day suspension and referral to legal authorities.

Step Two- The second violation results in a two to a five-day suspension and referral to legal authorities.

Step Three- The third violation results in a two to a five-day suspension and referral to legal

authorities.

Step Four- The fourth violation may result in a suspension and referral to the school board for expulsion.

Any guests to our school who refuse to comply with a verbal request of a staff member to refrain from the use of tobacco products will be asked to leave the premises and possible referral to the police department.

### **REPORTING UNLAWFUL POSSESSION OF ILLICIT DRUGS/ALCOHOL/WEAPONS AND/OR OTHER SAFETY THREATS**

The safety and well-being of all students and staff is the number one priority of all individuals involved with the School District of Tomahawk and Tomahawk High School. Students must feel comfortable to report the witnessing of possession of illegal items or the rumor of threats to the safety of others. Students take the following steps to report illegal activity:

1. Discuss the situation privately with a staff member.
2. Report the activity to the guidance department or administration.
3. Discuss the situation with a parent/guardian and have the parent/guardian contact school administration or guidance.
4. Call anonymous hotlines: Crime Stoppers (715-536-3726)
5. Speak up (1-866-SPEAK-UP) (1-866-773-2587)

If students unknowingly or unwillingly come into possession of an illegal item they should immediately report or turn over the item to administration. Doing so will not result in punitive consequences if the student was not involved or responsible for the illegal activity.

### **GUN-FREE SCHOOL ACT**

Education agencies are required by federal law to expel from school for a period of not less than one year any student who is determined to have brought a weapon to school.

### **DEER HUNTING**

The Principal or Associate Principal shall issue all permits for deer season upon presentation of the following:

1. A note from parent or guardian indicating permission to be out of school to go deer hunting.
2. Hunting license and deer tag.
3. Special prearranged form signed by all of the student's teachers indicating current grades. In addition the following requirements apply:
  - a. Arrangements must be made for make-up work in advance of the day(s) to be missed. Make-up work must be completed within one week from the time missed for deer hunting.
  - b. Any student with one (1) "F" on his first grade report will not be granted school day hunting privileges.
  - c. The student is to be in school or hunting during the time the permit is in effect, not walking the streets or in business establishments.
  - d. Half-day deer hunting privileges will not be granted. Students involved in athletics or activities after school must be in school the entire day if they wish to practice or participate in a game or event.

Students who do not comply with all of the above regulations are subject to unexcused absence and/or truancy proceedings for those days missed while hunting. Requests for special excuses to hunt must be made before 3:45pm on Thursday prior to hunting season.

### **WISCONSIN WORK PERMITS**

Any student under the age of sixteen who desires to work part-time must apply for a work permit.

1. Secure a written statement from the prospective employer (on his letterhead or an application form available in the office) that the services are desired and type of work going to be done.
2. Obtain a written approval of parent or guardian.
3. Bring these items together with birth or baptismal certificate and social security card to the high school office where the permits are issued. There is a \$10.00 fee, which is to be paid by the employer.

Students seeking work without following the above procedure are endangering their integrity and the financial



security of the employer.

School administration has the right to revoke work permits due to truancy. Certificates of Age may also be obtained in the high school office from the Work Permit officer. To obtain this certificate you must bring in your birth certificate and a fee of \$5.00.

#### **ADDRESS OR TELEPHONE NUMBER CHANGES**

Any changes in address or telephone numbers should be reported to the High School Office Secretary as soon as possible so that the office has a correct information card on each student at all times, especially if an emergency should arise.

#### **GUIDELINES FOR AUDITIONS FOR GRADUATION MUSIC SPOTS**

1. Selections should be performance ready, 6 minutes or less, and appropriate for graduation.
2. A written copy of lyrics must be made available to judging panel on day of tryouts.
3. The audition will be judged as a performance.
4. Audition must be performed exactly in the manner it will be performed at graduation (same accompaniment, same members, etc.).
5. All members of a group selection must be present.
6. Vocal and instrumental performances may not be accompanied by taped or reproduced background music. Non-Senior Class accompanist for vocal performances is acceptable.
7. Performers must check with a faculty member in the high school music department at least two weeks prior to auditions for sign up and clarification of above rules.
8. Auditions will be the first Wednesday of May.

#### **SENIOR CLASS TRIP/ACTIVITY DAY**

The Senior class is allowed an activity day which, may either be a class trip or a class picnic. This is intended to be a positive school sponsored activity. If a student chooses not to attend the class trip, he/she is **required** to be in school on the day of the planned activity. Below are some guidelines to follow for this event:

1. Destination and date should be planned by during the first semester..
2. The date and activity must be approved by the Advisors and Principal.
3. Transportation should be arranged.
4. Get purchase orders for expenses.
5. Have a class meeting and distribute permission slips.
6. Permission slips and money should be turned in two weeks before the trip.
7. Circulate a final list (approved by the Administration) to all teachers. Advisors must check with administration to be sure all students signed up are eligible. Students will not be eligible to participate if they; are not eligible to graduate, are a habitual truant, or have multiple out-of-school suspensions.

#### **MISCELLANEOUS ACTIVITY ACCOUNTS**

No purchase can be made for any class or club without a purchase order issued from the office for the items to be purchased. All items must be approved by the class or club advisor and by the school administration or activities director.. All money is to be turned into the high school office and the class or club will receive a receipt for the amount of money deposited. All items must be accounted for through the High School office or the school cannot be responsible for paying the bill. All disbursements of these accounts are made by check and must have the approval of the Principal. All fundraising activities must be cleared through the Principal or Activity Director's office in advance of the proposed activity.

The graduating class will be allowed to transfer a balance of \$150 to a local financial institution upon graduation. The purpose of this balance will be to assist with the planning and organizing of future class reunions. The class officers, under guidance of the class advisors and approval by the Principal will determine a donation to THS if a balance exceeds the above amount at the end of their final school term.

#### **ASSEMBLY PROGRAMS**

Each year a number of assembly programs are scheduled for your information and entertainment. Students should not have to be reminded that talking and other acts of discourtesy while a performance, speech, or introductions are taking place should be avoided. All assemblies do not interest all students, but we expect quiet respect at all times from our students for those appearing before them. There is nothing about a school that enhances or detracts from its reputation more than the attitudes of the students at assemblies and other student gatherings. We are sure the majority of the students want to maintain the good reputation they presently enjoy. Student sponsored assemblies must be approved by the Principal at least a week in advance and should be well planned.

### **PUBLIC ADDRESS**

Announcements will be made only once a day during 1st hour. Announcements of very special notice will be made at appropriate times of the day. Any student wishing to have an announcement read must have a written statement turned into the office signed by a teacher or an activity advisor PRIOR to 8:05 am. All announcements are subject to administrative approval.

### **CO-CURRICULAR ACTIVITIES**

It is hoped that students will join one or more co-curricular activities, to assist the student developing in the following areas:

1. Ability to cooperate with fellow classmates.
2. To take as well as give in an activity shared with others.
3. To develop skills in leadership as well as fellowship.

Participation shall be deemed a privilege not a right to the students. All students shall be subject to the rules laid down by the advisor or coach as approved by the principal.

Prior to and after practices and competitions, student participants should never be in the school complex unless they are supervised.

### **ATHLETICS**

Tomahawk is a member of the WIAA and the Great Northern Conference (Marawood - Football Only). Tomahawk High School boys compete in football, swimming, basketball, wrestling, hockey, track, cross country, golf and baseball. Tomahawk High School girls compete in cross country, swimming, volleyball, basketball, hockey, track, and softball.

### **DRAMA**

The drama program offers all students an opportunity to tryout for several plays during their four years in high school. Students may also work on make-up, staging, lighting, props, and student directing. A one-act play is entered in forensics competition each fall. An all-school play, generally consisting of several acts or a musical is presented in late winter. Then a children's play (presented for the elementary school) is presented in the spring of the year. Audition information is posted in the hallway and announced throughout the school year.

### **FAMILY, COMMUNITY & CAREER LEADERS OF AMERICA**

FCCLA is a national Career and Technical Student Organization that provides personal growth, leadership development, and career preparation opportunities for students in Family and Consumer Sciences education.

### **FORENSICS**

Forensics students compete in speech activities during the second semester of the school year. The purpose of forensics is to promote good communication skills by preparing and performing speeches in the following events: Storytelling, Demonstration, Prose, Poetry, Farrago, Group Interpretation, Four-Minute Speech, Oratory, Special Occasion, Public Address, Moments in History, Extemporaneous Speech, Play Acting, and Solo Acting. Individuals and groups who advance in competitions at the sub district and district levels represent our school at state competition in Madison in April. A number of tournaments are also available for students to participate in throughout the year. THS Forensics is associated with the Wisconsin High School Forensics Association, the National Forensics League, and the Wisconsin Forensics Coaches Association.

### **FUTURE BUSINESS LEADERS OF AMERICA**

F.B.L.A. is the national youth organization for high school students enrolled in business subjects. This organization encourages improvement in scholarship, promotes school loyalty, and strengthens the confidence of young adults in themselves and their work.

### **VARSITY CLUB**

The Varsity Club's mission is to promote THS Athletics. The club provides varsity letter winners the opportunity to belong to an organization of their peers to improve school spirit and reward involvement in athletics. Students who have earned a letter in WIAA sponsored sports may join Varsity Club. The athlete must have earned a varsity letter, be active in at least one WIAA sport during the year and involved in at least one other school activity, must be in good standing in regard to WIAA and School District rules relating to eligibility to remain a member.

### **NATIONAL HONOR SOCIETY**

The National Honor Society is a service group existing in Tomahawk High School since 1971. Chapters exist in over 12,000 high schools across the nation. Sophomores, Juniors and Seniors who meet a minimum grade point average are invited to apply. Selection is then made on the basis of scholarship, leadership, character, and service. Faculty Council representing all curriculums and co-curricular activities will make the selection of new members. An induction ceremony is held each spring for new members. Members must participate in numerous service projects in the school and in the larger community. Members are required to maintain high scholastic standing, provide models for leadership and character to the student body.

### **STUDENT COUNCIL**

The purpose of the Student Council is to develop school spirit, student morale and pride; to provide a means for the expression of student opinions; to promote good student/faculty relations; to sponsor activities for students; to oversee campaigns and elections; to provide in-service training for Student Council Representatives and other student leaders; and to develop leadership skills. Each class elects six representatives to the Student Council. The Student Council is responsible for the concession stands at all varsity football games and sponsors Homecoming Week and Winter Ball.

### **SPECTATOR BUSES**

Tomahawk High School will send spectator buses to all athletic contests for which a sufficient number of students sign up. The cost to ride a spectator bus has to be shared equally by the riders. Admission fees to various events will be communicated during the sign-up process.

### **SCHOOL DANCES AND SOCIAL FUNCTIONS**

School dances and other school functions are held to provide an organized, supervised activity for students of Tomahawk High School. Arrangements for social functions must receive written confirmation through the office. Planning forms are available in the office. At least three teachers, including one female teacher, must be at all school dances. School Board Policies and THS expectations remain in effect at all times. Students suspected of drinking will be reported to their parents and police. Students leaving the building will not be permitted to re-enter. THS students are required to obtain prior approval for all guests. This is accomplished by completing a "non-THS student approval form" at least one week prior to the dance or function. Students over the age of 20 are not admitted as a guest at THS dances. Your cooperation and adherence to the above will assure the continuation of a social events calendar at Tomahawk High School.

### **EMERGENCY RESPONSE**

The School District of Tomahawk has approved emergency response procedures, which cover a wide variety of emergency situations. Manuals explaining such procedures are available in all classrooms and in all school offices. Parents wishing to review the materials may check a policy manual out through the school offices.

### **FIRE DRILL**

Fire drills are required by law. They are to acquaint you with procedures whereby you may safely leave the building in case of an emergency. There is a sign near the door in each room which gives instruction as to how to leave the building, move to a safe distance away from the building so you do not block the exit for others still

to leave the building. Remember to walk quickly without pushing. When outside the building, move to a safe distance away from the building so you do not block the exit for others still to leave the building. The first person to a door should hold the door open to allow faster exit.

### **CODE LOCK**

In the case of a potentially dangerous situation or a situation which requires all students and staff to be secure within the classroom, office personnel will announce for students and staff to proceed into a lockdown. Students must report directly into a classroom and go directly to an area away from the doorways and windows. All students and staff must remain in a lockdown until notified by administration and/or law enforcement.

### **DISCLOSURE OF DIRECTORY INFORMATION**

Directory information, which includes students' names, addresses, and telephone listings, can be disclosed to outside organizations upon their request. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the names, addresses, and telephone listings of students unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Directory information may be disclosed upon request within thirty (30) days of published notice unless any parent, legal guardian or guardian ad litem, or eligible student informs the main office in writing each school year that all or part of the directory information may not be released without prior consent.

Parents wishing to restrict a student's directory information may do so by notifying the main office in writing.

### **2017-2018 SCHOOL YEAR NOTIFICATION**

In accordance with the 2009 Wisconsin Act 96, The School District of Tomahawk has adopted an Indoor Environmental Quality Management Plan. The School District maintains indoor environmental quality (IEQ) with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections and appropriate training of staff. School buildings will be kept in good repair, suitably equipped and in safe and sanitary conditions that promote a positive learning environment.

The School District adheres to all state, federal and municipal building code guidelines and other mandates/rules/regulations when doing construction and/or renovation projects.

School District staff members play an important role in maintaining and improving environmental quality. Since the actions of staff members can affect the quality of the indoor environment in school buildings, employees are provided with information and training about IEQ as appropriate.

The School District encourages the prompt reporting and resolution of any and all IEQ concerns to provide a healthy and comfortable environment for students, staff and visitors. You can report any IEQ concerns or receive a copy of the Indoor Environmental Quality Plan by contacting Mike DeBels at the School District of Tomahawk at (715) 453-2106.