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**WELCOME TO  
PLATTEVILLE HIGH SCHOOL**

Platteville High School is the leader in educational and extracurricular opportunities in southwest Wisconsin. Offering over 40 extracurricular activities and several Advanced Placement courses, PHS offers a highly rigorous and inclusive environment that provides meaningful experiences that positively impact the future of all of our students. Modeling the 'Hillmen Way' of respect, responsibility, and being ready to succeed, our staff and students work hard to create a culture of learning and exploration that benefits students beyond high school. As a student, it is expected that you do your part by investing in your studies and take advantage of all of the great opportunities and experiences offered at Platteville High School as you follow the Hillmen Way!

**Regular Class Schedule**

1	8:10 - 9:00
2	9:04 - 9:54
3	10:00 - 10:50
4	10:54 - 11:24
5A	11:28 - 11:50 (lunch) 11:54 - 12:44 (class)
5B	11:28 - 12:18 (class) 12:22 - 12:44 (lunch)
6	12:48 - 1:38
7	1:42 - 2:32
8	2:36 - 3:25

**Early Release Wednesdays**

No Pride Time (4<sup>th</sup> Hour)

1	8:10 - 8:41
2	8:45 - 9:16
3	9:20 - 9:51
6	9:55 - 10:26
7	10:30 - 11:01
5A	11:05 - 11:30 (lunch) 11:34 - 12:05 (class)
5B	11:05 - 11:36 (class) 11:40 - 12:05 (lunch)
8	12:09 - 12:40

**2 HOUR DELAY SCHEDULE**

No Pride Time (4<sup>th</sup> Hour)

1	10:10 - 10:48
2	10:53 - 11:29
5A	11:33 - 11:58 (lunch) 12:02 - 12:39 (class)
5B	11:33 - 12:10 (class) 12:04 - 12:39 (lunch)
3	12:43 - 1:20
6	1:24 - 2:02
7	2:06 - 2:44
8	2:48 - 3:25

**PHONE NUMBERS**

Main Office	342-4020
Attendance Voicemail	342-4015
Guidance Office	342-4023
Athletic Director	342-4022

**MISSION**

It is the mission of Platteville High School to provide learning experiences in an environment that assists each individual in developing lifelong attitudes and skills to achieve the highest possible levels of intellectual, social, emotional, physical, and moral growth.

## **GENERAL INFORMATION AND POLICIES**

### **ACTIVITIES CODE**

All students are encouraged to participate in co-curricular activities. Students must have signed Activities Code and insurance waivers on file prior to participation. Participation is subject to the rules and guidelines defined in the PHS Activities Code.

### **ACADEMIC HONORS AWARD**

Students who maintain a cumulative GPA of 4.0 through seven semesters will be recognized on an Academic Honors Plaque following graduation.

### **ACADEMIC HONOR ROLLS**

The Honor Roll (3.40-3.699) and High Honor Roll (3.70-4.00) is published four times a year—at the end of each nine weeks grading period, based on quarter grades.

### **ACADEMIC LETTERS**

Students are eligible to earn a school letter through academic excellence. Points are earned on a semester basis: 3 points for a semester GPA of 3.70 – 4.00; 2 points for a GPA of 3.40 – 3.699; 1 point for a GPA of 3.00 – 3.39.

Juniors, upon reaching a point accumulation of 15 points at the end of 5 semesters, will be awarded a chenille letter. Seniors must have a point accumulation of 18 after 7 semesters to be awarded a letter. Seniors must have a point accumulation of 20 after 7 semesters to be awarded an academic medallion.

### **ACTIVITIES AT PHS**

Platteville High School's student activities program has been organized in an attempt to offer activities that appeal to the varied interests of the student.

Each incoming freshman or transfer student is encouraged to become an active member of at least one club or activity in which he or she has a genuine interest. Questions you may have about these activities should be directed to the individual advisors.

### **ACTIVITIES FEE**

Students who participate in extracurricular activities will be expected to pay fees according to school board policy. Fees are assessed for designated activities and for each sport. Fee waiver forms may be obtained from the student activities director.

### **ALCOHOL, ILLEGAL DRUGS & IMPROPERLY DISPENSED MEDICATIONS**

The use, possession, and/or distribution of alcohol or controlled substances, drug paraphernalia, electronic cigarettes (including vapor pens), and/or look-alike products, is prohibited by state/city statute and/or school policy on school or grounds leased by the school, at school sponsored activities, in vehicles owned operated, rented or contracted by the district. Failure to abide by this policy will result in disciplinary action up to and including suspension, or expulsion. Violations of this policy may also result in a referral to law enforcement officials for prosecution under specific state and local laws. This is also a violation of the Activity Code. In addition to any criminal penalties, the student may be expelled from school.

## ASSEMBLIES

From time-to-time the high school presents an assembly program. Assemblies are part of the school day, and as such, students are expected to be in attendance. If students' personal or religious beliefs conflict with their presence at an assembly, they should notify the high school principal or designee and report to a prearranged location. Students are required to sit with their Pride Time when they are in the auditorium or with their respective class in the gymnasium. If students do not follow this expectations they will be subject to behavioral consequences decided by the principal or designee.

## ATHLETICS

The interscholastic athletic program at Platteville High School is an integral part of the educational curriculum. Athletics provide learning experiences not always found in other educational settings. The goals of the program shall emphasize the values of good sportsmanship, team play, and fair competition. These important goals apply to high school varsity teams. However, in order to meet the more competitive degree of play at the high school varsity level, player selection by the coaches may result in limited playing time.

Some sports are divided into two levels—varsity reserve and varsity—while other sports are divided into three levels—fresh/soph, varsity reserve, and varsity. The emphasis at the fresh/soph level is participation and skill development. Squad size may be limited. An attempt will be made for all students at this level to receive meaningful (not 5 seconds remaining in the game) participation time during contests. This may be limited because of squad size. At the varsity reserve level, all eligible students who participate are retained, but the amount of participation time for some athletes during contests may be limited. At the varsity level, squad size for some sports is limited and competitive tryouts will determine squad membership. Those judged to be most capable would receive the largest amount of participation time during contests.

A participant may select one sport per season and must have on file a physical card or parent card (alternate year of physical card), an Athletic Agreement Signature Page, Concussion Agreement Form, and pay the designated activity fee (unless waived). Inappropriate behavior, smoking, drinking, and the use of illicit drugs are prohibited. Academic and attendance requirements of the Activities Code must be met.

## ATTENDANCE HONOR ROLL

Students with perfect attendance (with the exception of school related absences) will be recognized through an attendance honor roll.

## ATTENDANCE POLICY

In accordance with state law (s. 118.15), all children between six and eighteen years of age must attend school full-time until the end of the term, quarter, or semester of the school year in which the child becomes 18 years of age. Students are required provide a legal excuse for absences or face disciplinary consequences.

### Closed campus

PHS is a **closed campus**. Students are required to attend all scheduled classes, assemblies, activities, and study halls, unless they have permission and a pass approved by an administrator or designee. Students who leave school property without administrative approval may be considered unexcused and truant.

### Excused Absences

At PHS, a student may be excused from school for the following reasons:

- **Illness or injury**
  - While PHS may require a doctor's excuse for other reasons, **we reserve the right to require a doctor's excuse if a student is absent 3 or more consecutive days, or when a student has been gone 5 or more partial/full days in a semester.** If an accident caused the illness or injury, administration may require an excuse signed by a physician before reentry into school will be allowed.
- **Emergencies at home** (Accident, illness in the immediate family, death in the family, etc.)

- **Medical/dental appointments** approved in advance
- **Court appearances**
- **Religious holiday**
- **Trips with parents** when requested and approved in advance (See Pre-Excused Absences below.)
- **Approved school activities** during class time
- **Extenuating circumstances** approved by an administrator
- **Pre-excused Absences:**
  - If a parent knows that his/her child will be gone ahead of time, s/he can arrange for him/her to make up the work before the absence. Send a note with him/her or call the High School and request a pre-excused absence form. Specify the dates s/he will be gone. It is the student's responsibility to take the slip to his/her teachers for a signature. When s/he has all their teacher's signatures, s/he needs to turn in the form into the office. If the office does not have a completed form on file before the date of the absence, this will not be considered a pre-arranged absence.
  - **No more than 10 pre-excused absence days are allowed each school year. In accordance with the state statutes, the office should receive written notice a day prior to the absence.** Planned absence days cannot be claimed after an absence has occurred. Trips with parents that are requested and approved in advance are counted as pre-excused absence days. Pre-excused absence days cannot be divided. Missing any part of a school day counts as one used pre-excused absence day. PHS interprets part of a day as 20 minutes or more.

#### Unexcused Absences

Students (who are absent from school) with or without the consent of their parent or guardian and whose absence does not fall under the excused absences listed above shall be considered unexcused/truant. Examples (not an all-inclusive list) of **unexcused absences** are:

**\* Missing the school bus \* Shopping \* Oversleeping \* Errands \* Babysitting \* Car trouble \* Riding with a friend \* Haircut appointment \* Family trips not approved in advance \* Tardiness**

A telephone message stating "personal reason" is not an acceptable excuse. The building principal or designate must be informed of the nature of the absence in order to release a student from school/class. If the student wishes to take one of their 10 pre-excused absence days, it must be stated in a written note from the parent before the day is to be taken in accordance with state statutes. Absences not approved in advance are unexcused absences, even though the absence if requested in advance, may have qualified as an unexcused absence.

#### Tardiness

Tardiness is a two way problem. First, tardiness is disruptive to other students and the teacher of the class. Secondly, tardiness results in a loss of education for the tardy student. Students are expected to be in their classrooms when the bell rings at the beginning of each class period. The student must report to and remain in class. Students who are not in class by 8:10 a.m. will be considered tardy and should report directly to the office.

Students who are late to class after first hour will receive detention time from the teacher.

- A 30 minute morning detention may be issued for subsequent tardies.
- Any additional tardies may be subject to additional detentions, after school detentions, or referrals for truancy to the Platteville Police Department for a written warning and the possibility of a written citation.
- 5 tardies may result in a truancy referral

Students who are not in Pride Time, class, or study hall on time will be considered tardy. It is at the discretion of the administration and instructors to determine if student tardiness is excused or unexcused. Students will receive consequences for 5 or more tardies overall (all classes) per quarter. **\* Excessive tardiness may also lead to other consequences including a truancy notice.**

Students who are tardy more than 20 minutes into the class period will be recorded as absent. The absence will be recorded as excused or unexcused depending on the circumstance. **A tardy is an unexcused absence that is less than 20 minutes. When a student is tardy five times, then one (1) truancy notice will be issued.**

#### Excusing Students (phone call and/or written note)

If a student is going to be absent from school, a parent/guardian should contact the high school office as soon as possible. The brief message should include **parent/guardian's name, student's name, and the reason for absence.** If a parent/guardian needs to talk to the receptionist, please call after 7:30 a.m. **PHS Phone #: 342-4020 or call the attendance voicemail 24 hours/day, 7 days/week at 342-4015.**

In some cases phone calls cannot be made by parents/guardians of students. If a phone call has not been made, the student should provide a written excuse (from parent/guardian) the first day he/she returns to school. PHS reserves the right to require a doctor's excuse if a student is absent 3 or more consecutive days.

#### **Leaving the Building During School Hours**

A student may not leave the building for any reason during the school day without signing out with the attendance administrative assistant. All students leaving the building will be required to phone a parent or guardian for permission. Students leaving the building without signing out at the attendance office or without parent consent will be considered truant and will receive a consequence for failure to sign out. Students may not go to their vehicles during the school day without signing out. Skipping days/hours or leaving campus for lunch is not included as excused absences.

#### **Truancy**

Truancy is defined as any absence for part or all of one or more school days during which the attendance office has not been notified of the official, board approved cause of such an absence by the parent or guardian. This also includes intermittent absences carried out for the purpose of defeating the compulsory school attendance law or Platteville School Board policy relating to school attendance. Examples of truancy includes but are not limited to when a student:

1. Leaves the building without an official pass.
2. Leaves a classroom, study hall, work area, or teacher's supervision without having permission.
3. Does not report to the office or any other designated location after being sent by a staff member.
4. Is in any unsupervised area of the building without a pass when classes are in session.
5. After securing the proper permission to leave a classroom is gone an excessive amount of time.
6. Goes to any location in or out of the building rather than their assigned class for that hour.

#### **Habitual Truant**

Wisconsin Law defines habitual truancy as a student who is truant for part or all of five or more days each semester during which school is normally held. These students will be referred for legal action according to state law (Wisconsin Statutes 118.15

(1)(a) and 947.16) and/or local municipal ordinance (Platteville Municipal Ordinance #

(b)). Habitual Truants could be subject to loss of co-curricular privileges, and may not be eligible for a work permit.

#### **Attendance of Adult Students**

Adult PHS students (18 years old and above) are not exempt from any of the attendance rules. Attendance expectations do not change when a student turns 18. An adult student form is available in the office for students who are 18 years old. The form requires signatures from the student and parent/guardian. Adult students are responsible for excusing their absences from school, and should follow the same procedures as parents excusing minor aged students.

#### **BULLYING, HARASSMENT/DISCRIMINATION & THREATS**

The Board of Education believes that all students should be afforded equitable participation in any curricular or co-curricular program, pupil services, recreational, and other programs and shall not be discriminated against based on the student's sex, race, religion, natural origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. See: Bullying Policy JFCF

Harassment/Discrimination: The Platteville School District prohibits discrimination on the basis of a person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, physical disability, mental disability or learning disability. Any person that has been discriminated against, based on these protected classes, may file a complaint with the principal or designee or the District Equity Coordinator, Mr. Brad Brogley at 342-4000.

Bullying is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

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

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision. Reports of bullying may be made verbally or in writing and may be made confidentially.

**Reporting Bullying**

Any district employee, school board member, volunteer, student, or individual who is aware of bullying, has an obligation to report such harassment to the appropriate individual (teacher, guidance counselor, member of administration, or District Administrator).

**Threats**

Please be advised that threats towards school district property, personnel, and/or individuals involved with PHS are taken seriously and addressed in a timely manner. Behavior that in any way threatens other human beings or district property will not be tolerated at any time. Addressing such incidents may include the involvement of local law enforcement.

**BUS REGULATIONS**

Riding the school bus is a privilege, and students are expected to behave in an appropriate manner. Students should remain in their seats, and avoid engaging in any behavior that could distract the driver. The bus driver or supervisor will report improper conduct to the principal who will investigate the incident and take the appropriate action. Repeated or serious behavioral incidents will involve parent conferences and could result in the suspension of the student's privilege to ride the bus. The bus is an extension of the school building and general rules of conduct and safety apply to students riding the bus.

See: Bus Ridership of Students Rights & Responsibilities

**CELL PHONE POLICY**

Students are allowed to use cell phones in the school building for personal use before and after school. Students are also allowed personal use of cellphones during the day in the hall between class periods, during their scheduled lunch time, and regular study halls (use in study halls may not disrupt or distract other students or may be confiscated by staff at their discretion). Cell phones may also be used in the classroom at the teacher's discretion for academic purposes only. Students are also reminded that they are not to take a picture of another student or staff member unless they have permission to do so.

If a student has their cell phone out or is using it outside of the rule provided above, the cell phone will be confiscated and turned into the office. Refusing to turn cell phone in when requested by school staff will be considered refusal to follow school rules and may result in further consequences.

**First & Second Offense:** parents will be contacted and phones will be returned to students at the end of the school day.

**Third Offense:** parents will be required to pick up phone and student will no longer be allowed use of cell phone during school hours.

The District's Acceptable Use Policy IIBD governs the use of all electronic devices.



## **CLASSROOM FOOD/SNACK EXPECTATIONS**

Snack Restrictions in Classrooms:

- WATER ONLY.
- No soda, coffee, tea, or energy drinks are allowed in the classroom.
- No Nuts or Nut Products of any kind will be allowed.
- No dessert or sugary snacks will be allowed (examples but not limited to donuts, cookies, cupcakes, candy, birthday cake, etc.).

## **COMMUNITY SERVICE**

Platteville High School recognizes students who give to the community through service. Students who perform 50 hours of community service per year will be recognized at graduation with an honor cord as well as a special notation on the student transcript. Hours of community service must be contributed to non-profit organizations, community care facilities, or individuals not directly related to the student. Students cannot earn hours of service with activities that are paid, earn high school credit or completed during the school day. Fundraising activities for organizations of which the student is a member are not considered community service.

## **COMPUTER NETWORK USE POLICY**

The School District of Platteville has invested significantly in technology that offers vast, diverse, and unique resources to students, staff and guests. The District's goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District supports access by students, staff and guests to rich information resources along with the development of appropriate skills to analyze and evaluate resources. In today's world, access to manipulation of information is a critical skill. Staff, students and guests will have available to them appropriate technological tools necessary to explore the world both from inside and outside the classroom walls. Our belief is that the information technology is provided to support our school mission and purpose. All other uses are secondary. If a Platteville School District user violates the provisions set forth in the Acceptable Use and Internet Safety Policy IIBD, his or her account may be terminated and future access could be limited or denied. Students issued school-owned technology must have an Acceptable Use policy and insurance waiver on file in the school media center.

## **DANCES**

Students wishing to bring a guest from another district MUST fill out the PHS Dance/Event Guest Permission Letter which is located in the main office of the high school. This form must be approved by the principal or assistant principal prior to the event.

## **DETENTION**

Detention is one part of the behavior management program. Detentions will be assigned before school. The student and parent will be notified. Detentions start promptly at 7:35 a.m. and conclude at 8:05 a.m. in Room 6 at the high school. Additionally, teachers may assign detentions. In such cases, the teacher will contact the parents and will arrange a day and time for the student to serve the detention. Failure to serve a detention after a second notice will result in a half day in-school suspension.

## **DIPLOMA POLICY**

Students must have been in attendance at least two full semesters at Platteville High School, one of which must be in the graduation year. Students must have been in attendance at an approved, sanctioned high school or equivalent institution for four semesters. Students must earn 24 total credits and successfully complete the following subject and credit requirements: (4) credits of English; (3) credits of social studies; (3) credits of mathematics; (3) credits of science; (1.5) credits of physical education; (0.5) credits of health.

## **ELECTRONIC SURVEILLANCE**

Whenever and wherever in school buildings or on school grounds the Board of Education authorizes installation of a video camera surveillance system in the Platteville School District, the policy guidelines shall apply. Such system will be used exclusively for the purpose of maintaining a safe and orderly school environment, for identifying misconduct, for minimizing theft and vandalism and for enforcing school policies and rules.

See: Electronic Surveillance of School Buildings and Grounds Policy EBAC

## **EVENING ACTIVITIES**

No school activities or events are to be held on Sundays or on Wednesday evenings. These times are set aside for family, church, and/or community activities. Practices, meetings will end at 6:30 p.m. on Wednesday. Those students not participating in afterschool activities or evening events must leave by 3:45 p.m. Loitering on school grounds is prohibited. The administration, superintendent and Board of Education can make exceptions.

## **EXPULSION (MANDATORY RECOMMENDATION)**

A student charged with the behaviors listed shall be suspended for five days and shall be recommended for an expulsion hearing/alternative placement with Platteville School Board.

- A. Possession of a Weapon
- B. Possession of drugs other than alcohol, or being under the influence of any narcotic, controlled substance or other mind-altering drug or chemical, unless legally possessed or used while under the supervision of a licensed health care provider who prescribed the substance.
- C. Intentional use of force that is unprovoked against a staff member or against a non-staff member adult who is legitimately exercising supervisory authority at school or during any school activity.
- D. Possession of a bomb or explosive device, making or causing to be conveyed a bomb threat, or threatening to set off an explosive device, which causes significant safety risk or loss of instructional time even if student is not in possession of such device.
- E. Selling or delivering a controlled substance or illegal drug whether as the seller, purchaser, or intermediary facilitating the transaction.
- F. Serious sexual assault, e.g., by use of a weapon, force, threat, or coercion.

## **FIRE AND TORNADO DRILLS**

Fire and tornado drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building.
2. Walk. No talking. Move quickly and quietly to designated area.

## **GENERAL SCHOOL RULES**

Rules are established to create an atmosphere of respect for each individual within the school. Our focus is learning and students are reminded to follow the following specific rules to ensure a safe and orderly environment that supports teaching and learning.

1. Inappropriate behavior, both physical and verbal, shall not be permitted in school or school-sponsored functions.
2. Behaviors intended to harass or intimidate students or staff will not be tolerated.
3. Follow directions of all staff.
4. Use appropriate tone of voice and language for school.
5. Respect all persons and property – school and personal.
6. Tobacco, alcohol, illegal drugs, weapons and facsimile weapons are prohibited.
7. Obtain a pass whenever travelling outside of the classroom.
8. Keep the building clean and free of litter.
9. Handholding is the only acceptable public display of affection at PHS.
10. Walk in the hallways.
11. All students are subject to the rules and guidelines established in the Code of Conduct adopted by the Board of Education.

## GRADING POLICY

### I. Grading Statement (purpose/philosophy)

The PHS faculty and administration believe that good communication between parent and teacher as well as teacher and student is important in the educational process. Our goal is to establish a flow of communication that will provide feedback and guidance so that each student may achieve to the degree that his/her talent will allow. Parents can receive immediate feedback regarding student progress. Electronic gradebooks are updated on a weekly basis and are accessible with a student code and password. Gradebooks can be viewed through the school district website at [www.platteville.k12.wi.us/phs](http://www.platteville.k12.wi.us/phs).

### II. Grading Policy

The reporting process should:

- A. provide for having report cards issued each of the four nine-week periods of the 36-week school year
- B. allow for teachers' grades to reflect his/her professional judgment of student achievement. Teachers will avail themselves to students who have questions about their grades.
- C. allow all students a reasonable opportunity to make up missed examinations.
- D. allow all students a minimum of two weeks to complete assignments/tests to remove an "incomplete" grade. Extenuating circumstances can lead to modification of two-week deadlines.
- E. provide for grade point averages by semester grades of classes taken at Platteville High School and credits earned by transfer students at an accredited high school. Any contention about transferred credits at Platteville High School will be resolved by a grade policy committee consisting of the principal, guidance counselor, and a faculty member.
- F. provide for the inclusion of college or technical school credits in a student's high school transcript only if he/she is enrolled in an approved program as determined by the grade policy committee.

### III. Grading Guidelines

The definition of letter grade is stated in the following:

A = excellent	(outstanding progress)
B = good	(above average progress)
C = average	(average progress)
D = below average	(lowest acceptable progress)
F = failing	(failure)
P = passing	(passing grade will earn credit but not be calculated into GPA)

**Each teacher has the freedom and obligation to determine an appropriate grading scale for each class.** The recommended grading scale is as follows:

A	90-100	4.00 credits for GPA
B	80-89	3.00 credits for GPA
C	70-79	2.00 credits for GPA
D	60-69	1.00 credits for GPA
F	0-59	0.00 credits for GPA

Generally, semester grades are determined by averaging the two nine-week's grades (40% each) and the final exam (20% of final grade). In the case where no final exam is administered (required), each nine-week's grade will be weighed at 50% of the final grade.

Only semester grades are used in calculating grade point average. Nine-week grades indicate midway progress only and do not affect cumulative grade point average. Grades for coursework taken from accredited educational institutions outside of Platteville High School will be included in the calculation of a student's cumulative GPA if that coursework is applied to graduation or if the coursework is counted toward status as a fulltime student.

- IV. Final Exam Guidelines
- A. All teachers will give comprehensive final exams unless exempted by the principal.
  - B. The final examination (activity) must be based on stated objectives of the course.
  - C. The grade can count up to 1/5 of the final semester grade.
- V. Miscellaneous
- A. Unexcused Absences and Make-up  
No credit is given for class work missed during an unexcused absence. Students must retain all materials presented during their absence for future reference and are accountable for those materials. Students are permitted to make up examinations missed during an unexcused absence. **In the case of students missing a Final Exam due to an unexcused absence, they will be able to make up the Final Exam at 5:00 p.m. on Friday or 8:00 a.m. on Saturday.**
  - B. High School Transcript Evaluation  
A review team consisting of a principal and the guidance counselors will evaluate incoming transcripts of students who have transferred to Platteville High School to determine whether the credits will apply to the graduation requirements of Platteville High School. Platteville High School does not weigh grades in determining G.P.A.
  - C. G.P.A. and Repeat Courses  
All course grades of "A" through "F" received while attending Platteville High School or grades accepted on the transcript of a transferring student will be averaged into the student's cumulative G.P.A. and resulting class rank. Students may, however, wish to improve their understanding of a course they have already taken. In so doing, the student may have the previous grade replaced with the better grade earned after repeating the course *if the previous grade was a "C" or less*. The student will not, however, receive additional credit for a repeated course when a grade has been replaced. All repeat requests must be approved by the guidance office and the principal.
  - D. Course Approval  
Students wishing to earn credits beyond the school's offerings must get approval of the building principal in order that those credits be applied toward graduation requirements, as well as recorded on the student's transcript.
  - E. Appealing Grades  
Students who wish to appeal a grade with a teacher must seek an audience with the affected teacher within ten days upon receipt of the distribution of grade reports. Students may take an appeal further by petitioning the building principal for a judgment.
  - F. Class Withdrawal  
Students who wish to drop a course in good standing must do so before the end of the second week of that class. Students who wish to drop courses after the second week will receive a failing grade. After the course withdrawal, students must have a minimum of 3.00 credits. Acceptance of any withdrawal will be based on approval of the teacher, parents, guidance office, and principal.

## GRADUATION CEREMONY

The Commencement Exercise (graduation ceremonies) for graduating seniors is a privilege, not a right. **Seniors with outstanding disciplinary obligations may not be permitted the privilege of participating in commencement activities.** Alterations to traditional cap and gown (such as decorating caps) is prohibited. Students under the influence of alcohol or other chemicals at the time of commencement will be exempted from participating in commencement activities. The integrity and dignity of the activity will be upheld to the highest degree. In order to participate in commencement exercises, a student must meet all academic requirements established by the Platteville School District and State of Wisconsin.

Students who are not progressing academically on schedule for graduation at the end of first semester of their senior year may be required to do a graduation contract. A student who possesses a course or credit deficiency at the time his/her class is graduated shall become eligible for a diploma whenever they complete all requirements and receive the approval of the High School Principal.

## GRADUATION REQUIREMENTS

In order to graduate from Platteville High School, students must meet the following criteria:

1. Attend this or another accredited high school for at least 7 semesters.
2. Participate in board-approved activities each hour of each school day and enroll in a minimum of 3.0 course credits each semester.
3. Demonstrate academic performance and teacher recommendation by earning:

4.0	Credits in required benchmark English courses
3.0	Credits in required benchmark Social Science courses
3.0	Credits in required benchmark Mathematics courses
3.0	Credits in required benchmark Science courses
1.5	Credits in required Physical Education courses
0.5	Credit in required Health courses
<u>9.0</u>	<u>Credits in elective courses</u>
24.0	Total Credits required

Students are referred to school board policy for the entire description of graduation requirements and alternative methods of earning a high school diploma. All relevant state and federal laws pertaining to alternative education, students with disabilities and limited English proficiency will apply.

## GROUNDS AND PARKING LOT

Students **must** use the WEST parking lot; the EAST and NORTH parking lots are reserved for faculty and staff. Students must have office permission to visit the parking lot during the school day. Students are expected to park in the marked stalls, and to drive their cars in a safe manner. The speed limit on school grounds is 10 MPH, and students are expected to operate their vehicles in a safe manner at all times. Students who abuse the privilege will be prohibited from bringing their cars to school.

## GUIDANCE SERVICES

Guidance services are available to every student in the high school. The counselor is available to help students with career exploration, educational planning, goal setting, interpretation of test scores, development of study skills, and resolving home, school and/or social concerns. Students are encouraged to see a counselor for any reason; no question, concern, or problem is too small to discuss. Confidentiality is maintained in areas of student contact.

Students are encouraged to use the career guidance materials available in the guidance office. A large amount of written material on careers, specific occupations and vocational decision-making, as well as catalogs from various colleges, technical schools, and trade schools are a part of the guidance office library. College, technical, and private school representatives, as well as representatives from the Armed Services, visit during the school year. Students may make arrangements in the guidance office to hear representatives visiting PHS.

## **HALLS**

Students should be in the halls only at the beginning and close of school and while moving between classes unless they have special permission or special duties. Students in the halls during class time must have passes. To avoid disturbing classes in session, students are expected to move quietly. Running and shouting in the halls is not permitted.

## **HAT POLICY**

During school hours, head covers (i.e. hats, bandanas, do-rags) are not allowed to be worn or carried in any hallway or classroom. Head covers will be confiscated by school staff and turned into school administration. Refusal to turn over head covers to school staff will be considered refusal to follow school rules and may result in further consequences.

## **INDEPENDENT STUDY POLICY**

Students at Platteville High School have the opportunity to work on projects and earn credits outside of the standard curriculum. The formal adoption of credit for independent study allows the high school to, in effect, increase the curricular offerings of the institution. This credit option helps better meet the needs of all Platteville High School students. It accommodates students' personal and career interests and can be used to keep them on their graduation timeline. Students who participate in the program should gain an understanding and appreciation that initiative, commitment, and self-discipline are necessary attributes that lead to successful work. The program complements the institution's goal of having students develop an appreciation of lifelong learning. Interested students should contact the guidance office for further details.

## **LEAVING SCHOOL**

If it is necessary for a student to leave school, he/she must have written permission from a parent or the parent needs to directly speak to a school administrator or office assistant. In the case of unavoidable medical appointments, the student must bring the written excuse prior to leaving school. The office will issue a passport out of the building. All students leaving the building must sign out in the office.

## **LOCKERS**

Each student at Platteville High School is assigned an individual locker equipped with a combination lock. The student will be assigned the same locker for his/her four years of school and will be responsible for remembering the combination. **All lockers are the property of the school and are under its jurisdiction** and subject to search at any time. Only school-related articles may be stored in the lockers. Students are advised to keep items of value locked in both physical education and personal lockers. Locker combinations should not be shared. No physical abuse of lockers is permitted. Placement of stickers on lockers is likewise prohibited. Lockers, and their contents, are subject to inspection by school officials as determined necessary or appropriate. Students need to communicate with the office if their locker is not functioning properly.

## **LOCKER ROOMS/RESTROOMS**

**Use of any Electronic Communication Devices is prohibited at any time in areas where one would reasonably expect privacy (i.e. locker rooms and restrooms).**

By "State Statute 175.22" any recording devices are prohibited in the locker rooms and restrooms.

"Recording device" means a camera, a video recorder, computer, ipad, ipod, cell phone, smartphone or any other device that may be used to record or transfer images.

Students that violate this expectation will receive a discipline consequence of Level 3 and a police referral.

## **LOST AND FOUND**

Articles found in and around the school should be turned into the office, where the owners may claim their property by identifying it. Platteville High School assumes no liability for lost or stolen articles.

## **MEDIA CENTER**

The Media Center is typically open for use every day from 7:35 a.m. to 4:00 p.m. Students and teachers use the Media Center for research, reference work, teacher-directed resource center activities, reading books, magazines, newspapers, checking out books, and many computer-related activities. Students may sign in to the Media Center in lieu of reporting to study hall or may come to the Media Center with a pass from another teacher. Most books may be checked out of the Media Center for a two-week period and may be renewed, if necessary. Reference and magazines may only be checked out overnight and must be returned to the Media Center before first hour the following day.

## **MEDICATION**

If it becomes necessary for a student to take any form of prescription medication, a doctor's note and parent permission slip will be required in order for office personnel to dispense such medication. The school nurse will be made aware of the need and will monitor the dispensing.

## **NOON LUNCH HOUR REGULATIONS**

1. PHS has a closed noon hour. Students who live within three blocks of the school and who wish to go home for lunch must submit an application, signed by the parents, to the office for approval. Approval is contingent on satisfactory attendance, grades, and discipline record. Students who receive home lunch passes may not use automobiles or motorbikes to transport themselves. Students must exit and enter via the front doors.
2. Students will not be allowed to go their lockers or other areas of the school during lunch.
3. All lunches are to be eaten in the commons area.
4. Students must respect others' rights to have a clean environment.
5. Students are expected to behave appropriately at all times.
6. No food deliveries are allowed, except by permission of the principal.
7. Students bringing lunches into the school from an outside source such as but not limited to: McDonalds, Subway, Taco Bell, Jimmy Johns, Milos, Kentucky Fried Chicken, or others will be asked to eat their lunch inside the office. Future occurrences will result in a behavioral/discipline consequence.

## **OFFICE MESSAGES**

The main office needs to contact students on a regular basis to distribute messages or discuss attendance matters. Students must listen to announcements carefully and report to the office immediately when called.

## **OTHER FEES**

It may be necessary to assess miscellaneous fees or charges for other classes. Information about these fees may be found in the Registration Handbook. Students who wish to have a physical education padlock must purchase that lock through the physical education department. No other locks are allowed on physical education lockers.

## **POLICE INVOLVEMENT**

Platteville High School policy allows police to interview students during school hours when the police deem it necessary to do so, or when the school administrator(s) deem police involvement necessary to resolve a problem. Law enforcement has a legitimate need to be able to seek the cooperation of minors in investigating a crime and seeking to protect the community at large, as well as the school community from crime.

## **POSTERS AND SIGNS**

A principal must approve all posters and signs before they can be posted. Signs must be placed in appropriate locations (bulletin boards only). No distribution of literature is allowed, except by approval of the principal.

## **PRIDE TIME**

Pride Time is a student advisory program which meets during the fourth scheduled period of each day. Students will report to their assigned pride time teacher during the first day of the week. During that time a student's Pride Time advisor will check grades and recommend academic interventions as necessary. Also, during Pride Time the student will be signing up for intervention or enrichment activities for the rest of the week. Pride Time advisors will be providing guidance to students signing up for intervention and enrichment activities for the week.

## **PUPIL NONDISCRIMINATION**

The Platteville School District is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees. The Platteville School District does not tolerate discrimination in employment or in its educational programs and activities. It is the rule of the Platteville 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, extracurricular, pupil service, recreational, or other program or activity or employment because of the person's religion, sex, race, national origin, age, ancestry, creed, color, political affiliation, membership in the National Guard, state defense force or any reserve component of the United States military or state military forces, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap or other bases prohibited under state or federal law. This rule also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), and Section 504 of the Rehabilitation Act of 1973.

### **Children of Homeless Individuals and Unaccompanied Youth Children**

Children of homeless individuals and unaccompanied youth (youth not in the custody of a parent or guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as those provided to other residents of the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

### **Students Identified as Having a Disability**

The District shall provide appropriate educational services, accommodations, and/or programs for students who have been identified as having a disability, regardless of the nature or severity of the disability, and regardless of whether the student qualifies for the District's special education program. Facilities modifications necessary to provide for appropriate access and participation for persons with disabilities shall be made to the extent required by law.

### **Religious Beliefs**

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for such accommodations shall be made in writing and shall be approved by the building principal. Accommodations may include, but are not necessarily limited to, being excused from participation in an activity, alternative assignments, and release time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

The Platteville School District does not tolerate acts of discrimination or harassment. These activities are offensive and inappropriate in the school environment. This is a serious issue not just for the district, but also for each individual. The district specifically prohibits discriminatory or harassing conduct, condoning such conduct by allowing it to go on, and prejudging harassment or discrimination complaints. District staff members may be held individually liable for harassment or for allowing students to harass each other, and may be subject to the penalties imposed upon employers under state or federal law. The district's rule prohibiting harassment applies to all students, staff members and volunteers whether at school, at school sponsored co-curricular, extracurricular



or social functions, or otherwise. In particular, staff members should understand that they are “on duty” whenever they are with students, even if they are not at school or not at a school sponsored event. Any district staff member who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, is subject to immediate discipline, up to and including discharge. Any student who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, is also subject to immediate discipline, up to and including suspension and expulsion from the district. Any volunteer who engages in harassment or discrimination, or retaliates against another person because of a harassment/discrimination report or participation in an investigation, may be prohibited from volunteering for the district in any capacity.

If a student, parent, employee, or volunteer believes that he or she has been harassed or discriminated against or are aware of violations of the district harassment and discrimination policy, they should report the violations as soon as possible to the building principal and/or to Brad Brogley, Director of Student Achievement, Platteville School District, 780 N. Second St. Platteville, WI 53818 (608) 342-4000, brogley@platteville.k12.wi.us

If the complaint involves the Director of Student Achievement, it should be reported to the Superintendent: Connie Valenza, Superintendent, Platteville School District 780 N. Second St. Platteville, WI 53818 (608) 342-4000, valenza@platteville.k12.wi.us

The district will investigate harassment and discrimination complaints promptly, thoroughly, and impartially. Complaint forms are available in all guidance counselors’ offices, the main office of each school, and in the district office.

#### **REGISTRATION FEE**

Students who attend Platteville High School are required to pay a registration fee. All students are to pay the fee upon enrollment in Platteville High School **at the August registration session**. Students are responsible for books and equipment placed in their custody. Damaged or lost items will result in the students being fined.

#### **SCHOOL VISITORS**

All guests and/or visitors to the school must report and sign in at the office stating the details of their visit. Student visitors are only allowed during the lunch periods. Any exceptions must have the approval of the principal.

#### **SEARCHES**

School officials may initiate limited random, unannounced searches when reasonable suspicion exists. The search may include inspection of the student’s person, purse, coat, backpack, duffel bag or similar articles. The search may also require a sample of the student’s breath.

The search may take place while the student is on school property, on school transportation, or at school sponsored activities. Illicit items will be confiscated by the school or law enforcement. Those found in possession of dangerous weapons, illegal drugs, or illicit items may be referred to law enforcement. The students will be disciplined according to school procedures.

Students refusing search/test procedures are subject to school disciplinary procedures based on insubordination of school authorities. The fact that the student refuses the search may be used at any hearing or proceedings regarding suspension/expulsion of the student. If the school requests law enforcement assistance, the student’s parents will be notified.

The district may use canines to detect illicit items in lockers, vehicles parked on school property, or any other area of school property deemed appropriate. Students will be sequestered for the duration of the search.

Upon reasonable suspicion, the district may use trained persons to conduct breath-screening searches. The student may be required to provide one or more breath samples as required by the breath-screening device. Failure to cooperate will result in a referral to law enforcement. Strip searches are unlawful and will not be conducted.

## STUDENT APPEARANCE

**With staff, student, and parent support and the use of good sense in terms of appropriate attire selection for school, issues can be easily resolved and uncomfortable circumstances avoided.**

Students should be aware of certain requirements concerning their appearance. Platteville High School students have the right to wear what appeals to them. All students need to pay attention to personal cleanliness, health, neatness, safety and suitability of clothing and appearance for school activities. Our concern for both school safety and an appropriate learning environment require that we enact some guidelines. **When getting dressed for school, think about how you would dress for a job, and remember to respect the rights of others. In every case the dress and grooming of the students shall be clean and shall be safe, classroom ready, learning ready, and career ready.** Clothing which could be reasonably expected to disrupt the school environment, or distract from the educational process is prohibited. If a distraction or disruption were to occur, students will be asked to change clothes or cover up the area of concern. If the student does not have access to a change of clothes at the school, they will be permitted to call home and have a change of clothes brought to them or get permission from parent/guardian to go home and change and then return to school.

All decisions regarding acceptable clothing/appearance will be at the discretion of the administration. Exceptions may be made for religious reasons. If a student refuses to abide by the dress code, further consequences may be assigned.

All students are required to abide by the following expectations:

- Clothing, jewelry, tattoos, backpacks, books, folders, etc. with inappropriate language, pictures or slogans (for example: Promoting alcohol, drugs or tobacco; interpreted as sexual innuendos, gang affiliations, racist overtones, undesirable ads/slogans such as: Advertising Bars/Taverns, Big Johnson, COED Naked, Hooters, and other inappropriate or suggestive clothing promoting actions which are illegal or in violation of school policies) shall not be worn on school grounds at any time.
- Hoods, hats, visors, full bandanas, skullcaps, neckerchiefs, and non-prescription sunglasses shall not to be worn in the building during the school day.
- Students will not be allowed to carry or wear blankets.
- Shirts that are revealing (for example: see thru, clear straps, single strap, strapless, low cut, half cut, mid-drifts, sport bra, sideless, tie backs, tank tops or backless) must be either covered or shall not be worn on school grounds. Navels and undergarments are not to be exposed.
- Pants, shorts, and skirts that do not fit properly (for example: pants and shorts must be worn on the waist above the hips, using a belt when necessary, as well as shorts (with a minimum of a 2-inch inseam) and skirts must cover at least the mid-thigh at all times) shall not be worn on school grounds. Navels and undergarments are not to be exposed.
- Shoes or sandals with soles must be worn. Shoes without soles such as slippers or moccasins are not permitted. Shoe features must be both safe and non-destructive to school property.

## STUDY HALLS

Study halls are designed so that students have the opportunity to study in a quiet, formal manner within an environment that promotes student productivity and achievement.

## STUDY TABLE

Study table is a voluntary opportunity offered to students who desire academic assistance. Study table meets five days per week from 7:15 – 8:00. Students will receive academic and organizational help.

## **SUSPENSION**

In cases of repeated or flagrant violations of school rules, or when a student's behavior threatens the health, safety and welfare of others, a student may be suspended from school. Suspensions will be handled in accordance with state law and school policy. Students may be suspended out-of-school for up to five days, or in-school for up to five days. In cases where an expulsion hearing is pending, a student may be suspended for a longer period. When students are suspended from school they are prohibited from being on school grounds, or participating in any extracurricular activities for the period of the suspension.

## **TELEPHONE**

Students may not use the telephone or extensions throughout the building, unless it is for school business or is an emergency and they have obtained permission from a staff member to use the phone.

## **USE OF TOBACCO PRODUCTS ON SCHOOL PREMISES**

Wisconsin State Statute 120.12(19) prohibits the use of tobacco products on public school premises effective September 1, 1990. To carry out the mandates of Wisconsin Act 209 and to promote the cleanliness of all facilities, the Platteville Board of Education bans the use of all tobacco products in all school buildings and on all school grounds in the district, at all events sponsored by the district, and in all school vehicles by all persons at all times.

In accordance with the above stated school board policy, students who use or possess tobacco on school premises will be subject to disciplinary procedures that include, but are not limited to, detention, suspension, and municipal code restrictions, which includes fines.

## **VANDALISM AND PROPERTY DAMAGE**

The taxpayers of the Platteville School District provide its students with buildings and facilities, equipment, textbooks, and other supplies. To safeguard this investment, and to ensure their continued availability, students are held accountable for actions that result in damage to school property. Students who willfully destroy school property will be required to pay the full replacement cost of the item destroyed, and will be subject to disciplinary action which includes, but is not limited to, suspension, expulsion, and/or referral to legal authorities. Students who damage school property through negligence will be required to pay the full cost of replacing the damaged article.

## **YOUTH OPTIONS PROGRAM**

Juniors and seniors are afforded an opportunity to enroll in one or more nonsectarian courses at an institution of higher learning (UW-P, SWTC) and take courses that lead to credit toward high school graduation. Application deadlines are October 1 for 2nd semester (spring) courses and March 1 for 1st semester (fall) courses. Information can be obtained in the principal's office.

Our students are the direct personification of the quality of our community and our school. Students are expected to conduct themselves with appropriate decorum at all times while at school or attending school functions. Take pride in your school and conduct yourselves accordingly at all times.