



STUDENT HANDBOOK

2007-2008

DeForest Area High School

815 Jefferson Street

DeForest, WI 53532

Office: 608-842-6600

Fax: 608-842-6615

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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DeForest Area School District

MISSION STATEMENT

Our mission is to provide an excellent education by engaging, challenging, and inspiring all students to pursue their full potential.

VISION STATEMENT

We are committed to building a culture that honors knowledge, respects individuals, demands excellence, fosters life-long learning, and supports relationships that strengthen families and community.

DeForest High School Administration

Mr. Tim Onsager
Principal

Ms. Kendra Allen
Assistant Principal
(Grades 9 & 10)

Mr. Michael McHugh
Athletic Director

Mr. Tom Nicholson
Assistant Principal
(Grades 11 & 12)

Officer Diana O'Neill
Police Liaison

DAHS Phone Extensions

- Main Office: 842-6600/Fax: 842-6615
- Attendance Office: 842-6660
- Guidance Office: 842-6625
- Athletics/Activities Office: 842-6650
- Athletics/Activities Information: 842-6670

- DAHS Alternative Program: 846-6636

DeForest High School Staff

All extensions are preceded by **842** (with the exception of the Alternative Program). You may also check the district website for contact information at www.deforest.k12.wi.us

6771	Aldrich, Lisa	German
6607	Allen, Kendra	Assistant Principal (Grades 9&10)
6691	Arnold, Michelle	Special Ed. Assistant
6630	Ashley, Katherine	School Psychologist
6840	August, Tom	Social Studies
6833	Bailey, Dave	Social Studies
6691	Baker, Yvonne	Special Ed. Assistant
6537	Bannigan, Kim	Technology Integrator
6874	Barnes, Caryn	Science
6725	Barth, Darlene	Business Education
6807	Beardsley, Arlene	Math
6645	Benisch, Vern	Head Custodian
6637	Bethke, Marti	LMC Assistant
6600	Blood, Jo	Main Office
6749	Boyce, Kate	English
6747	Breezee, Jennifer	English
6581	Brewster, Debbie	Business /District Office
6683	Brokish, Ginny	Special Ed. Assistant
6808	Brusoe, Bruce	Math
6682	Burton, Laurie	Special Ed. Assistant
6650	Butler, Teal	Athletics/Activities
6748	CaPaul, Joe	English
6045	Cook, Carol	ELL Services
6852	Clausen, Deb	Phy. Ed.
6712	Cordio, Sally	Special Ed.
6702	Dolph, Gwen	Agriculture
6679	Domer, Barb	Special Ed.
6775	Drunasky, Racquel	Spanish
6691	Eder, Sue	Special Ed. Assistant

6628	Ensign, Sara	Guidance Counselor
6838	Esser, Tim	Social Studies
6724	Fischer, Joan	Business Ed.
6825	Griepentrog, Steve	Tech. Ed.
6680	Grinnell, Marleah	Special Ed.
6810	Hanson, Erica	Math
6660	Harris, Kim	Attendance
6693	Hemauer, Mark	Special Ed.
6772	Hill, Rick	Special Ed.
6812	Ives, Paul	Math/Computers
6879	Jameson, Bill	Science
6831	Jerg, Phil	Social Studies
6740	Juergens, Josh	English
6763	Kindred, Erin	Family/Consumer Ed.
6884	Kramer, Kelly	Science
6805	Krantz, Susan	Math
6742	Kruse, Michelle	English
6691	Kurt, Suellen	Special Ed. Assistant
6802	Kvalheim, Dan	Agriculture
6760	Kvalheim, Lori	Family/Consumer Ed.
6620	LaFeber, Kathy	Nurse
6695	Lattimer, Terri	Special Ed.
6832	LeCloux, Brian	Social Studies
6770	Leung, Melody	French
846-6636	Lowenberg, Lila	Alternative Program
6704	Marx, Jon	Tech. Ed.
6755	McClain, Gretchen	English
6625	McFarlane, Gayle	Guidance Office
846-6636	McGorray, Jennifer	Alternative Program
6651	McHugh, Mike	Athletics/Activities Director
6870	McLaughlin, Meg	Science
6821	Meier, Linda	Choral Music
6612	Meylor-Miller, Karen	School to Work/Work Permits
6804	Minick, Mike	Phy. Ed.
6682	Moxon, Kathy	Special Ed. Assistant
6606	Nicholson, Tom	Assistant Principal (Grades 11&12)
6878	Northey, Sam	Science
6839	Olson, Harold	Social Studies
6608	O'Neill, Diana	Police Liaison Officer
6605	Onsager, Tim	Principal
6610	Orcholski, Sally	Main Office
6837	Pachal, Kristin	Social Studies
6883	Pharo, Alison	Science
6801	Pickarts, Doug	Math
6822	Pierce, Nathan	Band
6683	Porter, Dawn	Special Ed. Assistant

6809	Ray, Mark	Math
6720	Rice, Julie	Art
6774	Rouse, Jon	Spanish/English
6750	Sandwick, Kris	English
6777	Sarnow, Amy	Spanish
6684	Schmidtke, Barb	Special Ed.
6764	Schraufnagel, Kari	Family/Consumer Ed.
6881	Schwartzburg, Carol	Science
6690	Shannon, Sue	Special Ed.
6710	Smith, Chris	Art
6683	Sokolowski, Wanda	Special Ed. Assistant
6677	Szepieniec, Amy	Special Ed.
6511	Terry, Becky	Food Services Director
6776	Thoreson, Beth	Spanish
6629	Thoreson, Dale	Guidance Counselor
6687	Tisch, Robyn	Phy. Ed.
6830	Treinen, Keith	Social Studies
6626	Verhelst, Liza	Alt. Program/At-Risk Coordinator
6636	Wachowiak, Margi	LMC
6619	Walsh, Judi	Guidance Counselor
6790	Webster, John	Marketing
6804	Weisbrod, Craig	Phy. Ed.
6751	Williams, Jan	English
6600	Wilson, Sean	Study Hall Monitor
6811	Wilson, Sue	Math
6753	Yang, Linda	English
6885	Yankee, Rex	Science
6780	Zweifel, Nick	Math

Time Schedule

Hour 1	8:00.....	8:45	
Hour 2	8:50.....	9:35	
Hour 3	9:40.....	10:25	
Hour 4A	10:30.....	11:15	<u>Lunches</u>
Hour 4B	11:00.....	11:45	1 st 10:25 – 10:55
Hour 5A	11:20.....	12:05	2 nd 11:15 – 11:45
Hour 5B	11:50.....	12:35	3 rd 12:05 – 12:35
Hour 6	12:40.....	1:25	
Hour 7	1:30.....	2:15	
Hour 8	2:20.....	3:05	
<i>Connections</i>	3:05.....	3:30	
<i>Period</i>			

Classroom Code of Conduct

The DeForest Area School District is committed to maintaining an educational atmosphere of excellence. Teachers are expected to create a positive classroom environment that is conducive to learning and self-discipline. Students and teachers are expected to behave in a manner that is based on respect and consideration for the rights of others. This will allow teachers to instruct effectively and students to participate in learning activities. Students are further expected to know and abide by the rules of behavior established by the classroom teacher, school administration, and Board of Education.

Student behavior that is dangerous, disruptive, unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class. In addition, the student may be subject to disciplinary action in accordance with established Board of Education policies, school rules, and/or municipal/state/federal ordinances. The **Classroom Code of Conduct** outlined in this policy does not prohibit a teacher, principal, district administrator, school board, or their designees from providing additional disciplinary action to a student. Disciplinary action may include, **but is not limited to**, detention, suspension, and/or expulsion.

Student Removal From Class

A teacher may remove a student from class for the following reasons:

(Note: A "teacher" is defined as "the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, or group leader."

A "class" is defined as "any class, meeting or activity which students attend while in school under the control or direction of the District...this includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, recess, or fieldtrips.")

Dangerous, disruptive, or unruly behavior. This type of behavior includes, but is not limited to, the following:

- Possession or use of a weapon or other item that could cause bodily harm to persons in the classroom or on district property
- Harassment, as defined by 947.013 of Wisconsin State Statutes
- Fighting, verbal or physical confrontations with students
- Pushing or striking a staff member
- Interfering with the orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means. This includes behaviors that cause the teacher or other students to fear physical or psychological harm
- Behaviors that interfere with a person's work or school performance or that create an intimidating, hostile or offensive classroom environment
- Throwing an object(s) in class, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.
- Being in possession, or under the influence, of tobacco, tobacco products, alcohol or any controlled substance or items similar to controlled substances, or otherwise in violation of district student alcohol and other drug policies

Other behaviors that interfere with the ability of the teacher to teach effectively include, but are not limited to, the following:

- Willful damage to school property
- Use of profanity
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others (electronic pagers, cell phones, etc.)
- Defiance of authority (willful refusal to follow directions or orders given by the teacher)
- Repeatedly reporting to class without bringing the materials necessary to participate in class activities
- Repeated classroom disruption or violation of classroom rules
- Dressing or grooming in a manner that presents a danger to health or safety, is destructive to school property, is obscene as defined by Board policy, or causes interference with work or the educational process
- Open defiance or disrespect of the teacher, manifested in words, gestures, or other overt behaviors

When a student is removed from class, s/he will be sent to the building principal/designee following appropriate school procedures. The teacher removing the student will immediately notify the building principal/designee of the reason for the student's removal. A written explanation of the reasons shall be given to the principal/designee within 24 hours, or 1 business day, of the student's removal from class.

(Note: a teacher placing a student in the hall for less than a class period is not considered removal under this policy, however, it is recommended that the teacher contact the parent/guardian to inform them of the incident in order to prevent it from happening again.)

The building principal/designee shall inform the student of the reason(s) for removal from class, and shall allow the student an opportunity to present his/her description of the situation. The principal/designee shall then determine the appropriate educational placement for the student.

Placement Procedures

The building principal/designee shall place a student who has been removed from a class for violating the Classroom Code of Conduct in an alternative educational setting. This setting may include, but is not limited to, the following:

- The class from which the student was removed if, after weighing the interest of the removed student, the other students in the class, and the teacher, the principal/designee determines that readmission to the class is the best or only alternative
- Another instructional setting, classroom, or appropriate place, in the school
- An alternative educational program approved by the Board. State law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and/or teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs

When making placement decisions, the principal/designee shall consider the following factors:

- the interests of the teacher and other students in the class
- the reason the student was removed from class
- the type of placement options available
- the estimated length and time of placement
- the student's individual needs
- whether the student has been removed from a class before
- the relationship of the placement to any disciplinary action

The principal/designee may consult with other appropriate school personnel when making or evaluating a placement decision. A student's parent/guardian may also be consulted regarding student placement decision when it is deemed in the best interest of the person involved or required by law.

All placement decisions shall be made consistent with established Board of Education policies and in accordance with state and federal laws/regulations.

The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting as outlined below:

- The teacher who initiated the removal of a student from class will attempt to notify the student's parents/guardians within 24 hours, or 1 business day, of the incident that caused the student to be removed from a class. All attempts by the classroom teacher to notify a student's parents/guardians must be documented and provided to the building principal within 24 hours, or 1 business day, of the student's removal from class
- The building principal/designee shall notify the parent/guardian of a minor student in writing via the building disciplinary referral form, when a teacher removes a student from class. This notification shall include the reasons for the student's removal from class and the placement decision being made. The notice shall be given as soon as possible after the student's removal from class and placement determination
- If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations
- If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e. suspension/expulsion) the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements

The District shall not discriminate in enforcing the Classroom Code of Conduct on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

STUDENT BEHAVIOR AND DISCIPLINE

Since every rule or violation cannot be listed in this handbook, be advised that the administration reserves the authority to establish any policy/procedure to effectively operate the school.

Philosophy

Education is a shared responsibility involving parents, students, school and the community. Our primary goal is to create a school environment where every teacher can teach and every student can learn. Teachers want all students to learn, but their efforts can be thwarted by disruptive behavior. Therefore, a responsibility exists to take corrective action, when necessary, in the interests of all students in our school.

Our goal is to help students develop self-discipline. As much as possible, classroom discipline problems will be corrected by the teacher and student. When necessary, teachers will contact parents/guardians for support in improving a student's behavior. When inappropriate behaviors are persistent despite attempts to correct them, or when there are more serious problems, the administration and/or the police may become involved. (DeForest Area School District Policy #443 & #446; Section 118.13, 120.13(1), Wisconsin Statutes)

Expectations

- Students are to attend daily classes and study halls as assigned
- Students are to be on time, and to come to class or study hall with the necessary materials
- Students are to follow the classroom rules and expectations of their teachers
- Students are to be respectful toward their teachers and classmates
- Students are to have a pass if they need to be in the hallway during class time and they must be quiet so as not to disrupt classes
- Students are to eat only in the cafeteria
- Students are to use proper and respectful language
- Students are to obey state and local laws
- Students are to be properly dressed for school

OTHER POLICIES & PROCEDURES

Academic Recognition

Students have the opportunity to earn points each semester toward academic awards. The first 7 semesters determine the qualifications for the following awards. The following scale will be used:

<u>Semester Grade Point Average</u>	<u>Points</u>
3.50 – 4.33	2
3.00 – 3.49	1

Awards will be presented at the following point levels:

<u>Awards</u>	<u>Points</u>
Academic Letter	6
Lamp of Learning	10
Bar/Plaque	14

All DeForest High School students, regardless of course schedule, are eligible to earn academic recognition awards based on points earned through semester grade point averages.

Apparel/Dress Code

Jackets or coats are not to be worn in the building or brought into classrooms or study areas. A sweater or sweatshirt is the appropriate clothing should a classroom's temperature feel cold to the student.

Hats and head coverings (unless given prior permission by administration) are not to be worn in the building between the hours of 8:00 am until 3:05 pm.

Any clothing, which refers to drugs, including alcohol and tobacco, or which offends others because it is sexually suggestive, violent in nature, or overtly revealing, is not allowed. (DeForest Area School District Policy #443.1; Section 120.13(1), 146.015, Wisconsin Statutes). If a student's style of dress is distracting or causes a disruption, the student will be asked to remedy the situation in a reasonable way. Failure to immediately follow a staff member's directive to change or reverse the clothing will be considered insubordination and appropriate discipline measures will occur.

Listed below are some, but not all, examples of items that are considered inappropriate.

1. Apparel with alcohol, tobacco, or other drug- related logos or topics.
2. Apparel with sexually suggestive images, obscenities, racial or gender slurs, or that is harassing in any way.
3. Apparel or accessories that commonly depict gang membership or sympathy with a gang. (See Gangs and Gang Related Behavior)
4. Clothing that does not provide adequate coverage is prohibited. Shirts need to have straps and underwear should not be visible.

All clothing items that are student designed as part of a group **must** be approved by the administration in advance and in accordance with enhancing school spirit. These items must not harass or intimidate any member of our school community, or violate any stated school rule.

**Administrator's decision is final in all cases!*

Attendance

There is a high correlation between attendance and achievement. Furthermore, Wisconsin State Statutes mandate compulsory school attendance for all children, aged 6 until the end of the term, quarter, or semester in which they become 18 years of age or graduate. Student attendance in all of his/her classes is expected. Failure to attend regularly scheduled classes will result in a student becoming habitually truant. Habitual truants may be cited and/or referred to court for prosecution.

If a student does not feel well enough to attend classes, they are to report to the Attendance Office or the Nurse's Office to receive permission to be in the sick room. A student is allowed one class period to improve at which time the student will return to classes or arrangements will be made for the student to go home after receiving parent approval. **Under no circumstances may a student go home without prior approval.**

Excused Absence – shall include family emergencies, release time for religious instruction, medical, dental or psychological treatment associated with temporary health conditions or other good cause approved by the building principal.

Pre-Arranged Absence- requires final approval from a building administrator. The student must initially bring a note from a parent/guardian explaining the reason and dates for the upcoming absence. The attendance office will then provide a form to be signed by the student's teachers, as well as an administrator. This completed form must be handed into the attendance office at least one day before the student is going to be absent. Failure to hand in the form will result in unexcused absences.

Unexcused Absence- Students whose absence does not fall under the reasons listed above shall be considered unexcused. Some examples of unexcused absences may include: running errands, baby-sitting, hair/tanning/nail appointments, oversleeping, or work (other than school work programs).

Procedure to follow when absent:

1. Parent/Guardian is to call the attendance office at 842-6660 to report the absence by 1:00pm on the day of the absence.
2. In the event a parent forgets to call, please do so as soon as possible the following day. It is also permissible to send a note with your student so s/he can clear the absence before school starts.

****After 1 week from the absence, the attendance office will not change any absences from unexcused to excused without administrative approval.***

If you receive a call from our automated system, the student should report to the attendance office the next day (during a study hall, lunch or between hours, **not class time**) to verify the hour (s) of absence. If the absence was in error, the student needs to see the appropriate teacher to clear up the mistake. The student will assume all responsibility for that absence remaining unexcused!

Make up policy – A student has one day to make up the work for each day absent due to sickness and other unforeseen excused absences (pre-arranged absences are a separate consideration). If the work has not been completed in that time, the student and/or parent should contact the teacher to discuss the situation.

Habitual Truant – “means a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester.

Consequences –

1. An order for the person to attend school.
2. A forfeiture of not more than \$50 plus court costs for a first violation, or more than \$100 plus court costs for a second or subsequent violation, subject to a maximum of \$500 for all violations in a semester. All or part of the forfeiture plus costs may be assessed against the person, the parents or guardians of the person, or both.
3. Suspension of a driver's license for up to one year.
4. Community service.
5. Revocation of work permit.
6. Attend counseling.
7. House arrest.

Bicycles & Skateboards

See Transportation

Bus Transportation

See Transportation

Cafeteria and Lunch Hour Responsibilities

The school cafeteria provides a choice of hot lunches every day. Students who wish to bring a sack lunch are also welcome in the cafeteria and may purchase milk and other items from the a la carte lines separately. Students are required to deposit their trays and clean up their tables before leaving the cafeteria.

Deposits into an account for an individual or family can be made daily before 8:15 AM. Payments made after 8:15 AM will be credited to the following day's balance. Payment should be put in the locked "drop-box" located in the cafeteria. Checks are preferred to cash. Accounts must be kept at a positive balance for purchases to be made. Automated phone calls will be sent home weekly if your account is low.

- During the lunch hour, students are not permitted in classroom areas without a pass.
- DO NOT run from your classes to the lunch line. All violators of this rule will be sent to the end of the line.
- DO NOT push ahead of the others once in line. Violators of this rule will also go to the end of the line.
- All students are required to clean up after themselves and place their trays by the dishwasher after first cleaning the tray off in the garbage cans made available. If a teacher/supervisor directs you to clean up a messy table, you must obey their directive.
- Students are to eat only in the cafeteria. Food from the cafeteria must not be taken out of the cafeteria.

Cell Phones, Pagers, Two Way Radios, and other Electronic Devices

Student use or possession of electronic paging or two-way communication devices (e.g., beepers, cellular phones, two-way radios) in school buildings, on school grounds, and in school vehicles is prohibited. (DeForest Are School Board Policy #443.6 and Section 118.258 Wisconsin Statutes)

Phones may not be used in restrooms or locker rooms at any time! If a student has a cell phone or other communication device in the classroom or study areas, staff has been instructed to confiscate the device, write a discipline referral and give the device to administration.

Use of headphones in the hallways is prohibited. All headphones should be removed upon entering the building. Use of headphones in a classroom or educational setting is at the discretion of the teacher or administrator. Students must respond to **specific** teacher request with this policy. Headphones, CD players, I pods, etc. will be confiscated and given to administration if problems arise. **Please note: it is highly recommended that students keep valuable items at home to avoid potential thefts.**

1st Offense - Device is held with administration until the end of the school day and returned to the student with a warning.

2nd Offense - Device is held with administration until it can be returned to a parent. Student may also be assigned one detention.

3rd Offense - Device will be held with administration until 3:30 on Friday of the current week. A parent can then pick the device up in the main office. Additional disciplinary actions may be warranted.

Change of Address or Phone Number

If there is a change of address or telephone number during the school year, please report it immediately to the Guidance Office at 842-6625.

Cheating and Plagiarism

DeForest High School believes that academic honesty and integrity are fundamental components of our educational program. Cheating and plagiarism are serious problems and will be dealt with in a serious manner. Please refer to the Academic Honesty Policy available in the Main Office.

Closed Campus

The Wisconsin graduation requirements law requires students to be enrolled in classes or participate in school board approved activities during each class hour of each school day though their high school years. Students will be expected to be in class (required/elective classes, homeroom, lunch, study hall) or an approved alternate activity each hour of the school day. Questions concerning school board approved activities should be directed to the student's principal or guidance counselor. (Section 118.33 (2) (b), Wisconsin Statutes)

Outside Pass – If a student should have to leave school during the day (doctor's appt., becoming ill, etc.) s/he must receive an outside pass and sign out in the attendance office. If s/he returns on the same day, please sign in again to have the pass authorized. A phone call or note from the parent/guardian is required before a student may leave school. If permission is not obtained before leaving, the absence will be considered unexcused. (DeForest Area School District Policy #433)

Leaving school grounds in a vehicle or in one that is parked off school grounds without an outside pass and/or prior approval is strictly prohibited.

Complicity

Any student judged to be helping or aiding other students to violate school rules and regulations are subject to disciplinary measures.

Computer Use

Student users of computers may not play computer games or personal CD's or CD-ROMs, participate in chat rooms, Usenet groups, list serves, or use ***any form of instant messenger***. Also, students may not download or install software, or use another's (or lend their own) student account. Misuse will result in loss of computer privileges and/or additional disciplinary actions. An administrator will determine the length of time that a student may have computer access removed. Please refer to our district's policy: *District Provided Access to Electronic Information, Services, and Networks* for further details.

Connections Period

The top priority for connections period is a request by a teacher to have a student return for help or to serve a detention. **A student must report to a teacher upon request.** Jobs and other rides home are not acceptable reasons to not report as directed! Connections Period is from 3:05 until 3:30 daily.

Dances

DAHS students must bring student ID's to each dance. You must be a current DAHS student to attend dances. The only time a student may bring a guest to a dance will be for Homecoming and Prom. If a student wishes to bring a guest, prior administrative approval is required at least two weeks in advance of the event. Administration will conduct a background check and reserves the right to deny a guest pass based on findings. Please note that guests attending **may not be older than 19** and a picture ID is required upon entrance to the dance. Also, middle school students may **not** attend dances at DAHS and DAHS students may **not** attend dances at the middle school.

Disaster Plan (e.g. Tornado)

Instructions will be made over the public address system. If there is no advanced warning, all personnel will have to remain where they are, in kneeling position, face down near the floor. Students in halls should remain as close to the walls as possible. There should be a quiet atmosphere to enable instructions to be heard. Specific instructions will be posted in all classrooms and covered by all teachers for those occasions when advance notice is provided.

Electoral Voting

Public high schools shall be used for registration for enrolled students and members of the high school staff.

Expulsion

The School Board may expel a student from school whenever it finds him/her guilty of repeated refusal or neglect to obey school rules, making a bomb threat, or conduct which endangers the health, safety, or property of others with special emphasis to be placed on the possession, distribution, or use of alcohol or other drugs or their look-alikes and possession or use of a weapon or look-alikes as defined by state law on school grounds or at a school sponsored activity. (DeForest Area School District Policy #446.2; Section 120.13 (1) ©, Wisconsin Statutes)

Fire Drills

Fire Drills will be held periodically accordingly to law. Students should proceed in a quiet, orderly manner to the designated exit and stand well away from the building. It is mandatory that students conduct themselves properly during a drill so that lives might be saved during an emergency.

Willful tampering with fire warning or fire fighting equipment is against the law and will be dealt with severely. Any false alarm will be handled through the State Fire Marshall, and the penalties promise to be severe.

Gangs and Gang-Related Behavior

A "gang" is defined as a group of two or more individuals with a unique name, identifiable marks, colors or symbols who claim turf or territory, who associate on a regular basis, and who engage in antisocial or criminal activity.

The DeForest Area School District will not tolerate gang related behavior in the school, on school property, on buses, or at school-sponsored events. Gang behavior creates an atmosphere where unlawful acts or violations of school regulations may occur. Such behavior intended to initiate, advocate, or promote activities that threaten the safety or well being of persons or property is harmful to the educational process and school environment and interferes with the mission of the school district.

The following gang-related behaviors are prohibited in school buildings, school buses and at school sponsored activities:

- The presence of jewelry, accessories, manner of grooming, or apparel that implies membership, affiliation, or sympathy with a gang (this includes bandanas and/or scarves).
- Displaying gang markings or slogans on personal property or clothing.
- Use of gang-related hand signs or signals.
- Possessing literature that indicates gang membership.
- Antisocial or criminal activities that disrupt school or school sponsored activities.
- Initiations, hazings, and intimidation.

Violation of this policy will subject students to appropriate disciplinary action that may include suspension or expulsion proceedings.

Graduation Requirements

DeForest Area High School plan for graduation is based on a point system. ***Achieving the required number of credits is the one required component to the system.*** The remainder of the points provides options for students. It is possible for two students to receive the same diploma having followed different, but equally challenging, paths.

To obtain a diploma, a student would have to earn **11.0 Points**. The following is a brief description of each of the point categories:

1. Credits (required points): 8.0 Points for earning a minimum of **22 credits**. **9.0 points** for 26 or more credits. The credits will include the state required:

- **English - 4 credits** (Eng 9, Comp 10 and Speech are required)
- **Social Studies - 3 credits** (World History 9, American History 10 and 20th Century History 11, and American Government)
- **Mathematics - 2 credits**
- **Science - 2 credits** (Physical Science and Biology)
- **Physical Education – 1.5 credits** (1/2 credit course in grades 9, 10, 11)
- **½ Credit Computer Course**
- **½ Credit Fine Art/Vocational.**
- **Electives – 8.5 credits**

2. **Performance: 2.0 Points** for “school performance” where students have obtained at least a cumulative GPA of 2.0 or higher over the first 7 semesters.
3. **WKCE** - Up to 2.0 points total - .5 for each section passed at proficient or advanced.
4. **1.0 – 2.0 Points** for approved “Service Learning” (Students may sign up to participate through clubs, organizations, sports, or class advisor. Students must complete 75 hours of “approved” service learning for two points and 50 hours for one point.) Hours must be completed within the first 7 semesters of high school (unless approved by the high school administration).
5. **1.0 – 2.0 Points** for attendance rate over the first 7 semesters at DeForest Area High School. One point for 90% attendance and two points for 95% attendance.
6. **Teacher Recommendation: 1.0 Point** Teacher recommendations need to be from at least two teachers. Letters need to be written during a student’s “graduation” year, but can be done by any high school faculty member who has worked with the student in a classroom setting. (These letters must be submitted by the end of the first semester of the senior year).

*****Students with disabilities will have the I.E.P. determine any graduation requirement modifications.***

Valedictorian and Salutatorian is based on seven semesters of grading, the last three at DeForest High School.

Our Guidance Counselors will eagerly assist students with their course selections. It is the student’s responsibility to ensure that graduation requirements have been fulfilled. Be sure to use student services and check your credits periodically.

As per District Policy 345.52 states: Commencement exercises, the final celebration of academic achievement in the DeForest Area School District, shall be held yearly for those students who have **completed** graduation requirements of the district.

Attendance at DeForest High School during the semester immediately preceding completion of graduation requirements is required to receive a diploma. Class rank is based on seven semesters of grading, of which the last three must be at DeForest High School.

All students must be legal residents of the DeForest Area School District. All students, regardless of previous credit accumulation, will be required to register and maintain a full class load (6 classes). Exceptions to this policy will need administrative approval in writing prior to dropping any class or not registering for a full load.

Students should make every attempt to see their counselors, academic advisor or school psychologist **only** during the student’s non-class time.

Guest Policy

For safety, security and crowding concerns, students **are not** permitted to have guests or visitors accompany them on school grounds. If a visitor wishes to view our school, they must contact the school administration for further discussion and/or approval. *See policy on *Dances* for additional information regarding guests.

Hallways

During class time, each student must have a proper hall pass to be in any area of the building when out of class. Violation of this rule will have the student returned directly and immediately to his/her assigned class and be issued a detention or be placed in in-school suspension until the hour ends.

Harassment/ Sexual Harassment

Harassment is defined as participating in or conspiring with others to engage in acts that injure, degrade, intimidate or disgrace other individuals according to race, religion, or sex.

Sexual harassment includes unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of sexual nature. Sexual harassment may include, but is not limited to:

- Verbal harassment or abuse;
- Subtle pressure for sexual activity;
- Inappropriate patting or pinching;
- Intentional brushing against an individual's body;
- Any sexually motivated, unwelcome touching, or sexual violence, which is a physical act of aggression that includes a sexual act or sexual purpose.

Any person who believes he or she has been the victim of harassment/sexual harassment by any person in school should report the incident immediately to a counselor, teacher, administrator, or school liaison officer. All reported incidents will be investigated.

Headphones

See Cell Phones, Pagers, Two Way Radios, and other Electronic Devices

Homeless Children and Youth

It is the policy of the DeForest Area School District to ensure homeless children and youth are provided with equal access to its educational programs, have an opportunity to meet the same challenging State of Wisconsin and DASD academic standards, are not segregated on the basis of their status as homeless and to establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

Homerooms

Every student will be assigned a homeroom that will meet periodically throughout the school year.

Honor Roll

There are two Honor Roll categories at DeForest High School:

- High Honors – a grade point average of 3.5 or above must have been attained for that semester.
- Regular Honors – A grade point average of 3.0 -3.4 must have been attained for that semester.

The honor roll will be computed as follows:

- Grade points will be given for all academic courses. Excluded from computation are driver education class and student lab assistant assignment. Grade points will be given on the following basis:

A+ = 4.33	B+ = 3.33	C+ = 2.33	D+ = 1.33
A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = .67

Total the grade points and divide by the number of academic courses to determine the grade point average for that quarter.

- Only students on a full load of six classes will be eligible for the honor roll, unless the administration has approved a reduced load. Five classes plus COOP is also acceptable.
- Students with IEP's, 504 plans, or enrolled in a DeForest High School approved alternative education program are considered to be full load as defined by the IEP, 504 plan, or alternative education program structure.
- All students attaining honor roll status will be included in any newspaper publicity accompanying this award.

Identification Card

It is the responsibility of the student to have a current school ID with them while at school. The ID card will allow you to enter and use the LMC, pay for your food in the lunch lines and will be needed for student verification at DAHS school functions. Each student will receive one after registration. Replacements can be issued for \$5 in the Main Office.

Learning Difficulties

If you are trying your best to excel academically and are not reaching your school goals, you may seek out your teachers, counselor, school psychologist, school nurse, or administrators to discuss this issue. Initiating this discussion may lead to an expert assessment to look for disabilities which could frustrate your best efforts to learn. Any of these staff members may also initiate this discussion with you and your parents. Should such a disability be present, help is available through several services right here at DHS. A referral form is available for students, parents and staff from the guidance office or school psychologist.

Library Media Center (LMC)

Students are encouraged to come to the library for research, quiet reading or studying, and computer access. Library hours are 7:45 – 3:45, Monday – Thursday; 7:45 – 3:30, Friday. Student ID number is necessary to check out materials.

Entering the LMC: Upon entering, students are required to sign in at the front desk. At the end of the hour, all students are asked to remain in their seats until the bell rings.

Using the LMC with a Teacher and/or Class: Students coming to, and remaining in, the LMC with a teacher or class, are required to sign in on the pink Class Sign-in Sheet at the Main Desk. All students with a class must comply with the quiet study atmosphere of the LMC, and must remain in their seats until the bell rings or until their teacher dismisses them.

Magazines/ Newspapers: A variety of magazines and newspapers are available for reading and research within the library. Students may request and sign out both current and back issues of magazines at the front desk. Magazines must be turned in before the bell rings at the end of the hour.

Restrictions: No food or beverages, please. In order to allow safe traffic flow, backpacks are to be kept on the library tables.

LMC Atmosphere: A quiet study atmosphere will be maintained at all times in the library. Disruption of any kind will not be tolerated in consideration of those at work.

Library Passes: Students wishing to use the library during study hall must obtain a pass from an academic teacher stating the assignment they are to be working on (including the subject matter), the date and hour they need access, and the teacher's signature.

Computer Use: Students must comply with the district's Acceptable Use Policy found on the DeForest Area School District website.

Printer Use: Color and monochrome printers are available for your use in the library. Color printing is 10¢ unless required for a class assignment. Please print responsibly to assist us in conserving resources.

Lockers

Students will be assigned an individual locker. Students are not to change locker assignments unless the office has granted prior permission. Students may NOT share lockers. The student is responsible for any items kept in his/her assigned locker. Deliberate damage done to a student's locker can result in suspension and/or citation.

Lockers are the property of the DeForest Area School District and school authorities retain the right to periodically inspect student lockers and all contents. Lockers may be searched when there is a reasonable suspicion of finding something illegal or evidence of violation of a school rule or a safety concern. (DeForest School District Policy #445 and #445.2)

Section 118.325 Wisconsin Statutes states that an official, employee or agent of a school district may search a pupil's locker as determined necessary or appropriate without the consent of the pupil, without notifying the pupil and without obtaining a search warrant.

Students shall keep their lockers clean, neat and presentable. Locker decorations are allowed on the inside of the locker and must not violate contemporary community values and standards. Alcoholic beverages, tobacco, or illegal drug advertising may not be displayed. Pictures should be appropriate and not display nudity or graphic images. Locker decorations on the outside of lockers or in common

areas of the school must have approval of the administration and be stamped accordingly at the office before they are put up.

Any writing on student lockers must be immediately reported to administration. If the student fails to report in a timely manner, the student assigned to the locker risks taking responsibility for the damage.

Lost and Found

Lost and found is located in the front office. Students who find articles should take them to the office for the rightful owner to claim. Unclaimed items will eventually be donated to charity.

Medication Policy

School personnel are legally restricted from providing aspirin or other internal medication to any student at any time. Students suffering an injury of any kind must report the accident to the teacher in charge immediately, or go to the nurse.

For the safety and protection of students taking medications, other students, and school personnel giving the medications, we ask that you please notify the school when your child is taking medication at school. There are different forms that need to be filled out depending on the type of medication to be given at school. These **Medication Administration Request** forms are available at your school office. The two types of medications and their related policies are as follows:

1. Non-prescription medications (over-the-counter medications including Tylenol/ Advil/Ibuprofen, cough medicine, etc.)
 - A. Fill out the "White" form. No physician signature is needed. Include the name of the medication, dosage, and reason for taking the medication. Also include a parent/guardian signature.
 - B. Non-prescription medications will only be given if it is labeled with the name of the medication, dose, and child's name. Please use original packaging. We do not encourage routine use at school, but know it may be necessary at times.

2. Prescription Medications (including antibiotics, ADD/ADHD medications, Inhalers, etc.) will be dispensed only when the following procedures have been followed:
 - A. Fill out the "blue" form. The top half should include the name of the medication, dose, time to be given, dates to be given, physician's signature, and parent/guardian signature.
 - B. All prescription medication (with the exception of Inhalers, must be brought to the school by the parent. If it is impossible for a parent/guardian to bring the medication, fill out the bottom half of the "blue" form giving the student permission to transport the medication. All medication should be brought directly to the office or the child's teacher. Students with asthma may carry their own inhalers.
 - C. All medications must be in an appropriately labeled bottle from the pharmacy. The label needs to list the name of the student, dosage, and frequency of the medication as well as the physician's name. Please do not bring medication to school in a baggie, envelope, Tupperware container, etc.
 - D. Prior to oral medication being brought to school, the number of pills in the bottle should be counted by the parent and written on the "Verification" form attached to the "blue" form. The school staff will count the medication again to verify the count. This will also be documented by the staff on the "Verification" form.

E. It is the responsibility of the student to go to the office to receive their medication at the prescribed time.

All medication will be kept secure in a locked location in the office. It is the responsibility of the parent/guardian to pick up the medication when they are discontinued and at the end of the school year. If you need additional request forms at any time, check with the school office. If you have any questions, please contact Laurie Krause R.N., or Kathy LaFeber R.N., DeForest Area School District Nurses.

Mid- Term Progress Reports

At the end of the fifth week of each quarter, mid-term progress reports will be generated. The progress report will reflect the student's approximate grade at this point and/or comments on class work or behavior. ***If at anytime parents/guardians are concerned about their student's progress they are encouraged to contact the teacher or the guidance counselor.***

Parking Lot/Parking Permits

The student parking lot is only to be used during the school day by those students who have purchased a parking permit. Parking Permits **must be displayed at all times** and students are required to park in their designated parking lot according to grade. Students are not to be in the parking lot or cars during the school day unless they are leaving and have permission from the office. Students are not to be in the vehicles during the lunch hours, since school officials could assume suspicion of illegal activity. Any violations of State Law or school policy may result in termination of parking privileges and/or citations.

Public Display of Affection

Public displays of affection that are found to be offensive to others and/or sexually suggestive in nature will not be tolerated in the school environment. As a guideline to follow, hand- holding is acceptable, while kissing and close body contact is not. Violators will be assigned appropriate consequences intended to end the offending behavior and educate the individuals on acceptable behavior. Parents may be notified if the behavior does not stop.

Search and Seizure

If an administrator has reason to believe that an illegal act or violation of school rules has been committed, or is about to be committed, he/she is authorized to search the student and his/her personal property or any school district property used by the student (including vehicles parked in DAHS parking lots), and seize any item that possession of which is specifically prohibited by law or these regulations. The police liaison officer will be asked to conduct the search if at all possible due to training and expertise in this area. (DeForest Area School District Policy #445; and section 118.32, Wisconsin Statutes).

Searches Using Trained Dogs to Detect Drugs

The DeForest Area School District authorizes the use of canine units to detect the odor of controlled substances in school buildings and grounds at the discretion of the District Administrator in conjunction with the building level administrator.

The canine unit will be used whenever:

- There is a reasonable suspicion that controlled substances may be hidden in the building,
- There is a reasonable suspicion that controlled substances may be hidden in vehicles parked in/on school property, or
- There is a belief that a random preventative search will be beneficial to the ongoing drug prevention effort in the school district.

The following specific procedures apply regarding the use of canine units:

- Canines may be used without prior notification to students and /or school personnel.
- Canines may be called by the school principal/designee with notification of the District Administrator/designee.
- Students and all employees not involved in the search will be restricted to designated spaces (e.g. classrooms, offices) and kept out of the hallways while canines are in use.
- In the event of a canine "hit", the locker, vehicle, or other area will be searched further using established District procedures.

*DASD Board Policy
Approved 10-22-01*

Semester Exams

Teachers have been given directions to give semester exams in all of their assigned classes. These exams are to count from 5% - 15% of that semester's final grade. Each teacher shall hand out a syllabus explaining their grading policy during the first days of class. Failure for a student to take the exam will result in earning a zero for the exam.

Smoking or use of Tobacco

No student is allowed to smoke, use, or possess tobacco and/or related paraphernalia (including lighters or matches) at any time in the school building, on school buses, or on the school grounds. School sponsored events off of school grounds follow the same policy and the same consequence will result. A village ordinance prohibits smoking and possession of tobacco by minors within the village of DeForest. Students who violate this policy will be suspended and/or and referred to the police for citation.

A student may be subject to a search and seizure of such product by law enforcement officers. (DeForest Area School District Policy 443.3, DeForest Village Ordinance #10.03 (7) (m); Section 48.983, 115.35, and 120.12 (20) Wisconsin Statutes.

Study Hall

The class periods of the school day when a student is not scheduled into a class will automatically have that student assigned to study hall. ***The purpose of a study hall is for a student to be engaged in schoolwork.*** This work may be done individually or with other students depending on the rules set forth by the study hall monitors. This is to be a quiet environment and monitored by teachers and/or the study hall monitors. Attendance is required in study halls, but passes to other areas or teachers are available. ***Card playing, board games, computer games and similar activities are not permitted in the study halls!***

Suspension

A student may be suspended for a violation of reasonable school rules; for conduct which endangers the health, safety, or property of others; or, for making a bomb threat. Building administrators may suspend a student for up to five (5) school days, or for fifteen (15) school days pending an expulsion hearing.

Prior to the suspension, the student shall be advised of the reason(s) for the action; and given the opportunity to present his/her side of the story. The parent/guardian of a minor student shall be given prompt notice of the suspension, stating the reason(s) for such suspension. The parent/guardian may request a conference with the District Administrator to discuss the suspension. (DeForest Area School District Policy #446.2; Section 120.13 (1) ©, Wisconsin Statutes).

Actions which are likely to result in immediate suspension include (but are not limited to): arson, battery, bomb threat, false fire alarm, fighting, forgery, harassment, indecent exposure, intimidation; possession, distribution or use of alcohol, tobacco, or other drugs or look-alikes, possession or use of a weapon or look-alikes; theft, vandalism, and verbal abuse. Students will also be referred to the police in these instances.

Tardiness

Tardiness is defined as not being in the classroom at the end of the bell tone. The classroom teachers will handle the first four unexcused tardies per nine-week period before referring a student to the office. Teachers will handle these tardies with any combination of disciplinary measures such as verbal warnings or detentions. If a student does not serve the teacher assigned detention, a parent contact will be made and a referral will be sent to administration. *Note: students must remain in the classroom or assigned area until the bell or the teacher releases students to leave.*

Theft

Students caught stealing from the lunch line, lockers (including phy ed lockers), backpacks, staff, or the school building (including the parking lots and vending machines) are subject to suspension and/or expulsion referral. The theft will also be referred to police.

Transportation

- **Busses:** transportation is provided for most students in the DeForest School District. Student riders are expected to exhibit good behavior at all times on school buses and at boarding points. Students riding the school buses are expected to cooperate to the fullest extent with the bus driver. The bus driver has the same authority over students riding the buses as a teacher over students in the classroom. If any student behaves inappropriately, he/she will be warned about it. If he/she persists, he/she will be promptly disciplined by the school and may be denied the privilege of riding the buses. For further information, see Bus Discipline Policy, which is available in the Main Office or at the bus company.

- **Vehicles:** Any vehicle that is used for transportation to and from school that is parked on school grounds should be parked in the designated area of the school parking lot and shall have a parking permit visibly hanging from the rear view mirror of the vehicle. Please note that the State, County, and local law enforcement agencies will enforce traffic laws in effect in the jurisdictional area of the campus. (DeForest Village Ordinance, 3.10 Pursuant to the provisions of the § 118.105, WI Statutes). Automobiles on school property are subject to search by a school official if a school official has reasonable belief that contraband is in or on the automobile. The school reserves the right to revoke parking privileges for any student drivers who violate laws with their vehicle, park in unauthorized places, have a pattern of truancy, or act irresponsibly or dangerously while operating their vehicles.
- **Other:** If you ride a bike to school, you can park it in the bike rack. Lock your bike. The school is not responsible for damage or theft while bikes are parked on campus. Skateboards may be used only for transportation to and from school and must be locked in lockers during the school day. Scooters, motorized skateboards, roller blades, snowmobiles, etc. are not allowed on campus.

Please note any students using school property as a means of recreational misuse (ie jumps, slides) with bikes, skateboards, etc. may be subject to disciplinary action and or police referral. This includes the hours outside of the scheduled school day.

Withdrawal from School

Pupils who withdraw from DeForest High School must report to the Guidance Office. A withdrawal slip will be issued to the student that must be completed and returned with all signatures needed, ensuring that all books have been returned and grades given. Please note that many other school districts request this withdrawal slip before one may enroll.

Work Permits

Persons under 18 who wish to work must secure a work permit in compliance with State laws. A work permit may be obtained in the high school office from 9:00 am to 3:00 pm Monday through Friday with the following information:

- Original Birth Certificate or Baptismal Record.
- Original Social Security Card
- Letter from new employer stating:
*Approximate total hours student will be working (weekly)
*Times of day student will be working
- Job responsibilities
- Signed note from parent/guardian
- \$5.00 permit fee

STUDENT SERVICES

The Student Assistance in Learning (SAIL) Program is designed to provide assistance for students on issues that interfere with school success. The program provides help and support for students affected by alcohol, tobacco, and other drugs (AODA); family problems; and other personal crises. However, these issues are often connected to other concerns such as poor academic performance,

attendance or truancy issues, and behavior problems. The program will address these problems by helping the school and community create a safe place for students and their families to seek and receive assistance.

The following is offered through the program:

- Individual consultation for students, teachers, and parents
- Coordination of the school-wide intervention team or STAT
- A variety of student educational and support groups
- Assistance for students returning from treatment or hospitalization
- Information about helpful community agencies and services
- Peer education and Leadership Program

Student Services Staff

Guidance Department Secretary

Mrs. Gayle McFarlane: 842-6625

At-Risk and Alternative Program Coordinator

Ms. Liza Verhelst: 842-6626 or 846-6636 (Alt. Program)

School Psychologist

Ms. Katherine Ashley: 842-6630

Guidance Counselors and Assignments for 2007-2008

Mrs. Sara Ensign: 842-6628 /A-G

Mrs. Judi Walsh: 842-6619 /H-O

Mr. Dale Thoreson: 842-6629 /P-Z

The purpose of the Student Services program is to help the students grow academically, intellectually, and socially as well as to assist them in realizing their own strengths and weaknesses. In so doing, it is hoped that the students will grow in self-confidence, maturity, and decision-making ability. This concurs with the philosophy of education as expressed by all staff.

The goals of the Student Services program are:

- To provide each student with a comfortable setting in which they may explore alternatives and consequences for the facilitation of their academic career.
- To provide each student the educational guidance needed regarding course offerings, curriculum, post-high school institutional requirements, financial aids, scholarships, and careers.
- To provide each student, in a one-to-one relationship or in a group setting, the opportunity to resolve or reduce inter or intra-personal conflict, under-achievement, or disruptive behavior.
- To oversee the student's general academic progress in school and to help if the student is failing or has learning problems that interfere with his/her ability to profit from the opportunities offered by the school.

Student Schedule Changes

Schedule changes will be allowed during the first five days after school begins. Students who need a schedule change must make an appointment with their counselor and also complete the schedule change form located in the guidance office. DHS staff and administration have spent much time and effort in scheduling the classes and meeting the priorities that each student/parent/guardian requested. Schedule changes, therefore, must be for definite educational reasons. Very few schedule changes will be allowed after the first five days of the school year. All schedule changes are subject to parent, teacher(s), counselor, and administration approval.

*****Requests for a specific teacher(s), specific study hall period or a specific class to be with a friend will not be honored.**

Career Center

DHS has a comprehensive career guidance program, located in the Guidance/Student Services Office. A necessary component of this program is the Career Center. Students may use the Career Center for a multitude of both audio, visual and software information on careers, institutions of higher education, scholarships, decision-making, the world of work, self-awareness, curricular offerings and apprenticeships. See your counselor for help.

Testing Program

Current District planning will be to administer the Wisconsin Student Assessment System (WSAS) at the tenth grade level during the fall of the school year. The test is a basic battery, which measures Reading, Math, Science, and Social Studies skills. The purpose of the test is to have a consistent database of the student's progress within the district.

At the junior level, college-bound students are encouraged to take the PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test.) This test is administered at the high school in October. All juniors are also encouraged to take the ACT (American College Test), which is offered five times during the school year at various sites in the Madison area. The early spring date of one's junior year is usually preferred. The ACT is an entrance requirement for all of the University of Wisconsin system schools as well as Minnesota and other Midwest colleges and universities.

Some programs at MATC also require the ACT for admission. Some colleges and scholarships require the SAT (Scholastic Aptitude Test) rather than the ACT. Students should check college catalogues and scholarship applications early to ensure that they have the proper test scores on their record.

Scholarships and Financial Aid

The decision of whether or not to seek further education or training after graduation should not be based totally on the dollar amount it would cost. Money is available from several sources; namely the federal government, the state, and local organizations. Financial aid may be in the form of a scholarship, grant, loan, work study program and most likely would be a combination of the four awarded through, in most cases, the institution you choose to attend. Close contact with your counselor is extremely important as you do your educational planning.

Applications for individual scholarships from companies, such as Oscar Mayer, are usually due the first semester or early part of the second semester of your senior year; therefore, you should have

your educational plans in mind at that time. Local scholarships may be applied for through your counselor after the third grading period in your senior year. *Note: The School Code Number is 500-500 for college applications and forms.*

Permanent Record

A permanent record of grades is maintained for each student. This record includes grades, grade point average (GPA), class rank, credits earned, and attendance figures. When a student needs a copy of his/her permanent record for college or vocational school applications, for transfer to another school, or for job references, he/she obtains a release of information form from the counselor, and when that form is returned signed by the student and his/her parents/guardians, the records are prepared for mailing. Transcripts are available to the student and his/her parent/guardian upon request after the release of information form has been signed.

Equal Educational Opportunities

All students attending DeForest Area School District schools may participate in educational programs and activities, regardless of creed, race, color, national origin, ancestry, religion, marital status, pregnancy, emotional, physical, mental or learning disability or handicap, sexual orientation or sex. The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. In addition, reasonable arrangements can be made to accommodate a student's sincerely held religious beliefs in regard to examinations and other academic requirements and to ensure that the lack of English language skills is not a barrier to admission or participation. Specifically included under this policy are the following:

- Equal application of all standards and rules of behavior, and any disciplinary action;
- Prohibition of harassment, including but not limited to taunts or insults based on disability;
- Availability of gifts, bequests, scholarships, and other aids, benefits, or services, including but not limited to Honor Roll and awards programs;
- Equal access to testing, evaluating, and counseling;
- Equal access to District facilities, including but not limited to the school gymnasium, lunchroom, and hallways
- Equal access to school - sponsored food service programs

It is the intent of the DeForest Area School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations.

Grievance procedures have been established for students and parents who believe discrimination has been shown by the DeForest Area School District (Policy #411).

The address for the Office of Civil Rights is:

*Office of Civil Rights
United States Department of Education
Chicago Office, Midwestern Division
111 North Canal Street, 10th Floor
Chicago, Illinois 60606*

Early Graduation

The principal must approve early graduation. Juniors who have carried more than the average load for their high school careers may apply for senior mid-year graduation. Applications must be in one year prior to graduation. See your counselor concerning applications for this program.

Youth Options Program

The post secondary enrollment options program permits any 11th or 12th grade pupil enrolled in a public school to attend a Wisconsin Institution of higher education for the purpose of taking one or more nonsectarian course. There is a March 1st deadline to apply for the fall semester, and October 1st for the spring semester.

Before being able to enroll in a Youth Options course, the student must have exhausted all the courses offered at their high school in that area of study, and the course being taken must not have 80% or more in common with the curriculum of the course at the high school.

If the participating pupil takes a course for Youth Options credit only, then the pupil (parent/guardian) is responsible for paying the costs. Districts are not required to pay for a post secondary course if the district offers a comparable course with approximately an 80% match in course content. Youth option grades will be included in the student's cumulative grade point average (GPA).

Pupils in the 11th and 12th grades of public schools who attend VTAE institutions may not enroll in an institution of high education under this program.

Beginning with the March 1, 2004 deadline, students new to the Youth Options Program:

1. Will be limited to a total of 18 postsecondary credits while in the program.
2. Will have to reimburse all costs paid by the DeForest Area School District related to a course if the student receives a failing grade or fails to complete (drops) a course. Reimbursement may be requested from the student if he or she is an adult or from the student's parent or guardian.
3. Will not be eligible for the Youth Options Program if they fail to provide reimbursement for a dropped or failed course as described in #2.
4. Will only be admitted to a technical college if there is space available in the course.
5. Will only qualify for district payment if courses are not 80% comparable to courses offered by the DeForest Area School District. Additional courses that are comparable with the DeForest Area School District will not be reimbursed.

** For further information on the Youth Options Program, please see your Guidance Counselor.

Reference:

Wisconsin Statutes, s.118.55 (7t) (a), s.118.15(1)(b), s.118.55 (7t)