



DeForest Area High School

**DeForest Area High School
Principal: Machell Schwarz
815 Jefferson Street
DeForest, WI 53532**

**Office: 608-842-6600
Fax: 608-842-6615**

2018-2019 Student Handbook/Planner

This planner belongs to:

Name _____

Grade _____

Street Address _____

City, State, Zip _____

Phone _____

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

**Mrs. Machell Schwarz
Principal**

**Mr. Douglas Crowley
Assistant Principal
(Grades 9 & 10)**

**Mr. Matthew Bauer
Assistant Principal
(Grades 11 & 12)**

**Mr. Michael McHugh
Athletic / Activities Director**

**Officer Shaun Hughes
School Resource Officer**

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.deforestschools.org

6667	Andrews, Matt	In-School Suspension/Hall Monitor
6740	Arnold, Michelle	Special Ed. Assistant
6840	August, Tom	Social Studies
6606	Bauer, Matt	Assistant Principal (Grades 11 & 12)
6822	Bautz, Brandon	Instrumental Music
6712	Bertram, Linnea	Special Ed. (Speech/Language)
6637	Bethke, Marti	LMC Assistant
6600	Blood, Jo	Main Office
6702	Boettcher, Gwen	Agriculture
6809	Borland, Kyle	Math
6749	Boyce, Kate	English
6633	Brazzel, Brittany	Alternative Ed./Social Studies
6645	Briese, Ryan	Custodial Supervisor
6581	Brewster, Debbie	Business /District Office
6865	Brickl, Amie	Reading Specialist
6666	Briese, Ryan	Custodial Supervisor (Night)
6678	Buonincontro, Katelyn	Special Education
6633	Busch, Tina	Special Ed. Assistant/Alt. Ed.
6650	Butler, Teal	Athletics/Activities
6682	Byers-Dent, David	Special Ed. Assistant
6748	CaPaul, Joe	English
6800	Chrisler, Matt	Health/ Guided Study
6780	Collegnon, Ashley	Math
6607	Crowley, Doug	Assistant Principal (Grades 9 & 10)
6885	Curran, Daniel	Science
6764	Diederich, Kari	Family/Consumer Ed.
6740	Eder, Sue	Special Ed. Assistant
6802	Engel, Zeth	Agriculture
6628	Ensign, Sara	School Counselor
6838	Esser, Tim	Social Studies
6742	Etheridge, Blake	English

6747	Ezell, Christian	English
444-5408	Furseth, Carrie	Special Ed. Asst./Transitions Prg.
6806		Social Worker
6600	Gray, Sharon	Lunch Room Supervisor
6801	Grimes, Laura	Math
444-5408		Special Ed./Transition Program Lead
6727	Haas, David	Business Ed.
6822	Hammer, Courtney	Choral/Music
6740	Hankins, Lisa	Alternative Program
6620	Harford, Amanda	LPN/HRA (Nurse's Office)
6660	Harris, Kim	Attendance
6729	Heatwole, Sarah	GED Option II/Online Courses
6704	Hertel, Dan	Tech. Ed.
6760	Holperin, Tess	Family/Consumer Ed.
6811	Houghton, Abbi	Math
6608	Hughes, Shaun	School Resource Officer
6750	Jambor, Amy	English/Social Studies
6886	Jameson, Bill	Science
6805	Johnson, Anthony	Math
6619	Johnson, Kerry	College and Career Readiness Coordinator
6627	Joyes, Kristyn	Science
6774	Katsandonis, Nick	Spanish
6831	Kollasch, Colleen	Social Studies
6870	Koslowski, Matt	Science
6884	Kramer, Kelly	Science
6740	Kurt, Suellen	Special Ed. Assistant
6695	Lattimer, Terri	Special Ed.
6832	LeCloux, Brian	Social Studies
6808	Lervik, Jennifer	Math
6173	Leung, Melody	ELL Coordinator/ELL Guided Study
6755	Liedl, Nathaniel	English
6825	Ligocki, Alan	Tech Ed. / Media Ed./ Yearbook
6777	Lupo, Andrea	Special Ed.
6775	Manicke, Lisa	German
6812	Martinez, Joana	Math
6600/6610	Mayer, Suzy	Main Office
6746	McClain, Gretchen	English
6874	McDermid, Rebecca	Science
6651	McHugh, Mike	Athletics/Activities Director
6622	Micklos, Chris	School Counselor
6887	Mindock, Abigail	Science
6804	Minick, Mike	Phy. Ed.
6709	Mootz, Patrick	Science
6620	Motiff, Amanda	Nurse
6682	Moxon, Kathy	Special Ed. Assistant

6839	Olson, Harold	Social Studies
6612	Olson, Kelly	Main Office/Work Permits
6625	Orcholski, Sally	Guidance Office
6771	Otradovec, Amanda	Spanish
6837	Pachal, Kristin	Social Studies
6881	Pharo, Alison	Science
6693	Pieper, Dustin	Special Ed.
6772	Porter, Dawn	Special Ed. Assistant
6669	Price, Brett	PAC Manager
6778	Reckin, Holli	Spanish
6633	Reeve, Katrina	Math
6810	Rose, Danielle	Math
6777	Sarnow, Amy	Spanish
6629	Schneider, Rebecca	School Counselor
6605	Schwarz, Machell	Principal
6690	Shannon, Sue	Special Ed.
6710	Smith, Chris (CK)	Art
6725	Smith, Chris	Business Ed.
444-5408	Sommers, Amy	Special Ed. Asst./Transitions Prg.
6801	Stingley, Cody	Math
6677	Szepieniec, Amy	Special Ed.
6633	Tiedke, Jeffrey	Alternative Education
6803	Tietyen, Tyler	Tech Ed./STEM Teacher
6630	Tirabassi, Andrea	School Psychologist
6687	Tisch, Robyn	Phy. Ed.
6830	Treinen, Keith	Social Studies
6763	Vanderbilt, Brittany	Family/Consumer Ed.
444-5408	Volz, Melissa	Special Ed. Asst./Transitions Prg.
6636	Wachowiak, Margi	LMC
6688	Wagner, Amanda	Special Ed. (Speech/Language)
6790	Webster, John	Marketing
6804	Weisbrod, Craig	Phy. Ed.
6682	Wendt, Lisa	Special Ed. Assistant
6751	Williams, Jan	English
6667	Wilson, Sean	In-School Suspension/Hall Monitor
6753	Yang, Linda	English
6682	Younger, Kelly	Special Ed. Assistant

Time Schedule

Norski 3-D Schedule

Period	Time	A Day	B Day	C Day
1	8:00 - 9:10	1st Class	1st Class	2nd Class
2	9:15 - 10:25	2nd Class	3rd Class	3rd Class
3-Advisory	10:30 – 11:00	Advisory	Advisory	Advisory
1st Lunch	11:00 - 11:40	1st Lunch	1st Lunch	1st Lunch
4	11:45 – 12:55 or 11:00 – 12:10	4th Class	4th Class	5th Class
2nd Lunch	12:15 - 12:55	2nd Lunch	2nd Lunch	2nd Lunch
5	1:00 - 2:10	5th Class	6th Class	6th Class
6	2:15 - 3:25	7 th Class	7 th Class	SH

Lunch determined by 4th Period Class:

A and C Wing, as well as Band , Health, and PE classes, go to 4th period class then take 2nd lunch.

B and F Wings (Choir, Art, Music in Film, etc.) take 1st lunch and then go to 4th period class.

Advisory

All students are assigned to an advisory. Advisory period is 30 minutes every day and is a required part of each student's day. It is designed to promote and facilitate civic engagement and personal accountability. Students can earn 0.25 credit per semester and Advisory is graded Pass/Fail, based on attendance and participation.

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 look-alike weapon) or other item that could cause bodily harm, such as laser pointers, et.al., to persons in the classroom or on district property
- Harassment, as defined by 947.013 of Wisconsin state statutes
- Fighting 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/or otherwise disruptive to the teaching and learning of others
 - 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 classes and study halls as assigned every day
- 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

Apparel/Dress Code

Jackets/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.

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 or apparel that obscures the face or identify of the wearer.
5. Clothing that does not provide adequate coverage (including going barefoot) is prohibited. Shirts need to have straps and underwear should not be visible.
6. Potentially unsafe items such as wallet chains, fishhooks, spiked jewelry, etc.

Administrator's decision is final in all cases!

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.

Attendance

In accordance with State law (*Wis. Stat. sec.118.15 and 118.16*), any person having under his/her control any child between six and 18 years of age or enrolled in 5 year old kindergarten shall cause the child to attend school regularly during the full period and hours that school is in session until the end of the term, quarter or semester in which the

child becomes 18 years of age, unless he/she has a legal excuse, falls under one of the exceptions in state law, or has graduated from high school.

A child will be excused from regular school attendance if (*Wis. Stat. sec.118.15(3)*) :

1. The child is temporarily not in proper physical or mental condition to attend a school program as documented by parent(s)/guardian(s) and a written physician statement when requested by the administration.
2. The District has received a parent(s)/guardian(s)'s permission to be absent from school to obtain religious instruction under the "released time" statute (*Wis. State. sec. 118.155*).
3. A parent or guardian has notified the school attendance office prior to the absence. A student may be excused by the parent(s)/guardian(s) under this provision for not more than 10 days per school year.
4. The child is participating in a program or curriculum modification, approved by the Superintendent or designee, designed to lead to a high school diploma or equivalency
5. The child began a program leading to a high school equivalency diploma in a secured correctional facility, secured child caring institution, secure detention facility or juvenile portion of a county jail and agrees to continue to participate in the program.
6. The child has attended the National Guard Challenge Academy and has earned a high school equivalency diploma.

PROCEDURES

A. Absences and Excuses

1. Excused Absences

Parent-Excused Absences - A student who is excused verbally or in writing by his/her parent(s)/guardian(s) will be excused from school. A student may be excused by the parent(s)/guardian(s) under this provision for not more than 10 days in a school year (*Wis. Stat. sec.118.15(3)(c)*). When students are absent from school, the District assumes no responsibility for their activities.

District-Excused Absences

The school attendance officer/designee may authorize additional absences pursuant to existing law for any of the following reasons.

1. Personal Illness - Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request the parent(s)/guardian(s) to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days (*Wis. Stat. sec.118.15(3)(a)*).
2. Appointments - Medical, dental, chiropractic, vision or other valid professional appointments. A doctor's excuse will be required.
3. Parental Excused-Parent(s)/guardian(s) excuse an absence, not to exceed 10 days, without authorization from the Principal/designee. Oral or written documentation required
4. Religious holidays
5. Funerals

6. Court/Legal Matters -
7. Field Trips and Other Approved School Activities

Make Up Work - With the exception of an expelled student, students who are absent will be given the opportunity to make up work missed in accordance with district guidelines

The following procedural letters will be sent home as excused absences increases:

- a.) Notification at 7 excused absences
- b.) Notification at 10 excused absences requiring documentation to excuse future absences

2. Unexcused Absences

Students who are absent from school with or without the consent of their parent(s)/guardian(s) but whose absence does not fall under reasons listed above, shall be considered unexcused. In such cases the student is permitted to make up class work missed under the same conditions as allowed for students with excused absences. If the parent(s)/guardian(s) feels that the absence falls under the "(3) Parental Excused" category listed above, they may submit a written statement signed by the parent(s)/guardian(s) explaining the reason for the absence. The principal or designee will make the final decision regarding the absence.

3. Truancy/Unexcused Absence

Means any absence of part or all of one or more days from school during which the school attendance officer, et. al. has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of *Wis. Stat. sec.118.15 (118.16(1)(c))*.

Truancy will be dealt with on an individual basis using input from appropriate personnel and conversations with the parent(s)/guardian(s). The following procedural letters will be sent home from school as truancy frequency increases:

- a.) Habitual truancy letter when a student accumulates 5 unexcused absences in a semester. The notice will ask you to meet with a school official within five days. A five day extension for the meeting date is allowed.

4. Habitual Truant

Means a pupil who is absent from school without an acceptable excuse under sub (1) and *Wis. Stat. sec.118.15* for part or all of 5 or more days on which school is held during a semester (*Wis. Stat. sec.118.16(1)(a) and (c)*).

5. Tardy

A pattern of tardiness on the part of any student will be brought to the attention of the student's parent(s)/guardian(s). If it appears that the student is negligent, appropriate disciplinary action will be taken.

B. Responsibility for Attendance

1. Parent(s)/Guardian(s) Responsibility

- a). When a student is absent, his/her parent(s)/guardian(s) shall contact the school during the day by the time established at each school. Failure to contact the school will result in an automated call to the home or work place of the student's parent(s)/guardian(s).
- b). Parent(s)/guardian(s) are required to provide an explanation of absence(s) if one has not been provided on the day of the absence.
- c). In the case of anticipated absences, parent(s)/guardian(s) will provide an explanation prior to the absence.
- d). Parents should always check in and out at the office or provide written documentation when students leave and return to school. Please refer to the student/parent handbook for guidelines.
- e). If a student has seen a physician, dentist, chiropractor or other licensed health care professional, the District may require verification of the office visit.

2. Student Responsibility

- a). Students are required to attend all of their scheduled classes, and study halls unless they have obtained parental permission beforehand and approval by the student attendance officer or designee.
- b). A student must complete any coursework assigned by the teacher(s).

3. Teacher Responsibility

- a). Teachers are required to emphasize the importance & necessity of good attendance.
- b). Teachers are required by law to take daily attendance in their classes
- c). Teachers with concerns about attendance are encouraged to contact parents (after approximately 3 days absence from a class)

4. Principal (or Designee) Responsibility

- a). Principals shall maintain office records for all excused and unexcused absences that occur in their school building.
- b). After repeated or frequent absences due to a student's illness, a principal may request the student's parent(s)/guardian(s) to obtain a written statement from a physician or licensed health care practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days.
- c). Attend meetings, when scheduled, with (community) service providers to discuss truancy and other problems.
- d) Principal/designee communicates with parents:
 - 1. Initial Attendance Concern
 - 2. Tardiness-Refer to the Building Tardiness Guidelines
 - 3. Habitual Truancy letter (5 unexcused absences in one semester)
- a. Parent/guardian meeting
- b. Possible referral to police for violation of ordinance citation communicated by registered, certified or first class mail in accordance with *Wis. Stat. sec. 118.16(5)*.
- 4. Contacts with families may include one or more of the following:

Phone call; Letter or Email; Conference; Home Visit; Student Services Staff Involvement; Community Service Providers

5. School District Responsibility

a). The school district has a responsibility to communicate on a routine basis, the importance of regular school attendance to students and parent(s)/guardian(s).

b). Adhere to and document the “habitually truant” and truancy proceedings under *Wis. Stat. sec. 118.16(6)*.

****Please contact the Director of Administrative Services at 842-6580 for more information on what is documented under Wis. Stat 118.16**

Bicycles, Scooters, & 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 also are 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 classes to the lunch line. All violators will be sent to the end of the line.
- DO NOT push ahead of the others once in line. Violators 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 and/or designated area after first cleaning the tray off in the garbage cans made available. If an adult directs you to clean up a messy table, you must obey his/her directive.
- Students are to eat only in the cafeteria. Food from the cafeteria must not be taken out of the cafeteria.
- Lunch in the library is reserved for those students who wish to study or complete assignments. Only “brown bag” lunches brought from home are permitted. Students who get lunch from the cafeteria and need to use the library may come after they’ve finished eating. A quiet study atmosphere will be maintained.

Cell Phones and other Electronic Devices

The **use** of cell phones and similar devices **during instructional or class time** is **prohibited** at DeForest Area High School. During class time, phones should not be used for any purpose (outgoing/incoming calls, text-messaging, calculating, picture taking, etc.). If a staff member **sees or hears** a phone in student possession during class, the phone will be confiscated. Refusal to relinquish the phone will result in further disciplinary action. **Students may use their phones before or after school and during passing periods and lunch. DAHS administration reserves the right to amend this policy at any time.** Phones may not be used in restrooms or locker rooms at any time!

Use of headphones from 8:00 am to 3:30 pm is at the discretion of the teacher or administrator. Students must respond to **specific** teacher requests with this policy. Headphones,, iPods, MP3 players, 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 until the end of the school day and returned to the student with a warning.

2nd and Subsequent Offense(s) - Device is held with administration and parent is notified. Further disciplinary action will result.

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)

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.

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)

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 must abide by DASD Policy on District-Provided Access to Electronic Information, Services, and Networks for Students (Administrative Regulation 4.3(11)) Misuse or violations 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.

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 formals (Homecoming and Prom). If a student wishes to bring a guest, prior administrative approval is required at least one week 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.

****Students Out-of-School suspended for any days in the two (2) weeks leading up to a dance will not be allowed to attend. Additionally, students who are "habitually truant" will not be allowed to attend dances at DAHS.****

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)

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education records. FERPA gives parents rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school. For more information, please visit www.deforest.k12.wi.us.

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 firefighting 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.

Grading Scale

A= 93-100%	BC=78-82%	D=60-67%
AB=88-92%	C=73-77%	F=0-59%
B=83-87%	CD=68-72%	

Graduation Ceremony

Seniors who are in attendance 90% of the time for the second semester of the school year will earn the right to participate in the commencement ceremony. The **90%** rate is defined as missing *less than ten days or parts of days* of school. Absences due to school activities, field trips, college visits, military obligations, funerals, and medically excused illnesses or conditions (with a Dr.'s note) are exempt and will not count towards this total.

If a student reaches ten (10) absences, a letter will be sent stating that the student is ineligible to participate in the graduation ceremony and requesting a meeting between the student, parents/guardians, and a building administrator. At that meeting, a plan will be put into place for the student to improve attendance in order to earn back the privilege of participation in the graduation ceremony.

This policy is in place for **all seniors**, *including those who have reached the age of 18*. It will not prevent students from receiving their diploma if they have met the credit/point requirements. Commencement is a tremendous celebration of all that seniors have accomplished. Yet, we also want our seniors to be present and engaged during their last semester of high school.

***Note: Students suspended or receiving disciplinary action in the weeks leading up to the graduation ceremony may lose the privilege to participate the commencement ceremony.**

DASD High School Graduation Requirements

An individual student's specific requirements may be modified based on his or her Academic and Career Plan (ACP), Individual Education Plan (IEP), or 504 Plan.

English - 4 credits, including the following core courses

- English 9 (1 credit)
- English 10 (1 credit)

Health - .5 credit, including the following core course

- Health or Independent Living I: Your Health (.5 credit)

Mathematics - 3 credits, including the following core courses (in special circumstances, these courses may have been completed in middle school; in this case, 3 additional math credits are required during high school)

- Algebra (1 credit)
- Geometry (1 credit)

Science - 3 credits, including the following core courses

- Physical Science (1 credit)
- Biology (1 credit)

Social Studies - 3 credits, including the following core courses

- World History (1 credit)
- U.S. History or AP U.S. History (1 credit)
- Contemporary U.S. History (.5 credit; not required for who successfully complete AP U.S. History)
- U. S. Government (.5 credit)

Physical Education - 1.5 credits, including the following core courses

- 9th Grade Phy-Ed (.5)

Electives - 9 credits, including .5 credit aligned with the student's Academic & Career Plan (ACP) from the following departments.

- Career/Technical Education
- Computer Science
- English
- Fine Arts
- Global Languages
- Mathematics
- Science
- Social Studies
- Physical Education

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

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

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. **No passes will be provided for the first fifteen (15) or the last fifteen (15) minutes.** 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.

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.

Identification Card

It is the responsibility of the student to have a current school ID with them while at school. The ID card is needed for student verification at 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.

DAHS Laude Criteria:

The purpose of the Laude System is to recognize students for the rigor of their academic program, as well as their successes. This award system was initiated with the Class of 2017. Under this system, a valedictorian and a salutatorian will not be named; this system allows the school to positively recognize more students.

Courses earning laude points are identified by high school administration and staff. A review process is in place for course additions or eliminations. Courses earning laude points are those that are most rigorous, have potential to earn college credit, or are a capstone for a career pathway. Students transferring in to DAHS will earn laude points for passing Advanced Placement (AP) and Project Lead The Way (PLTW) courses in a prior high school.

Laude Score: A student's laude score will be determined by multiplying the following two factors:

- ~ 1. The student's cumulative GPA at the completion of the first semester of the senior year
- ~ 2. Due to unforeseen scheduling conflicts of semester-only Laude courses, an extension into accumulating the 8th semester of Laude course credits will be used when calculating Laude classification.

There are three (3) levels of designation: summa cum laude, magna cum laude, and cum laude. The ranges for this recognition are as follows:

- **Summa Cum Laude:**
 - ~ ≥ 72 DAHS Laude Points
 - ~3.3 - 4.0 GPA
 - ~ ≥ 18 Laude semester credits
- **Magna Cum Laude:**

- ~52 - 71.999 DAHS Laude Points
- ~3.3 - 4.0 GPA
- ~13-21 Laude semester credits

- **Cum Laude:**

- ~32 - 51.999 Laude Points
- ~3.3 – 4.0 GPA
- ~8-15 Laude semester credits

There may be some situations where students will be considered for laude recognition on an individual basis, such as students who take a semester or year abroad or who graduate early.

Note: State Scholarship Tiebreakers

Grade Point Average will still be used to determine our Wisconsin Academic Excellence Scholarships and Technical Education Excellence Scholarships. Tiebreaker procedures for these two specific scholarships are as follows: Wisconsin Academic Excellence Scholarship tiebreakers:

1. Students with the most laude points identified as summa cum laude (with the utmost praise)
 - a. Students with the most laude points identified as magna cum laude (with great praise)
 - b. Students with the most laude points identified as cum laude (with praise)
2. Students with the highest composite score on the ACT test
3. Students who earned the most high school credits in the first seven semesters of high school
4. Random drawing

Technical Education Excellence Scholarship tiebreakers:

1. If students are tied on points, students with equal points will be ranked on their GPA in CTE courses. This will be the first tiebreaker.
2. Should students be tied after the first tiebreaker, the student with the highest composite score on the ACT shall be designated as the recipient or alternate. This will be the second tiebreaker.
3. Should any recipients or alternates be tied after the first two tiebreakers, the High School Scholarship Committee shall select the recipient or alternate based on the number of school leadership positions held by the student. School leadership positions shall be defined as an officer position in an established, District-approved activity, including athletic captains, co-curricular officers, club and activity officers, and student government officers. The decision of this committee in interpreting this provision shall be final.
4. In the event any remaining tie has not been broken after the first three tiebreakers, the scholarship shall be awarded to the student who has attended DeForest Area High School for the longest period of time.

****See Pages 24 and 25 for additional information****

DAHS Laude System: Points

DAHS Laude Points								
Grade Point Average								
	4	3.9	3.8	3.7	3.6	3.5	3.4	3.3
23	92	89.7	87.4	85.1	82.8	80.5	78.2	75.9
22	88	85.8	83.6	81.4	79.2	77	74.8	72.6
21	84	81.9	79.8	77.7	75.6	73.5	71.4	69.3
20	80	78	76	74	72	70	68	66
19	76	74.1	72.2	70.3	68.4	66.5	64.6	62.7
18	72	70.2	68.4	66.6	64.8	63	61.2	59.4
17	68	66.3	64.6	62.9	61.2	59.5	57.8	56.1
16	64	62.4	60.8	59.2	57.6	56	54.4	52.8
15	60	58.5	57	55.5	54	52.5	51	49.5
14	56	54.6	53.2	51.8	50.4	49	47.6	46.2
13	52	50.7	49.4	48.1	46.8	45.5	44.2	42.9
12	48	46.8	45.6	44.4	43.2	42	40.8	39.6
11	44	42.9	41.8	40.7	39.6	38.5	37.4	36.3
10	40	39	38	37	36	35	34	33
9	36	35.1	34.2	33.3	32.4	31.5	30.6	29.7
8	32	31.2	30.4	29.6	28.8	28	27.2	26.4
7	28	27.3	26.6	25.9	25.2	24.5	23.8	23.1
6	24	23.4	22.8	22.2	21.6	21	20.4	19.8
5	20	19.5	19	18.5	18	17.5	17	16.5
4	16	15.6	15.2	14.8	14.4	14	13.6	13.2
3	12	11.7	11.4	11.1	10.8	10.5	10.2	9.9
2	8	7.8	7.6	7.4	7.2	7	6.8	6.6
1	4	3.9	3.8	3.7	3.6	3.5	3.4	3.3
	Summa Cum Laude	Magna Cum Laude			Cum Laude			

Number of earned Laude semester credits

Example

Student cumulative GPA through 1st semester of senior year= **3.685**

Courses (Laude Semester Credits): AP Psychology (2), Pre-Calculus (2), AP US History (1), AP Calculus (1), American Literature (2), AP Lit (1), Human Anatomy (1), AP Physics (1), Senior Art Portfolio (1) = **12** semester credits.

Calculation: 3.685 (GPA) x 12 (Laude semester credits) = **44.22 laude points with a designation of *Cum Laude***

COURSES FOR LAUDE RECOGNITION BY DEPARTMENT FOR 2018-2019

Art:

~Senior Art Portfolio

Business:

~Business Marketing Mgmt

~Advanced Accounting DC

~Business Internship

~Marketing Internship

English:

~AP Literature and Composition

~American Literature

Global Language:

~German III

~German IV

~German V

~Spanish IV

~Spanish V

Math:

~Pre-Calculus

~AP Calculus AB

~AP Calculus BC

~AP Statistics

~AP Computer Science Principles (PLTW)

Science:

~Human Anatomy

~Advanced Biology

~AP Physics

~AP Environmental Science

~Biotechnology

~Principles of Engineering (PLTW)

~Medical Terminology

Music:

~Vocal Music—Bella Voce (Senior Standing);
Camerata (Senior Standing)

~Instrumental Music—Symphonic Band
(Senior Standing)

Social Studies:

~AP Psychology

~AP US History

~AP US Government

~AP Human Geography

Technical Education:

~ Introduction to Engineering
and Design (PLTW)

~Tech Ed. Internship

~Digital Electronics (PLTW)

~IT Essentials

Agricultural Science:

~Agriculture Internship

~Agri-Business Management

~Veterinary Science

~Environmental Sustainability
(PLTW)

Family Consumer Science:

~Teachers for Tomorrow

~College Success

~Fashion Analysis

~Teaching Internship

~F/CS Internship

Youth Apprenticeship:

~All Youth Apprenticeships (Up
to 1 total point per semester)

Approved Online Coursework

Youth Options Courses:

~Courses taken at Madison College
Through the Youth Options program
will be awarded laude status if they
are college-transfer courses

(course #s begin with 20)

Courses taken at other institutions
will be awarded laude status if
they are college credit bearing-
courses (#s begin w/ 100 or higher)

Library Media Center

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 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.

Lunch: Lunch in the library is reserved for those students who wish to study or complete assignments. Only “brown bag” lunches brought from home are permitted. Students who get lunch from the cafeteria and need to use the library may come after they’ve finished eating. A quiet study atmosphere will be maintained.

Restrictions: At times other than Lunch, 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. Students are encouraged to use and lock their PE/Athletics locker.

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

Lost and Found

Students who find articles should take them to the office for the rightful owner to claim.

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, or 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., DeForest Area School District Nurse.

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 grade at this point and/or comments on class work or behavior. Parents can access grades through Skyward. ***If at any time 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 sticker. Parking Permits **must be displayed at all times** and students are required to park in their designated zone. 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. Students parking in the wrong zone or areas reserved for school staff or guests will be ticketed.

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.

Public Release of Student Information

DASD designates the some directory data shall be considered public information and be released to appropriate persons unless parent/guardian refuses the release on a form provided during registration or in writing to the district. An explanation of these applications, as well as exceptions to this policy, is included on the form and on the website, www.deforest.k12.wi.us.

Safety

Providing for the safety and well-being of students and staff will continue to be a priority of the DeForest Area School District. The district and our local first responders (police, fire, EMS) will continue to review and update our safety plans and protocols for a variety of emergencies to ensure we align ourselves with best response practices.

DASD has moved to an “Options-Based Approach” when responding to active threats. We have trained and empowered staff to assess a threat and consider individually which option (Run-Hide-Fight) would best help secure the safety of students and staff .We thank parents and guardians in advance for your continued support. It really will take a community effort to support the safety of our schools

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 his/her grading policy during the first days of class. Failure to take the exam will result in the student earning a zero for the exam.

Smoking or use of Tobacco, Vaping, Juuling, et.al

No student is allowed to smoke, use or possess tobacco or nicotine, 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 school grounds follow the same policy and consequences will result. A village ordinance prohibits smoking and possession of tobacco/nicotine by minors within the village of DeForest. Students who violate this policy will be suspended and/or 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

Students in grades 9, 10, and 11 will be assigned a study hall, meeting on "C" days.

Seniors whose graduation status is in question may be assigned to a study hall.

Seniors not assigned to a study hall, but wishing to remain on campus need report to an educational lab or the LMC.

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

supervised 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. **Students Out-of-School Suspended for any days in the two (2) weeks leading up to a dance will not be allowed to attend.**

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 (4) 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 minor 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 for a possible citation.

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 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 to or theft while bikes are parked on campus. Other wheeled-transportation (ie: scooters and skateboards, etc.) may be used only for transportation to and from school and must be locked in lockers during the school day.

Please note any students using school property as a means of recreational misuse (i.e. jumps, slides) with bikes, scooters, or skateboards 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

A person under the age of 18 who wishes 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 other proof of age.
- Original Social Security Card
- Letter from new employer , on employers' letterhead stating:
 - *Intent to hire and Job Duties
 - *Approximate total hours student will be working (weekly)/times of day student may be working
- Signed note from parent/guardian
- \$10.00 permit fee

STUDENT SERVICES

Student Services Staff

~**Student Services Department Secretary:** Mrs. Sally Orcholowski: 842-6625

~**School Psychologist:** Ms. Andrea Tirabassi: 842-6630

~**School Social Worker:** 842-6806

~**School Counselors and Assignments for 2018-2019**

~Ms. Sara Ensign: 842-6628 /**A-G**

~Ms. Chris Micklos: 842-6622 /**H-O**

~Ms. Rebecca Schneider: 842-6629 /**P-Z**

College and Career Readiness Coordinator: Mrs. Kerry Johnson: 842-6619

Alternative Program (New Reflections) Coordinator: Mr. Jeffrey Tiedtke: 842-6633

The purpose of the Student Services program is to help students grow academically, intellectually, and socially, as well as to assist them with academic and career planning.

The goals of the Student Services program are:

--To provide each student with a comfortable setting in which they may explore academic and career options.

--To provide each student the educational guidance needed regarding course offerings, curriculum, post-high school institutional requirements, financial aid, scholarships, and career planning.

--To provide students the opportunity to resolve or reduce interpersonal conflict, underachievement, or disruptive behavior.

--To oversee students' general academic progress and help students who are failing or are experiencing learning problems that interfere with their success in school.

Student Schedule Changes

Schedule changes will be allowed after the school year begins unless it is deemed necessary by an administrator, teacher, or case manager. Schedule changes should

be for a definite educational reason(s) and be in alignment with the student's ACP (Academic Career Plan). Students can make schedule changes the semester prior to the beginning of the school year. DAHS staff and administration have spent much time and effort in scheduling the classes and meeting the priorities that each student/parent/guardian requests.

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

Scholarships and Financial Aid

Financial aid for post-secondary education is available from the federal and state government and individual colleges and universities. Students must apply for financial aid online using the Free Application for Federal Student Aid at www.fafsa.gov. Students may apply beginning Oct. 1 of their senior year of high school.

Scholarships are another source of financial assistance for college and are geared toward students based on a wide variety of criteria. Available scholarships are posted on the school's website beginning in September and the list is updated weekly until June. Students and parents are encouraged to check the scholarship page regularly.

Transcripts

The high school transcript is a permanent record of each student's courses taken, grades earned, grade point average, and credits earned. College applications will not be considered complete until the transcript has been received. Students may order their transcripts sent to colleges through their Career Cruising accounts. Please contact your counselor for help.

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 DAHS.

If the participating pupil takes a course for college 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).

1. Student will be limited to a total of 18 postsecondary credits while in the program.
2. Student 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.

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

Reference:

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

**DeForest Area School District
2018-2019 School Calendar**

July 2018							August 2018							September 2018							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4-A	5-B	6-C	7-A	8	
8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10-B	11-C	12-A	13-B	14-C	15	
15	16	17	18	19	20	21	19	20	21	22	23	24	25	16	17-A	18-B	19-C	20-A	21-B	22	
22	23	24	25	26	27	28	26	27	28	29	30	31	23	24-C	25-A	26-B	27-C	28-A	29		
29	30	31											30								
														Sept 3: Labor Day (Holiday) Sept 4: First Day of School							
October 2018							November 2018							December 2018							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
	1	2-B	3-C	4-A	5-B	6					1-A	2-B	3							1	
7	8-C	9-A	10-B	11-C	12-A	13	4	5-C	6-A	7-B	8-C	9-A	10	2	3-B	4-C	5-A	6-B	7-C	8	
14	15-B	16-C	17-A	18-B	19-C	20	11	12-B	13-C	14-A	15-B	16-C	17	9	10-A	11-B	12-C	13-A	14-B	15	
21	22-A	23-B	24-C	25	26	27	18	19-A	20-B	21	22	23	24	16	17-C	18-A	19-B	20-C	21-A	22	
28	29-A	30-B	31-C				25	26-C	27-A	28-B	29-C	30-A		23	24	25	26	27	28	29	
													30	31							
Oct 1: No School - Staff Work Day (PLC) Oct 24: Parent-Teacher Conf, 3:30-7:30p Oct 25: No School Parent-Teacher Conf, 8:00a-12:00p Oct 26: No School							Nov 7: End of MS/HS Quarter 1 Nov 21 & 23: No School Nov 22: No School - Thanksgiving (Holiday) Nov 30: End of Elementary Trimester							Dec 24-31: No School - Winter Break							
January 2019							February 2019							March 2019							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
		1	2-B	3-C	4-A	5						1-A	2							1-B	2
6	7-B	8-C	9-A	10-B	11-C	12	3	4	5-B	6-C	7-A	8-B	9	3	4-C	5-A	6-B	7-C	8-A	9	
13	14-A	15-B	16-C	17-A	18	19	10	11-C	12-A	13-B	14-C	15-A	16	10	11-B	12-C	13-A	14-B	15-C	16	
20	21	22	23	24-A	25-B	26	17	18-B	19-C	20	21	22	23	17	18-A	19-B	20-C	21-A	22-B	23	
27	28-C	29-A	30-B	31-C			24	25-A	26-B	27-C	28-A			24	25	26	27	28	29	30	
													31								
Jan 1: No School - Winter Break Jan 21: No School - Staff Development Day Jan 23: HS/MS End of Semester Half Day for Students							Feb 4: No School - Staff Work Day (PLC) Feb 20: Tentative no school students gr. 9, 10, 12 Feb 20: Parent-Teacher Conf, 3:30-6:30p Feb 21: No School Parent-Teacher Conf, 8-10a Feb 22: No School							Mar 13: Tentative late start students gr. 9, 10, 12 Mar 11: End of Elementary Trimester Mar 25-29: No School - Spring Break							
April 2019							May 2019							June 2019							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
						6					1-C	2-A	3-B	4							1
7	8-B	9-C	10-A	11-B	12-C	13	5	6-C	7-A	8-B	9-C	10-A	11	2	3-A	4-B	5	6	7	8	
14	15-A	16-B	17-C	18-A	19	20	12	13-B	14-C	15-A	16-B	17-C	18	9	10	11	12	13	14	15	
21	22-B	23-C	24-A	25-B	26-C	27	19	20-A	21-B	22-C	23-A	24-B	25	16	17	18	19	20	21	22	
28	29-A	30-B					26	27	28-C	29-A	30-B	31-C		23	24	25	26	27	28	29	
													30								
Apr 5: End of MS/HS Quarter 3 Apr 19: No School - Staff Work Day (PLC) Apr 23 & 24: Tentative late start for students in grades 11, 12							May 27: No School (Holiday)							Jun 7: End of Semester/Trimester Half Day for Students Last Day of School*							

*Snow/Emergency Day make-up: After two, instructional days are added to the end of school year.

