

Orange Guide



Plymouth High School Student/Parent Handbook

2018 - 2019

PLYMOUTH, WISCONSIN

OUR MISSION

To encourage everyone to see and be his/her personal best
through successful learning experiences...

BECOME YOUR BEST.

BOARD OF EDUCATION

Tony Backhaus Jamie Gambrell Sally Isely Tim St.Clair
Bob Travis Richard York Phillip Zellmer

Superintendent of Schools - Dr. Carrie Dassow
District Office Phone: 892-2661
Fax Number: (920)892-6366

SCHOOL BOARD POLICIES

* * * * *

School Song

**Here's a toast to Plymouth High School
To Plymouth, good and true;
Here's a toast to Plymouth High School
We raise our hats to you!
U - rah - rah!**
**Ever may our hearts be loyal
Without a peer we stand;
Here's a toast to Plymouth High School
It's the best school in the land.**

PLYMOUTH HIGH SCHOOL FACULTY

Attendance Phone: 893-6911 at prompt Dial 2 Office Phone: 893-6911

High School Fax: 892-5070

Internet address: www.plymouth.k12.wi.us

High School Administration

Dr. Jennifer Rauscher.....High School Principal

Mr. Andy Novak.....Associate Principal

School Resource Officer

Lindsay Baumhardt (920) 893-6911 Ext. 1035

District Office Staff

Dr. Carrie Dassow	District Superintendent
Jon Miller	Manager of Business Services
Dan Mella	Assistant Superintendent of Curriculum & Instruction
Anne Gamoke	Director of Student Services & Special Education
Kathryn Murray	Director of Community Education
Anne Nelson	School Nurse
Sara Stout	School Nurse
Daniel Knaus	Athletic Director
Valerie Wacker	Speech Therapist
Kurt Zolp	Director of Computer Services
Katrina Henschel	Secretary
Kristen Rortvedt	Secretary
Adrienne Stone	Secretary
Amy Williams	Secretary

All students signing the "Orange Guide Acceptance Statement" are responsible for being aware of and abiding by all rules and policies set forth in this Orange Guide.

2018-2019 Staff Members

Agriculture/Horticulture

DeVries, Stephanie	Agriculture
Heinbuch, Tracy	Horticulture

Alternative Education

Andersen, Jon	Alternative Ed
Bitter, Karl	Alternative Ed

Business Education

Williams, Todd	Business Education
Winkel, June	Business Education

Counseling

Cadman, Cathy	Secretary
Rickmeier, Megan	Counselor
Stielow, Maggie	Counselor
West, Erik	Counselor

English

Brisson, Elizabeth	English
Cleary, Lucas	English
Feick, Brad	English
Hummitzsch, Megan	English
Maki, Sarah	English
Schulz, Colleen	English
Schwartz, Allison	English
Tucker, Georgia	Media Specialist

Family and Consumer Education

Lund, Connie	FCCLA
Litt, Gale	FCCLA

Fine Arts

Krippendorf, Ryan	Art
Sebranek, Jason	Instrumental Music
Smith, Amanda	Vocal Music
Wisman, Cody	Instrumental Music

Mathematics

Coley, David	Mathematics
Daniels, Jack	Mathematics
Herrera, Meredith	Mathematics
Krebsbach, Dawn	Mathematics
Munson, Darren	Mathematics
Ross, Jeremy	Mathematics
Tharp, Kay	Mathematics

Physical Education/Health

Goodman, Todd	Physical Education
Gritt, Kamie	Physical Education
Smith, Shane	Physical Education

Science

Grosshuesch, Jay	Chemistry
Henriksen, Christina	Science
Jaeckels, Jason	Science
Krzyzaniak, Paul	Science
Loehr, Jenny	Science
Pieper, Carrie	Science
Young, Brett	Science

Social Studies

Armstrong, Tom	Social Studies
Billr, Jennifer	Social Studies
Lamb, Dan	Social Studies
Lenz, John	Social Studies
Smudde, Brad	Social Studies

Special Education

Bogenschuetz, Amy	Special Education
Crivellone, Andrew	Special Education
Forsberg, Sue	Special Education
Holdridge, Tracy	Special Education
Koncelik, Amanda	Special Education
Tenpas, Mitchell	Special Education
Timler, Jodi	Special Education

Technology Education

Billr, Beau	Technology Ed
Gritt, Greg	Technology Ed
Odekirk, Ken	Technology Ed
Sherman, Jake	Technology Ed

World Language

Elliott, Heaven	German
Herrera, Rommy	Spanish
Koebel, Laura	Spanish
Ramaecker, Court	Spanish

High School Office Staff

Holec, Bethany	Secretary
Kulow, Tammy	Secretary
Zimmerman, Shelly	Secretary

Food Service

DeStefano, Toni	Supervisor
Johnson, Caren	Chef

Custodial and Maintenance

Niehueser, Richard	Supervisor
Mueller, Robert	Head Custodian

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II. SCHOOL COUNSELING AND ACADEMIC PLANNING

PHS COMPREHENSIVE SCHOOL COUNSELING PROGRAM

The mission of the Plymouth Joint School District's School Counseling program is to maximize the learning of every student. The curriculum, individual planning, responsive services, and system support focus on what all students should know, understand, and be able to do within the three domains of academic development, personal/social growth, and career development in order to develop into contributing members of our society.

The Plymouth Joint School District Comprehensive School Counseling Program is an integral part of the primary educational mission of the district. This program supports, facilitates and encourages classroom instruction and student achievement. Our school counseling program is proactive and preventive in its focus. It assists students in acquiring and using life-long learning skills. More specifically, our school counseling program employs strategies to enhance academics, encourage self-awareness, foster interpersonal communication skills, provide career awareness, develop employment readiness, and impart life skills for all students.

The Plymouth Joint School District Comprehensive School Counseling Program is based on the National Standards for School Counseling Programs and the Wisconsin Comprehensive School Counseling Model, which integrates academic, career, and personal/social development. The school counseling program reflects the progression of student development from pre-kindergarten through grade 12. It is delivered through a direct service program consisting of the following components:

- School Counseling Curriculum – Classroom activities in the areas of academic development, personal/social development, and career development.
- Individual Planning – Includes Individual Learning Plan development (PEP Talks), transition services, and parent and student conferencing.
- Responsive Services – Includes crisis counseling, consultation, individual and small group counseling, conflict resolution, and parent/guardian contact and referrals.
- System Support – Involves consultation, collaboration and teaming, professional development, and program management and operation.

PEP Talks – Grade 9 and 11 Plymouth Educational Planning Conferences (PEP Talks) are specially designed conferences for 9th and 11th grade students and their parent(s) and/or guardian(s) to focus on the student's current talents and interests, educational and career development, and information on planning for future years of high school and post-secondary development. PEP Talks are specifically designed for students and parents to gain insight into the direction the student is headed in the future. The conferences typically last 45 minutes and are offered at various times during the school day.

ACADEMIC EXCELLENCE HIGHER EDUCATION SCHOLARSHIP

The graduate with the highest grade point average from each Wisconsin high school is eligible for a scholarship to attend any accredited Wisconsin public or private nonprofit institution of higher education. PHS is currently eligible to award two such scholarships. Tie breaking procedures are listed below. Scholars who continue to attend full-time with a 3.0 grade point (B) average will have their awards renewed for up to three additional years. Academic Scholarships are not based upon financial need. (See tie-breaking procedures.)

THE WISCONSIN TECHNICAL EXCELLENCE SCHOLARSHIP (TES)

Technical Excellence Scholarships (TES) are to be awarded by the State of Wisconsin to Wisconsin high school seniors who have the highest demonstrated level of proficiency in technical education subjects. The scholarships are only for use at a school within the Wisconsin Technical College System (WTCS) located within the state. The value of the scholarship is up to \$2,250 per year, to be applied towards tuition. Students wishing to be considered for the TES need to meet eligibility criteria set by the Wisconsin Higher Educational Aids Board (HEAB) and will need to be nominated by their school. (See tie-breaking procedures.)

TIE-BREAKING PROCEDURES

Tie-breaking procedures use the following criteria for purposes of scholarship requirements, in order:

1. Total Cum Laude product.
2. Total Grade Points earned.
3. Highest composite ACT score.
4. In the event there is still a tie, a coin flip will determine the scholar.

ACCELERATED COURSES

The design of this program is to offer Plymouth High School students difficult, challenging, and in-depth academic programming. Placement will be made based on achievement.

The accelerated program is restricted to the academic core area subjects and to students having a cumulative G.P.A. of 3.5 or better.

Students seeking enrollment in this program without the necessary G.P.A. may seek placement through the Request for Special Permission to Enroll in Accelerated Classes form available in the counseling department at the time of registration.

ALTERNATIVE CREDIT EARNING OPTIONS

COLLEGE CREDIT COURSES

At Plymouth High School you have the opportunity to earn up to 66 college credits, as well as take advanced standing classes. For a complete list of the college credit courses offered at Plymouth High School, refer to our school counseling website phscounselingdept.weebly.com under “Senior” – College Planning timeline/resources.

ADVANCED PLACEMENT

Plymouth High School students also have the opportunity to take Advanced Placement (AP) courses. At the end of an AP course, students may take an Advanced Placement examination for which students can receive college credit, advanced placement or both. For a complete listing of AP courses available at Plymouth High School, contact the counseling department.

ALTERNATIVE EDUCATION

The Alternative Education Program offers courses for credit to student who are enrolled in the Alternative Education Program. The Alternative Education Program is designed for students who are

credit deficient or considered at-risk of not graduating. There are multiple programs available such as GEDO2, Independent Study, and online classes.

GEDO 2 PROGRAM

Students who are at least 17 years old and are minimally 6.5 credits behind their graduating class may apply to be considered for the GEDO 2 program. Under this program the student will study for all the required HSED tests under the supervision of Plymouth High School staff. The actual tests will be taken at a technical school approved by the state of Wisconsin. In addition, the program has a required work component in which students must be employed while enrolled in the GEDO 2 program and to prepare for future employment situations. A portfolio, job shadow and career component complete the requirements. Students who successfully complete this program will earn a Plymouth High School diploma. Application to and approval for this program will occur in conjunction with the Alternative Education Program and the Counseling Office.

HOME SCHOOL CREDIT PROCEDURES

Students who have participated in an accredited home school program will have their transcript or grade reports reviewed by counseling personnel to determine correlating Plymouth High School courses. Credit will be granted as appropriate after review.

If no grade report or transcript is available, the student may provide evidence of his/her studies for review by the Director of Instruction and the high school principal. Credit will be granted at the discretion of these individuals.

If no evidence of studied material is available, the student will be placed at the freshman level. Following this placement, arrangements may be made with department heads to have the student complete summative assessments for courses that the student feels he/she has the knowledge to pass. Department heads will meet with the principal and Director of Instruction to determine what, if any, credit will be given.

Home Schooled students must meet all Plymouth High School graduation requirements and should have full-time student status during senior year if they enter following completion of their junior year.

SUMMER SCHOOL

Plymouth High School offers an opportunity for students who have failed to earn credit for a required class during the regular school year to complete the credit through a summer session. A limited number of courses are available. Currently, two sessions are run during the summer, and students may choose to attend either one or both. Each session is two weeks in length and runs from 8 a.m. to noon. To be eligible for summer school, students must earn a grade of at least 50% during the regular school year or have teacher or administrator approval. No fee is charged for the summer sessions.

TRANSFER CREDIT POLICY

World History can substitute for Citizenship and/or Area Studies.

African/Asian History can be substituted for .5 credit of Area Studies.

A Religion class may be substituted for one elective credit in social studies. (If a student has more than one credit in religion, the credit(s) can be used as elective credit(s). Student's status will be considered on an individual basis. No student will be given more credits than his/her grade level.)

High school health credit can be waived if the student took a health class in eighth grade and the transferring school has a policy stating that high school health requirements can be met by taking health class in eighth grade.

YOUTH APPRENTICESHIP PROGRAM

Youth apprenticeships offer students the opportunity to explore future careers while they are still in high school and get paid for their time working at area employers. Youth Apprenticeship offers one- and two-year programs in fields like Health, Finance, Manufacturing, Auto Technician, Hospitality & Culinary, Information Technology, Science, Technology, Engineering & Math, Agriculture, Food & Natural Resources. The program offers an opportunity for students to simultaneously be enrolled in academic classes to meet high school graduation requirements and a youth apprenticeship-related class. There is no fee for the class. Students in the program are also employed by a participating employer under the supervision of a skilled mentor. This program is available to qualified juniors and seniors. For more information go to <http://www.gotoltc.edu/future-students/high-school/ya/>

EARLY COLLEGE CREDIT PROGRAM

Students at public and private high schools in Wisconsin can earn college credit through the Early College Credit Program (ECCP), formally known as Youth Options. A student selected for the program may be permitted to enroll in a UW System institution, or an alternative private, non-profit institution of higher education (IHE) to take one or more courses for which the student may earn high school credit, post-secondary credit, or both. Requests will be approved based on alignment with the student's academic and career plan and if there is a comparable course offered at the high school level. Sign-up deadline for Fall/Summer classes is March and for Spring classes is October 1.

START COLLEGE NOW

Juniors and Seniors who are interested in enrolling in a course not offered at the high school level, may elect to enroll in a similar course at a Wisconsin Technical College. If a student completes all requirements, the course can count for both college and high school credit. Requests will be approved based on alignment with the student's academic and career plan and if there is a comparable course offered at the high school level. **Sign-up deadline for Fall classes is March 1 and for Spring classes is October 1.**

COLLEGE CAMPUS VISITATION POLICY

The on-site visitation is an important part of post-secondary planning. The administration allows each junior and senior up to two days excused absences, at the discretion of the Counseling Office and high school administration, for making a college visitation.

Further guidelines and a special pass will be provided when this privilege is granted.

FINANCIAL AID AND SCHOLARSHIPS

Financial aid includes grants, scholarships, loans, work study and other types of employment. There are many state, federal, and institutional programs of financial aid with varying requirements. It is the primary function of the institution's financial aid officer to consistently relate these programs to the needs of each student. At most institutions, the student no longer applies for a particular grant, scholarship, or loan, but rather for financial aid in general.

It is suggested that all graduating seniors planning to continue their education in Wisconsin Institutions of Higher Education, complete and file a free application for federal student aid (FAFSA) or Family Financial Statement (FFS), as may be required by the institution to which they are applying.

In addition to the financial aid program, several local scholarships are available to graduates of Plymouth High School. These scholarships are sponsored by local organizations interested in the youth of this school district. Information regarding scholarships is on the counseling website.

The counseling department sponsors a financial aid meeting for junior and senior families during second semester. Both students and families are encouraged to attend this meeting in the auditorium.

GUIDELINES FOR FOREIGN EXCHANGE STUDENTS AT PHS

Plymouth High School will accept exchange students under the following circumstances:

1. Student is enrolled with either AFS or other pre-approved programs.
2. Arrangements are made in advance with the high school principal.
3. Any other circumstances will only be accepted upon review by the high school principal and the members of the world language department.

Foreign exchange students are required to take US History and one year of English. It is highly recommended to take courses in all four core areas.

Foreign exchange students are expected to follow the Orange Guide behavioral guidelines for all students.

Providing school lunches for students in a foreign exchange program is the responsibility of the host family.

GRADUATION REQUIREMENTS

PLYMOUTH SCHOOL DISTRICT GRADUATION POLICY

To qualify for a Plymouth High School Diploma, a student must complete all requirements identified below.

TOTAL REQUIRED CREDITS - 26

English	4.0	Physical Education	1.5 (over 3 years); PE I and PE II required
Social Studies	3.0		
Mathematics	3.0	Health/First Aid/CPR	0.5
<i>(.5 credits of geometry)</i>		Personal Finance	0.5
Science	3.0	Career Portfolio Completion by Senior Year	
<i>(1 credit of biology & 1 credit physical science or chemistry)</i>		WI Civics Test completion by Senior Year	

Other conditions related to graduation requirements:

Every student will be required to take at least 6.5 credits each year. A minimum of 6.5 credits will be needed to attain sophomore status, 13 credits for junior status, and 19.5 credits for senior status. Parents may choose to opt their student out of the human growth and development portion of the health curriculum. Written requests should be submitted to the student’s counselor.

For information on reasonable accommodations of a student’s sincerely held religious beliefs with regard to examinations and other academic requirements, see School Board Policy 2416.

EARLY GRADUATION

Juniors may apply to graduate one semester early based on extenuating circumstances. All graduation requirements must be met and approved by administration.

ADVISORY

All students enrolled in Plymouth High School are assigned to an advisory. On days that advisory meets, attendance is required. When an assembly is held in the high school auditorium, students are required to sit in their assigned area under the supervision of their advisor.

Advisory can be used for club meetings, teacher/student collaboration, and the administration of the career portfolio curriculum. The advisory teacher is the student's advisor and will assist the student in decision making concerning educational and vocational choices as well as the completion of the career portfolio. Advisory will meet as needed on announced dates.

INDEPENDENT STUDY AVAILABLE TO JUNIORS AND SENIORS

Independent study is designed to promote the development of self-directed learning for enrichment and depth. These programs are developed through a specific contract with a staff member of the student's choice. At no time should the I.S. contract exceed normal limits of credit when applied to existing curriculum. All independent study programs must receive office approval; forms are available in the counseling office. Students taking independent study must acquire six credits of regular classes during the current school year. Completed independent study contracts must be returned to the counseling office by the 1st day of each semester.

HIGHLY QUALIFIED TEACHERS – BOARD POLICY – 3120

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel.

All employees other than the District Administrator or Support Staff Members (Policy 0100 – Definitions) are considered Professional Employees.

The Board shall approve the employment, and also, fix the compensation, and establish the term of employment for each professional staff member employed by this District.

Such approval shall be given only to those candidates for employment recommended by the District Administrator.

When any recommended candidate has been rejected by the Board, the District Administrator shall make a substitute recommendation.

All applications for employment shall be referred to the District Administrator.

Relatives of Board members may be employed by the Board, provided however, if the Board member will benefit financially either directly or indirectly, the Board member may not participate in any way in the discussion or vote on any matter relating to said employment.

Relatives of staff members may be employed by the Board, however arrangements should be made so that the staff member being employed is not placed in a position in which s/he would be supervised directly by or supervise directly the relative staff member.

Any professional staff member's intentional misstatement of fact material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment to the professional staff shall receive recommendation for such employment without having provided visual evidence of proper certification or that application for such certification is in process.

For those staff members who will be instructing children in reading and/or language arts pre-school and/or grades kindergarten through sixth grade, their certificate must verify successful completion of instruction that includes the teaching of phonics.

There must also be verification that a satisfactory background check has been conducted by the Department of Public Instruction or appropriate State agency.

Any person who signs a contract to teach in the District must, within ten (10) days after signing the contract, file in the office of the District Administrator a statement showing the date of expiration and the grade and character of the certificate or license held, or evidence of a timely filed extension of such certification with the Department of Public Instruction. Only teachers that hold the appropriate license, permit, or accepted application for extension of certificate for the subject matter and grade level taught shall be considered qualified.

The District Administrator shall prepare procedures for the recruitment and selection of all professional staff which includes reporting newly hired employees to the Wisconsin Department of Workforce Development.

DISTRICT SUPPORTED ALTERNATIVE LICENSING PROGRAMS

As part of the Board's efforts to provide the highest quality education for all students in all subject areas, the Board authorizes the District Administrator, where appropriate, to support teacher licensure opportunities.

EXPERIENCED-BASED LICENSURE FOR TECHNICAL AND VOCATIONAL EDUCATION

"Technical education" means technology education and any technology related occupation

"Vocational education" means agriculture, child services, clothing services, food services, housing and equipment services, family and consumer education, family and consumer services, home economic-related occupations, health care related occupations, trade specialist, business education, business and office, and marketing education.

The District Administrator may support the application for an experience-based license for a teacher to teach in a technical and/ or vocational education field, provided that the individual can be credited with at least 100 points using the following system:

- A. The following points for experience in a technical field (must comprise at least twenty-five (25) of the required 100 points):
 1. For a bachelor's degree in any science, technology, engineering, or mathematics field and any teaching license or permit, or in a field related to the vocational subject 100 points.
 2. For a bachelor's degree in any science, technology, engineering, or mathematics field, seventy-five (75) points.
 3. For a bachelor's degree in a field other than those described in numbers 1. and 2., above, , sixty-five (65) points.
 4. For industry or vocational certification, ninety (90) points.
 5. For industry experience in a trade or technical field or vocation, , five (5) points per forty (40) hours worked up to a maximum of ninety (90) points.
 6. For an internship in a trade or technical field or in the vocation, twenty (25) points.
 7. For being mentored in a trade or technical skill or in the vocation by a colleague or a Wisconsin Technology Education Association or a recognized vocational association approved mentor, twenty-five (25) points.
 8. For an apprenticeship in a trade or technical field or in the vocation, five (5) points per forty (40) hours worked up to a maximum of ninety (90) points.
- B. The following points for pedagogical experience (must be at least twenty-five (25) out of the 100 required points):
 1. For a bachelor's degree in technical or technology education, 100 points.
 2. For a bachelor's degree in a field other than any science, technology, engineering, mathematics, or technical or technology education field or in a subject related to the vocation and any teaching license or permit, seventy-five (75) points.
 3. For credit earned at an accredited institution of higher education or technical college, three (3) points per credit up to a maximum of seventy-five (75) points for technical or technology education courses and science, technology, engineering, or mathematics courses or any field related to the vocation and three (3) points per credit up to a maximum of seventy-five (75) points

for education and pedagogical courses.

4. For completing at least 100 hours of training in pedagogy, five (5) points per fifty (50) hours up to a maximum of seventy-five (75) points.

Individuals that have sufficient points may be employed by the District under an experience-based license provided that the District Administrator implements a professional development curriculum for the teacher to follow during the three (3) year period of the initial license. The District Administrator shall monitor the teacher's progress in fulfilling the curriculum.

PROFESSIONAL TEACHING PERMIT

The District Administrator may support the teaching license application of an individual to teach a course in engineering, mathematics, science, computer science, art, music, or world languages that do not yet hold a professional teacher license provided that the following criteria are met:

- A. The District is experiencing a shortage in the availability of teachers with professional teaching certification in the subject area and is unable to fill a position with an acceptable licensed teacher.
- B. The individual holds at least a bachelor's degree in engineering, mathematics, science, computer science, art, music, or world languages.
- C. The individual possesses at least five (5) years of verifiable industry experience in the same field as the bachelor's degree.
- D. The individual has completed at least 100 hours of pedagogical training in an alternative teacher licensing program approved by DPI.
- E. The District Administrator shall implement a plan to provide supervision of the teacher by a teacher that holds regular professional teaching licensure during the two (2) year period of the permit.
- F. The hiring of the teacher under this alternative licensure program will not displace a regularly licensed teacher in the District.

PARENTS REQUESTING A TEACHER

While we support parental requests, no request will be considered prior to random generation of schedules. A written request stating reason(s) must be made to the high school principal. Request should be made when registering for next year's classes and by the last Friday in May.

Situations affecting the request(s) are class balance and overload; order of request; teacher schedule; ease of change; yearly request completed; and teacher/student history.

PARENTS RIGHT TO REQUEST PROGRAM MODIFICATIONS – BOARD POLICY – 2240

The Board of Education believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

For purposes of this policy, a controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion and/or likely to arouse both support and opposition in the community.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

- A. is related to the instructional goals of the course of study and level of maturity of the students;
- B. does not tend to indoctrinate or persuade students to a particular point of view;
- C. encourages open-mindedness and is conducted in a spirit of scholarly inquiry.

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction and it is not disruptive to the educational setting.

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the principal. Issues pertaining to human growth and development, as defined by statute, are subject to 118.019, Wis. Stats.

When controversial issues have not been specified in the course of study, the Board will permit the instructional use of only those issues which have been approved by the principal.

In the discussion of any controversial issue in the classroom or in the course of professional duties, a teacher may express a personal opinion, but shall identify it as such, and must not express such an opinion for the purpose of persuading students to his/her point of view.

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specified reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences.

SCHEDULE CHANGES

Our Master Schedule is constructed, and faculty hired, based on the number of original student course requests. Therefore, this policy is created to give students, families, and faculty in our school an opportunity to make timely, efficient and intelligent decisions about students adding and dropping classes.

Students may request error or non-error changes in schedules with parental permission before the beginning of first semester and/or second semester. Dates will be designated annually for schedule changing deadlines.

DROPPING A CLASS AFTER THE FIRST FIVE DAYS

If a student would like to drop a class after the first five days of a semester, he/she must fill out a request to drop a class form. All required signatures must be obtained before a student will be removed from class. Student will receive an "F" (failure) grade for the class on his/her transcript (exceptions will be determined by administration). Dropping any yearlong course in the first semester will result in a "W" for second semester.

SUPPORT GROUPS

During the academic school year, Plymouth High School offers a variety of support groups in which students may choose to participate. These groups typically work together and discuss issues and concerns that may affect their lives (for example peer relationships, family relationships, moods and stress/anxiety). They learn how to support each other, problem solve, and use coping strategies. These groups are facilitated by experienced and trained counselors and are confidential. If you would prefer these support groups not to be an option for your student, please contact the counseling department.

SCHOOL COUNSELOR CONFIDENTIALITY STATEMENT

Information students share with the school counselor is confidential. The student's right to privacy is guarded as much as is permitted by law, ethics and school rules. The school counselor is obligated to break confidentiality when there is a potential harm to the student or others, concern of neglect or abuse, or a court of law that requires testimony or student records. The school counselor often consults with other school professionals, but only shares information necessary to achieving the goals of the consultation.

III. GRADING POLICIES

ACADEMIC INTEGRITY

The staff of Plymouth High School believe in a high level of academic integrity. A violation of academic integrity occurs when a student commits any form of cheating or plagiarism. Cheating and plagiarism occur when one presents another's work as his/her own. Examples are copying assignments; taking, providing or accepting answers on a test or quiz; and using part or all of someone else's work without giving credit by proper citation. Copying work directly from Internet sources without giving proper credit is plagiarism. Methods of proper citation are taught as part of our curriculum.

When a violation occurs, the following steps will be taken to ensure academic integrity at our school.

First offense:

1. Representative teacher will meet with the student to discuss the importance of academic integrity.
2. The student will be asked to revise work or complete an alternate assessment.
3. Representative teacher will notify parent/guardian.
4. Representative teacher will refer the student to the office for administrative action.

5. A cumulative record will be kept in discipline file and forwarded to the Athletic/Activities Director.

Second offense: (In addition to above)

1. Representative teacher will meet with the student and parent/guardian.
2. The student will be required to complete an alternate assessment.
3. Representative teacher will refer the student to the office for administrative action.
4. A cumulative record will be kept in the discipline file and forwarded to the Athletic/Activities Director.

Repeated violations of academic integrity may result in increased consequences.

ACADEMIC LETTER

This program recognizes students with outstanding scholastic performance. Students qualify for this prestigious award by maintaining a 3.85 GPA for any two consecutive semesters. Senior academic letter winners will be based on the second semester junior year and first semester of their senior year only. Letters, medals or patches will be awarded.

LAUDE SYSTEM

The Laude system will be used at Plymouth High School as our recognition of graduates for both high academic standing and rigorous course selections. Class GPA shall be maintained starting with the first semester of 9th grade and continuing through second semester of 12th grade. Only full-time students shall qualify for Laude status. Semester grades shall be used to calculate grade point average (GPA) for Laude calculation and recognition. Only high school level academic subjects approved by the Board, or its designee, shall be included in computing semester grades. Transfer credits from programs with established standards (i.e. Advanced Placement, transcribed credit) will receive laude status. Other transfer credits may be approved at the discretion of the principal. Official Laude calculation will be completed after final semester grades are earned.

The Laude system at Plymouth High School will consist of three levels of recognition for academic grades earned and rigorous courses selected. From most rigorous decreasing the levels are Summa Cum Laude, Magna Cum Laude, and Cum Laude. Class rank will be determined by the Laude calculation when needed for external purposes (i.e.: scholarship requests).

CALCULATION INFORMATION AND RANGES

Students with a 3.4 GPA or better are eligible for Summa Cum Laude, Magna Cum Laude, or Cum Laude recognition. Only PHS's approved list of advanced level courses (in addition to College/Technical College Youth Options and "advanced standing" courses) will be considered advanced courses for the purpose of the Laude recognition process.

Step 1: Count # of Laude points (1 **semester** = .5 point and 1 **year** = 1 point)

Step 2: Multiply your G.P.A. by the number of Laude points
(Example: 3.44 x 13.5 = 46.4 cum laude)

Step 3: Use the ranges below to determine your Laude status

_____	X	_____	=	Summa Cum Laude: 80-Above
G.P.A.		# of Laude points		Magna Cum Laude: 56 – 79.9
				Cum Laude: 30.6 – 55.9

*Subject to change each year depending upon number of Laude courses

Cum Laude Course Offerings

Psychology (Lakeland): 1 semester, Grades 11-12
AP Microeconomics (Lakeland): 1 semester, Grades 11-12
AP Macroeconomics (Lakeland): 1 semester, Grades 11-12
AP US History: 1 year, Grades 10-12

IED Introduction to Engineering Design (PLTW): 1 year, Grades 9-12
POE Principals of Engineering (PLTW): 1 year, Grades 10-12
CIM Computer Integrated Manufacturing (PLTW): 1 year, Grades 10-12
Technical Drawing (LTC): 1 semester, Grades 10-12
Metal Welding 1 & Plasma Cutting (LTC): 1 semester, Grades 10-12
Engineering Design & Development (MSOE): 1 year, Grade 12
Environmental Sustainability (PLTW): 1 year, Grades 10-12

Culinary Arts & Hospitality Year 1: 1 year, Grades 11-12
Culinary Arts & Hospitality Year 2: 1 year, Grade 12

Accelerated Biology: 1 year, Grades 9-10
Accelerated Chemistry: 1 year, Grades 10-12
Accelerated Physics: 1 year, Grades 11-12
Advanced Biology (UW - Oshkosh): 1 year, Grade 12
Advanced Chemistry (Lakeland): 1 year, Grades 11-12
Advanced Physics (UW-Oshkosh): 1 year, Grades 11-12
Anatomy & Physiology: 1 year, Grades 11-12
Advanced Food Science: 1 year, Grades 11-12
Botany LTC: 1 year, Grades 10-12

Accelerated Geometry: 1 year, Grades 9-10
Accelerated Algebra 2: 1 year, Grades 10-11
Accelerated Pre-Calculus (Lakeland): 1 year, Grades 11-12
Accelerated Calculus and Analytic Geometry (Lakeland): 1 year, Grade 12
College Technical Mathematics 1A (LTC): 1 semester, Grades 11-12 (Pending LTC transcribed credit approval)
College Technical Mathematics 1B (LTC): 1 semester, Grades 11-12 (Pending LTC transcribed credit approval)

Accelerated English 1: 1 year, Grade 9
Accelerated English 2: 1 year, Grade 10
Accelerated American Literature and Composition: 1 year, Grade 11
British Literature (Lakeland): 1 semester; Grade 12
Advanced Composition (Lakeland): semester, Grade 12
Introduction to Education: 1 semester, Grade 11-12

Wind Ensemble: 1 year; Grades 11-12
Advanced Mixed Vocal Music: 1 year; Grades 11-12

Spanish 3: 1 year, Grades 10-12
Spanish 4: 1 year, Grades 11-12
Spanish 5: 1 year, Grade 12
German 3: 1 year, Grades 11-12

German 4: 1 year, Grade 12

Accounting 1 (LTC): 1 year, grades 10-12

Accounting 2 (LTC): 1 year, Grades 11-12

Accounting 3 (LTC): 1 year, Grade 12

Business Law (LTC): 1 semester, Grades 10-12

Computer Applications (LTC): 1 semester, Grades 9-12

Principles of Marketing (LTC): 1 semester, Grades 10-12

Youth Apprenticeship (YA): 1 year, Grades 11-12

*(NOTE: Students earning 3 college credits through LTC Youth Apprenticeship should receive one semester laude credit at the high school level.)*** Any course not listed above that earns college credit or AP credit may be considered with prior approval by the principal.

FINAL EXAM POLICY

It is our belief that all students should experience a culminating activity or semester exam. It is our belief that each department is capable of best determining the type, time, and assessment of the culminating activity based on differentiated student learning needs. It is the intent of this policy to provide educationally appropriate culminating learning experiences for students differentiated by student choices and ability.

POLICY DETAILS

- Each course will have a culminating activity or final exam near the end of each semester.
- Each course will maintain learning activities during finals week/days.
- Students are required to be in classes engaged in learning activities through the end of each semester including final exam days.

GRADING SYSTEM

The Plymouth High School grading system shall be unweighted and shall be based on a 4.0 grade point scale. The grades earned in all subjects shall be used in determining a student's grade point average (GPA).

1. Grades earned in courses taken at accredited schools or programs shall be included in determining the student's GPA. This includes grades earned in courses taken at other public schools, technical colleges and universities.
2. Students will be assigned the grade earned for any course taken for credit during remediation or summer school.
3. A class cannot be repeated until graduation requirements in that discipline are met. Students must have teacher and counselor approval.
4. A 4 or 5 credit Youth Options course receives 1 PHS credit. A 2 or 3 credit youth Options course receives .5 PHS credit. A 1 credit youth Options course receives .25 PHS credit.
5. Report cards are issued to students every nine weeks. Progress reports are issued every five weeks. Plymouth High School uses the letter system of grading. The following are set forth as guidelines only:

A	93 – 100	C	78 – 84	F	Below 70
B	85 – 92	D	70 - 77		

Students are reminded that their grades as well as attendance records are entered on their permanent records. Upon proper authorization these records can be available to schools of higher education and to businesses interested in prospective employees. *Many employers consider the attendance records as an important aspect of school records.*

6. Marks for all subjects are used in computing class rank. The academic weighting is as follows:

A	4.0	A-	3.67		
B+	3.33	B	3.0	B-	2.67
C+	2.33	C	2.0	C-	1.67
D+	1.33	D	1.0	D-	.67
F	0.0				

I Incomplete - No Credit

S Credit is given. Completed course work, but not for a letter grade.

W Withdraw - No credit

M Medical Excuse - Credit given.

X Expelled - No credit

7. Grades earned by a student in another country or through study abroad shall not be used to determine GPA.
8. Laude status shall be updated at the end of each semester.
9. Foreign exchange students must take US History and appropriate English course. Foreign exchange students may not take a course in their native language.
10. The Plymouth School District will not pay tuition for a class that a student is auditing.

HONOR ROLL REQUIREMENTS

High Honors: A GPA of 3.75-4.0.

Honors: A GPA of 3.40-3.749.

SOFT SKILLS

Plymouth High School evaluates students on the skills of collaboration, respect, initiative, and work habits. Teachers rate each student on a scale of 1-3 with 3 being the highest, at the end of each quarter. These ratings are independent of the academic grade assigned. Soft skill ratings will help each student to understand the relationship between learning and these important skills. Local employers have pledged to ask students for their soft skill evaluations at the time of application for employment.

INCOMPLETES

Incompletes ideally will be made up within two weeks of the close of a grading period or a failing grade will be entered. Additional time may be allowed if special arrangements are made in advance due to extenuating circumstances. Grades may be changed later if circumstances and learning warrant.

LAST DAY OF GRADING PERIODS

Last day of first quarter:	Wednesday, November 7, 2018
Last day of second quarter	Thursday, January 24, 2019
Last day of third quarter:	Friday, April 5, 2019
Last day of school:	Tuesday, June 4, 2019
Graduation is:	Sunday, June 2, 2019

PARENT/TEACHER/STUDENT CONFERENCES

Fall and spring parent/teacher/student conference dates are noted in the district calendar and the school calendar located at the end of this handbook. PHS teachers will be available to discuss the courses they teach and students' progress. The conferences are for all parents and students, not just for students who are doing unsatisfactory work. Parents and students are encouraged to meet and talk with teachers throughout the year. Teachers are also available for conferences during their preparation periods and after school. Parent/teacher conferences can be arranged by emailing the teacher.

WARNING NOTICES

Teachers may send a notice home when a student's work is unsatisfactory. These notices are often used as a warning that failure is likely unless improvement is made. The student and family are encouraged to contact the involved teacher to discuss a resolution.

IV. SCHOOL RECORDS

IMMUNIZATION RECORDS

At this time, cumulative immunization records of the student/adult student will be held as part of the pupil record. This may change as directed by the Department of Public Instruction.

MEDICAL RECORDS

Confidential medical records routed/sent to the school are to be forwarded to the school nurse. Following review of these records, the school nurse will file the documents in the student's confidential medical file.

MILITARY RECRUITER AND OTHER ACCESS TO STUDENTS

Under the "No Child Left Behind Act of 2001" certain requirements were set down to help school districts meet new federal law requirements regarding access to secondary school students and certain directory information on those students.

Local school districts receiving federal funds are required to provide, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings. A secondary school student or the parent of the student may request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent.

Parents must check the "opt out" section of the online registration if they wish to keep student directory information confidential. This "opt out" must be done during the registration process for the upcoming school year. The "opt out" policy may not, according to the law, be used only to limit access by military recruiters or any one specific group.

STUDENT RECORDS – BOARD POLICY 8330

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates. For more information on student records, please see Board Policy 8330 on the Plymouth School District Website.

TRANSFER OF RECORDS

The Plymouth School District will transfer student records to another school district when proper request for such is made by the parent/guardian or adult student, or on written notice from another school district in which a student intends to enroll.

V. ATTENDANCE & TARDINESS

COMPULSORY STUDENT ATTENDANCE – BOARD POLICY - 5200

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, or this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays, during the full period and hours that kindergarten is in session until the end of the school term. Students may be excused for illness, necessary appointments which cannot be scheduled outside the school day, the funeral of a relative, legal proceedings which require the student's presence, college visits (junior or senior status only), a job interview/fair, or family trip, vacation or observance of a religious holiday consistent with the student's creed or belief.

Excessive absenteeism may be cause for requiring a physician's statement for each subsequent absence.

The responsibility for regular school attendance of a student rests upon the student's parent or guardian. The parent or legal guardian is expected to call the school (892-5005) before 7:35 a.m. each day a student is legitimately absent in order to receive an excused absence. If attendance secretary is away from her desk or it's before/after office hours, an automated system will take your message.

If an absence extends beyond three days, a doctor's statement may be requested. If a parent has not called in the day of an absence, the student is to report to the attendance window before 7:35 a.m. upon returning to school with a note from the parent or guardian (this includes students who are 18).

For record keeping purposes, Plymouth High School defines 4 full class periods as a half-day absent and a full day as more than 4 periods absent.

When a student is absent due to illness or truancy, attendance at school events as a spectator is prohibited.

State Statues 118 allows parents to excuse up to 10 absences per year. Any additional absences may require a medical note to excuse.

<u>DAILY SCHEDULE</u>			<u>ADVISORY SCHEDULE</u>			<u>LATE START SCHEDULE</u>		
<i>Period</i>	<i>Period Begins</i>	<i>Period Ends</i>	<i>Period</i>	<i>Period Begins</i>	<i>Period Ends</i>	<i>Period</i>	<i>Period Begins</i>	<i>Period Ends</i>
1	7:33	8:22	1	7:33	8:18	1	9:33	10:01
2	8:26	9:13	2	8:22	9:05	2	10:05	10:31
3	9:17	10:04	Advisory	9:09	9:26	3	10:35	11:01
4	10:08	10:56	3	9:30	10:13	4	11:05	11:32
5	11:00	11:21 (Lunch)	4	10:17	11:03	5	11:36	11:57 (Lunch)
6	11:25	11:46 (Lunch)	5	11:07	11:28 (Lunch)	6	12:01	12:22 (Lunch)
7	11:50	12:11 (Lunch)	6	11:32	11:53 (Lunch)	7	12:26	12:47 (Lunch)
8	12:15	12:36 (Lunch)	7	11:57	12:18 (Lunch)	8	12:51	1:12 (Lunch)
9	12:40	1:00 (Lunch)	8	12:22	12:43 (Lunch)	9	1:16	1:36 (Lunch)
10	1:04	1:50	9	12:47	1:06 (Lunch)	10	1:41	2:08
11	1:54	2:42	10	1:10	1:53	11	2:12	2:42
			11	1:57	2:42			

GUIDELINES FOR MAKE-UP WORK

All students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines:

1. It is the student's responsibility to arrange with the teacher(s) to make up learning missed during any absence (field trip, sports, etc.).
2. Teachers will be asked to grant the number of days plus one for make-up time for all work assigned during absence(s).
3. Students who have a school field trip between the day an assignment is given and the day it is due should not expect an extension.
4. Assessments missed during an excused absence may be taken at a time mutually agreed upon by the student and the teacher.

Students with unexcused absences will be given credit for daily assignments; however, supplementary work may be assigned. Students have the obligation to understand and retain for future reference and use all materials presented during an absence. Students with an unexcused absence will be permitted to make up quizzes and assessments within a reasonable amount of time determined by the teacher, generally the day after they return to class.

PRE-ARRANGED ABSENCES

Pre-arranged absences also include absences that do not meet the standard criteria for an excused absence (examples: sporting events and hunting trips).

To approve an absence in advance, the following steps must be followed:

1. In advance of an absence, a parent permit slip should be brought to the office.
2. The student will then be given a prearranged absence form to be signed by all of his/her teachers indicating their recommendations and arrangements for make-up work.
3. The student must then return the completed form to the office at least one (1) day prior to the absence. This information will then be used in determining final approval.

All pre-arranged absence requests will be decided by an administrator upon the following criteria:

1. The nature or reason of the request.
2. Prior attendance record.
3. Passing grades in all classes.
4. Whether the student will be accompanied by his/her parents

Absences of this nature that do not meet the conditions described above will be counted as unexcused absences and may be considered truancy.

TARDINESS

Students tardy to school in the morning must report to the attendance office to obtain a tardy slip. Excessive tardiness (three or more per semester) will generally result in make-up time being issued. Tardiness to any class shall be handled by the classroom teacher.

TRUANCY

A truancy is an unexcused absence from school during any part of a school day. 118.15 Wis. Statutes requires that students attend school **for the full number of hours that the school is in session**. In the event of truancy, parents will be notified of possible Juvenile Court, County District Attorney and Social Services referral. Students will be assigned make-up time. Students may also receive a fine for violating city ordinance number 11-5-6. Conferences with students, parents and counselors will be arranged to prevent further truancy.

UNEXCUSED ABSENCES

Unexcused absences shall be all other absences not included in the previous list of excused absences. This includes:

1. Failing to properly report an absence.
2. Not following assigned schedule.
3. Being absent without parental approval that does not meet the guidelines of pre-arranged absences.
4. Conducting personal business that could be conducted at a time other than during school hours (e.g., senior pictures, tanning/hair/nail appointments, shopping, lunch, behind the wheel driving, etc.).
5. Babysitting (if not a family emergency).
6. Transportation problems not caused by the school (e.g., oversleeping, missing the bus, car trouble etc.).

An administrator will make the determination of whether an absence is excused or unexcused. In cases when it is discovered that a student was absent for a reason other than what was reported to the attendance office, it will be counted as an unexcused absence and disciplinary action will be taken.

When a student's excused absences are excessive, the attendance officer may require a note from a doctor for any continued absences. Failure to comply with the request will result in the absence(s) being treated as unexcused.

Students who are unexcused will have a limited time to complete work missed. (See page 21)

VI. STUDENT BEHAVIOR

GENERAL BEHAVIOR

The guideline for student behavior at Plymouth High School can be summarized in one sentence:

Students should act in such a manner as to enable themselves to acquire the fullest education possible in four years of high school, and they should avoid any behavior that is harmful to the good order of the school.

ADMINISTRATIVE ACTION

Optimal learning takes place in an orderly educational environment. All students have the right to work, study, and learn under the best possible conditions.

When a student is referred to the PHS administrative office for inappropriate behavior or attendance problems, one or more of the following consequences may occur:

1. Removal from the specified location, bus, or activity.
2. Parent notification.
3. Restitution by payment or services rendered.
4. Detention time assigned.
5. Suspension from school
6. Referral to law enforcement or other agency.
7. Removal from a class with a failure for the semester recorded.
8. Removal of student's privilege to participate in extra-curricular activities or attend as a spectator.
9. Pre-expulsion conference with principal.
10. Recommendation to the Board of Education for expulsion.

BACKPACKS

Backpacks must be left in the locker during the school day. Only clear or mesh bags or small purses may be carried to class. Any bag arousing reasonable suspicion is subject to search by administration. Administration reserves the right to determine the appropriateness of design and size of any bag carried by a student.

PERSONAL COMMUNICATION DEVICES – BOARD POLICY - 5136

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited.

For purposes of this board policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day, or a parent picks it up if so directed by the principal, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an

expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

DETENTION

Students will be assigned detention time for behaviors that include but are not limited to disruption, disrespect, inappropriate language and unexcused absences.

Students will be expected to begin serving detention either the day it was assigned or the following day. Assigned time must be completed by the due date listed on the detention referral. Suspensions or further discipline action may be issued to students who are not compliant with the detention policy.

DETENTION RULES

1. Students must report promptly and stay the full time to receive credit.
2. The teacher supervising the room will validate student make-up time based on behavior and promptness of the student.
3. Students will be required to bring **learning** or reading materials to the detention room. They are to be **seated, and quiet.**
4. No students other than those on the detention list will be allowed in the room.
5. All detention time will be made up in ½ hour blocks of time. However, the 7:00 am - 7:30 am detention will count as one hour.

HARRASSMENT – BOARD POLICY – 5517

The Plymouth School District does not tolerate harassment of any kind between and among students or staff members. It is the policy of the District (5517) to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex, race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as “Protected Characteristics”) or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who believe they are victims and/or parents/guardians, who believe there is harassment, should immediately report their concerns to the principal, assistant principal, guidance counselor, teacher, or police liaison officer. Formal complaints will be taken seriously and will be subject to a thorough review and prompt investigation.

LANGUAGE

Students are expected to use appropriate language in all settings. Inappropriate language will be confronted and may result in detention time, suspension, or police referral.

PUBLIC DISPLAYS OF AFFECTION

Activities that distract from a positive educational atmosphere are not allowed. An excellent guideline to use is the "one hand one arm" rule. This allows the holding of hands and walking arm-in-arm, but disallows full embraces, kissing and hands on the body. As with inappropriate conduct of any sort, inappropriate displays of affection will be confronted and may result in disciplinary action.

RESPECT TOWARDS STAFF

Students who display disrespect toward Plymouth High School staff (e.g., bus drivers, secretaries, custodians, etc.) will receive detention time, suspension, or referral to the Plymouth Police Department depending upon the severity of the act.

STUDENT DRESS

Proper dress is the responsibility of students and their parents. The school also has a responsibility to establish dress standards that promote a positive and proper learning environment. Rules pertaining to appropriate student attire are necessary in order to maintain good decorum and a favorable academic atmosphere. Students are advised to dress for respect.

- Clothing that is deemed distracting or disruptive to learning is inappropriate for school.
- Undergarments are designed to be worn beneath clothing and are not to be visible.
- Clothing that sends a message with sexual connotations or undertones, advertises alcohol, tobacco, drug messages or profanity is not to be worn.
- Clothing that advocates violence is not acceptable.
- Apparel or accessories showing actual or intended gang affiliation (bandanas, headbands, or other accessories) or attempts at intimidation are not acceptable.
- Footwear is to be worn at all times.
- Hats, coats, and jackets are to be kept in lockers.

If it is necessary for a minor student to go home to change clothes, parents will be notified.

Students who practice a particular religion and adhere to dress codes that are part of a religious belief may wear the appropriate religious clothing while in school or attending a school function.

STUDY HALLS

Most students will have a study hall as part of their daily schedule. Students are expected to come prepared with learning or reading materials.

STUDENT HALL PASSES

A four-minute passing time following each class bell has been designated. Students are not to be in the hallways during class time without a pass signed by a teacher or an administrator specifically identifying destination.

SUSPENSION

The purposes of suspension are to preserve an effective atmosphere for instruction, to rehabilitate pupil attitudes, to protect other pupils and/or provide a time to consult with parents. It may be imposed when other means of correction have failed or when keeping the student in school would be detrimental to the school and its students.

Parents will be notified immediately. If a parent cannot be reached, the student will be placed in a supervised restricted area with educational materials (homework, etc.) only. There will be a meeting between the student, parent and administration. Students will not be allowed on school property or allowed to attend or participate in any extra-curricular activity on any day while suspended. For additional information on extra-curricular impact, see pages 29-35. Suspended students will have the opportunity to complete work missed or alternate assignments. Teachers will determine a reasonable timeline for completion.

Students may not be suspended for more than five consecutive school days except when legal notice for a hearing of expulsion has been sent (according to State Statute 120.13). It is the student's responsibility to coordinate make-up work with teachers.

PERSONAL SEARCHES

Students are subject to searches of purses, backpacks, coats, and clothing when reasonable suspicion indicates that such a search may be necessary to protect the health and safety of that student or any other student or staff member. Such searches will be authorized by administration and carried out without exposing the student's body. In the event of physical resistance by the student, law enforcement may be asked to assist with the search. If illegal materials are found as a result of any search, parents will be notified and requested to meet with an administrator to discuss the situation and any follow-up action taken. Students may be questioned by administration separate from law enforcement questioning. Police will be notified of any illegal material, and the student may be referred for school discipline up to and including expulsion or legal action.

ILLEGAL BEHAVIOR

The following guidelines for student behavior prohibit student activities that will endanger or threaten to endanger the safety of themselves or others, or that damages property. Illegal behavior occurring while in school, on school property, or during school- sponsored events is subject to disciplinary action and may be reported to the police.

FIGHTING

No student shall orally, in writing, or physically:

- (1) Participate in, encourage, or instigate any fighting at school or at any school function.
- (2) Threaten, coerce, or intimidate any other student or staff member.

Students who become involved in this type of conduct are subject to school discipline up to and including expulsion and/or referral to the Plymouth Police Department depending upon the extent of their involvement.

ALCOHOL AND DRUGS – BOARD POLICY - 5530

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined

by State statute or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and school procedures, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

THREATS

Students threatening the health and safety of others will be subject to disciplinary measures that could include suspension and in extreme cases, expulsion. Parents will be required to come to school for a conference. At that meeting, school personnel will assist in making plans for the student to get further help. Police will be notified. Students may be required to provide written documentation of successful interventions and counseling prior to being readmitted to Plymouth High School.

THREATS, VIOLINCE, INTENTIONAL INJURY OR OTHER ILLEGAL BEHAVIOR

The commission of other offenses, including but not limited to intentional injury, threats, theft, possession and unauthorized use of school keys, damage to property, arson, false fire alarm is prohibited and will result in the following:

First Offense: Student will be suspended. Police and parent will be notified immediately. Parents will be required to come to school for a conference. At that meeting, plans will be made for the student to get further help. Severe first offenses may result in further action that may include expulsion. Students and/or parents shall be financially liable for damage.

Second Offense: Police and parent will be notified immediately. The student will be suspended and the Board of Education may meet to determine what action to take. This action could include expulsion. School personnel will assist the family in seeking an evaluation and professional help.

TOBACCO PRODUCTS

For purposes of this policy, “use of tobacco” means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, “vapor,” or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events. These products will be confiscated.

First Offense: Violation of the above policy may result in a one-day suspension. Parent will be notified immediately. Police may also be notified.

Second and Subsequent Offenses: The student will be suspended. Police and parent will be notified immediately. Citation may be issued for violation of city ordinance and state statute.

VAPING/ELECTRONIC CIGARETTES

See Tobacco Policy.

WEAPONS – BOARD POLICY - 5772

No student shall have any form of explosives or dangerous instrument while at school, attending school functions or on school grounds. State statute prohibits anyone from bringing a weapon, including toys, lasers, or dismantled firearms onto school property for any purpose. Misuse of any item that may be used as a weapon will be considered under this policy. In the event that a student violates this policy, police and parents will be notified immediately, the student will be out of school suspended and the board of education may meet to determine what action to take.

VII. SCHOOL ACTIVITIES AND ORGANIZATIONS

PLYMOUTH HIGH SCHOOL - ACTIVITY/ATHLETIC/HONOR CODE

Section I: General Philosophy

Responsible educators have shown that the interscholastic athletic program and extracurricular activities can play an important part in the complete high school curriculum. Through self-discipline and regular mental and physical conditioning, participants may enhance their development on an extracurricular and voluntary basis. By offering an athletic and activity program, Plymouth High School extends the privilege of so enriching the mind and body to any student meeting district and Wisconsin Interscholastic Athletic Association (W.I.A.A.) requirements. If accepted, this privilege carries certain responsibilities. The Activity/Athletic/Honor Code presents these responsibilities.

OBJECTIVES

The athletic/activity programs provide participants with opportunities

1. To learn to strive for excellence.
2. To observe and exemplify good sportsmanship.
3. To meet the urge for competition which is a basic American tradition.
4. To practice proper habits of health, hygiene and safety.
5. For “whole school” interest and activity by involving students other than athletes.
6. To learn new skills and develop these skills to maximum effectiveness.
7. For lasting friendship both with teammates and opponents.
8. For experiences in commitment, dedication, loyalty, and self-discipline.
9. To put immediate interest and meaning into the daily lives of athlete/participants and family members; this interest can enhance the participants’ total educational well-being.
10. To develop self-image and pride.

RESPONSIBILITIES

Mere participation in the athletic and extracurricular activities program does not guarantee that all aims will be met or that all opportunities will be realized. The activity advisors, coaching staff and administration shall make every effort to teach participants the goals for which the programs were established. Privileges always carry responsibilities. The participant's greatest responsibility is to be a credit to parents, school, community, and self.

AN ATHLETE AND ACTIVITY PARTICIPANT SHALL:

1. Strive to do his/her best work in the classroom, remembering that academics always come first.
2. Display high standards of social behavior.
3. Display high standards of sportsmanship.
4. Display proper respect for those in authority.
5. Display a real spirit of cooperation and togetherness.
6. Display a proper attitude toward his/her personal appearance and hygiene and to his/her eating and sleeping habits.
7. Be aware that participation in the athletic and activity program is a privilege and that representing Plymouth High School and community is an honor.
8. Consider the athletic and activity code in effect 12 months of the year.

ELIGIBILITY

In order to represent Plymouth High School in any interscholastic competition, a student must meet all eligibility and scholastic requirements of the W.I.A.A. and the Plymouth High School. Listed below are some of the more applicable:

1. The participant must be doing passing work in a minimum of four (4) full credit courses. (Comparable to W.I.A.A. standards.)
2. The participant should report any failures to the coach of the sport in which he or she is involved.
3. The participant must be a legal resident (meet residential eligibility for education purposes) of the Plymouth Joint School District.
4. The participant must turn in a physical examination card before participating in any practice sessions. A parent must sign this card unless the athlete is 18 years old.
5. A participant shall be ineligible if he or she reaches his or her 19th birthday before August 1 of any given school year.
6. The participant must have a completed Parent-Student Acknowledgment Form on file before he/she will be allowed to participate in interscholastic athletics.

PLYMOUTH HIGH SCHOOL ACADEMIC POLICY FOR AN ATHLETE/PARTICIPANT

An athlete's grades will be checked by coaches at the end of the quarters, semesters, and throughout the sport season. An athlete who earns an incomplete or an "F" at any of these time periods will be placed on academic probation. Academic probation will be a period of 5 weeks. An athlete will be able to continue participating in his/her sport during this time. If at the end of the 5-week probation, the athlete is not passing ALL classes, that athlete will become ineligible for the remainder of that quarter. If at the end of that quarter the athlete is still not earning passing grades, the suspension will continue. (Mid quarter grades will be used to determine 5 week grades.)

If an athlete is earning more than one (1) “F” or Incomplete “I” at the date grades are posted by the guidance department, that athlete will be placed on an automatic suspension for one (1) quarter without probationary period. If an incomplete grade is changed to a passing grade in the guidance office, an athlete may regain eligibility. Incompletes must be changed to passing grade before mid-quarter grade posting (5 weeks).

An athlete once placed on suspension must break the string of “F”s” at a quarter or semester grading period to regain eligibility.

It is our belief that a student athlete must be on line for graduation. If an athlete fails a required course, he/she must reschedule that class at the earliest time possible to earn credit.

SECTION II: CODE VIOLATION

GROUND S FOR SUSPENSION

Any Board Policy in effect supersedes the Athletic and Activity Code where applicable.

1. Using alcohol, tobacco, other detrimental drugs, and/ or controlled substances (including vaping) at any time.
2. Being involved in the purchase, sale, and/or transportation of alcohol and/or illegal drugs (or controlled substances).
3. Knowingly loitering in the presence of illegal consumption of alcohol or illegal drugs (drinking party, bar, etc.). Any athlete who remains for any length of time will be subject to questioning.
4. Stealing of any kind (this includes illegal possession of school equipment from Plymouth or any other school or possession of any property that has been stolen).
5. Vandalism
6. Hazing - defined as intentionally or recklessly engaging in acts that endangers the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in the school. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or any other substance, forced confinement or any other forced activity which endangers the physical health or safety of a student.
[S.948.52 (2), Wisconsin Statutes]
7. Any other unacceptable conduct contrary to the ideals, principles, standards, and morals of the school and the community.

NOTE: The administration and the Athletic Board of Review are allowed flexibility by this code to take appropriate action in cases not covered by the terms of this code.

GROUND S FOR OTHER DISCIPLINARY ACTION

1. Any unexcused absence on the day of an event (or on Friday preceding a Saturday event) will prohibit the student from participating that day.
2. Absence from classes after fifth period due to illness on the day of a contest or activity will make the student ineligible to participate that afternoon or evening unless written medical permission is granted.
3. Action such as profanity, disrespect, inappropriate appearance, truancy, and other misconduct will be referred to the coach or activity advisor for corrective action.

SECTION III. PENALTIES

Any Board Policy in effect supersedes the Athletic Code where applicable.

Athletic Code rule violations that result in a suspension are subject to the following penalties:

1. First Offense: Suspension from one to three events. Loitering will require a one-contest suspension. Other violations may be assessed a greater consequence.
2. Second Offense: Suspension from 1/2 of a season's contest dates. (Not to exceed a half of season)
3. Third Offense: Suspension for one year from the date of the violation.

Training rules are in effect 12 months of the year. An athlete should also be aware that coaches may have other requirements for members of their team. As a member of a team, the actions of an individual athlete impacts the entire team in many ways.

Academic eligibility is determined on a nine-week basis. A student must meet minimum requirements based on quarter grades at the end of the first and third quarters, and semester grades at the conclusion of each semester. A student who is declared academically ineligible will remain ineligible until the next grading period is complete and passing grades can be verified.

Any requirements that exceed athletic code guidelines are to be made known to team members before the season begins and must be filed with the athletic director. Coaches will communicate these expectations in writing to parents of team members before the start of the season.

All records of prior involvements will be negated after one year with no violations. Penalties are cumulative. If a suspended athlete commits another violation, the penalty for this and subsequent violations will be added to the end of current suspension.

NOTE: The Principal or Associate Principal and the Athletic Director are allowed discretion as to validity or reason for participating in a sport. Careful attention will be paid to an athlete participating solely to serve a suspension.

ENFORCEMENT

To initiate disciplinary action against an athlete, the accuser must submit a report of an alleged violation to the Principal, Associate Principal, Athletic/Activity Director, or member of the coaching staff. The Athletic/Activity Director will assess all reports of violation and determine the appropriate degree of investigation. If necessary, arrangements will be made to begin Step 1, The Formal Conference.

Step 1 - The Formal Conference

When an athlete is reported for a code violation, he/she will attend a conference with the Athletic/Activity Director. Attempts will be made to contact parents before this conference is held. If this contact is not possible, parents may request a second conference to clarify information and procedure. The purpose of the formal conference is to confirm the facts surrounding the alleged violations and to assess a penalty should it be deemed necessary by the Principal or Associate Principal and Athletic Director. Any suspension will begin immediately following the formal conference.

An athlete and his/her parent may appeal decisions made in the formal conference to the board of review. A request for a hearing before this board must be made to the Principal no more than 24 hours after the action of the formal conference is finalized and distributed to the athlete, parents, coach involved, Principal, and Superintendent. The Principal will review the case with the parents, athlete, and Athletic/Activity Director to determine the need for a board of review.

Step 2 - Athletic Board of Review

Purpose: The athletic board of review shall, upon request, interpret, review, and pass judgment on alleged violations of established training rules and regulations for all athletes and cheerleaders representing Plymouth High School in interscholastic competition.

Organization: The athletic board of review shall be comprised of a coach of the team of which the athlete is a part (or which the athlete would like to become a part), two faculty members, and three student representatives appointed by the student council president. The Principal, or designated representative, will be chairman of the athletic board of review. The chairman will not vote. Alternates may be appointed for any hearing, but at least six voting members must always be present.

Procedure: In the event that the result of the formal conference described above does not meet with the satisfaction of the Athletic/Activity Director, or the chairman of the athletic board, an athletic board hearing will be scheduled. This board shall meet as soon as possible without interrupting class time.

During the interim between the receipt of a report of alleged violation and the actual hearing, the athlete will be able to participate unless guilt has been established and the appeal regards the length of suspension.

The athletic board will then meet in a hearing with the athlete, his/her parents, and counsel, if requested, to review the facts of the case. A majority vote of the board is required for any action. The board's findings shall be made available immediately and shall be put in written form and presented to the parents or guardians within one week of the board's hearing. Any suspension decided or upheld by the board of review will begin immediately after the hearing.

All cases are subject to review if the athletic board feels sufficient new facts have been introduced.

STUDENT BEHAVIOR AND SCHOOL ACTIVITIES

To be eligible to participate in the privileges of the school a student must experience academic success and be in good standing in terms of behavior. Privileges of the school include, but are not limited to, sports events, extracurricular activities, clubs, organizations, trips. Academic success is defined below and students in good standing will be free from incidents on the following list. Some of these are intended to define behavior on campus but more serious offenses off campus (defined below) will prohibit a student from representing the school in sports or activities. Finally, there are certain honors which require a higher standard; these are listed also.

Students whose behavior as a spectator is inappropriate will not be allowed to attend events of the same nature for the remainder of the season or semester (See page 38, Sportsmanship). Violation of this policy will be treated as an athletic code violation.

Academic eligibility required for participation in the privileges of the high school:

A student's grades will be checked at the end of each quarter, semester, and throughout the school year. A student who earns an incomplete or an "F" at any of these time periods will be placed on academic probation. Academic probation will be a period of 5 weeks. A student will be able to continue participating in his/her activity during this time. If at the end of the 5-week probation the student is not passing all classes, that student will become ineligible for the remainder of that quarter. If at the end of that quarter the student is still not earning all passing grades, the suspension will continue. (Mid quarter grades will be used to determine 5-week grades.)

If a student is earning more than 1 "F", that student will be placed on an automatic suspension for 1 quarter without probationary period. In the case of one-time events such as trips, performances, or other activities, the student will be ineligible to participate with more than 1 "F", incomplete, or combination of "F's" or incompletes.

The incomplete(s) must be resolved before that event or the student remains ineligible. Students will be allowed to practice while on probation at the discretion of the coach/advisor.

A student once placed on suspension must break the string of "F's" at a quarter or semester grading period to regain eligibility.

It is our belief that a student must be on line for graduation. If a student fails a required course, he/she must reschedule that class at the earliest time possible to earn credit.

Behaviors which warrant prohibition from the privileges and honors of the school include, but are not limited to:

- | | |
|------------------------------------|--|
| Any Felony | On campus theft |
| Illegal Drugs - zero tolerance | On campus tobacco product use |
| Alcohol - zero tolerance | Suspension |
| Weapons - zero tolerance | Truancy – 5% or more |
| Vandalism (criminal or habitual*) | Cheating/Plagiarism |
| Violence (criminal or habitual*) | * Habitual is defined as sufficiently severe to cause an out of school suspension or citation. |
| Assault (criminal or habitual*) | |
| Harassment (criminal or habitual*) | |

CONSEQUENCES:

All records of prior involvements will be negated after one year with no violations. Penalties are cumulative. If a suspended athlete commits another violation, the penalty for this and subsequent violations will be added to the end of current suspension.

First offense: Exclusion from 25% of the season for sports or sports related activities.
Exclusion from one month of other extracurricular activities.

Second offense: Exclusion from 50% of the season for sports or sports related activities.
Exclusion from one semester of other extracurricular activities.

Third offense: Exclusion from all sports, sports related and other extracurricular activities for one calendar year.

Consequences for severe behavior (which may include, but are not limited to, any felony, delivery of drugs, or possession of a weapon) will be prohibition from all honors and privileges of the school for a period of one year.

HONORS: Students are eligible for certain honors listed below for which they represent the school as a whole. A single incident of a behavior listed above will prohibit that student from holding any position of honor for a period of one year.

ALTERNATIVES: This list of alternatives is designed to help students change their behavior and show good faith in serving themselves, their fellow students, and the school as a whole. The Athletic/Activity Director may approve a plan of action selected from the list below for any student to reduce his or her consequence by up to half.

- | | |
|------------------------------|---------------------------|
| * Community Service | * Educational requirement |
| * Written letters of apology | (teaching: AODA class) |

- * Restitution
- * School service
- * Referral--counseling
- * Empathy session (shadowing)

Severe Consequences for a felony, weapons, and delivery of drugs: Prohibition from the privileges and honors of the school for one year.

Addenda: List of the honors and privileges of the school. This list is not part of Board Policy, but is for administration of the Policy.

Sports and Sports Related * Consequences - 25% - 50% - 100%

Baseball	Football	Softball	Volleyball
Basketball	Golf	Swim & Dive	Wrestling
Cross Country	Hockey	Tennis	
Dance Team	Soccer	Track & Field	

Extracurricular Activities * Consequences - 1 month, 1 semester, 1 year

Academic Bowl	Homecoming Committee	Prom Committee
Acoustic Club	ITPC	Robo Riot Robotics
Art Club	Jolly Pranksters	Science Tutors
Bowling Club – Boys/Girls	Math Team	Spanish NHS
Chess Club	Math Tutors	Student Council
Culture Club	Model UN	Team Panther
Dance Team	Momentum Choir	Trap Shooting Team
English Tutors	Musical	Video Game Development Club
Fall Play	National Business Honor Society	WEACT
FBLA	National Honor Society	
FFA	Nordic Ski Team	
Forensics	One-Act Play	
GEAC	PAW (Poets & Writers)	
German Band	Panther Engineering & Tech	
German NHS	Peers for Peers	
Green Team	Photography Club	

Honors of the School* Consequences - Prohibited for one Year

Class/Club/Activity	Foreign Travel	Out-of-State Travel Non-class
Officers/Chairpersons	MVP	Team Captains

** This list is not intended to be inclusive; it will change as activities are created or deleted.*

ATHLETIC OPPORTUNITIES

The interscholastic athletic program at Plymouth affords many students an opportunity to receive valuable instruction and to compete with students from other schools in a number of sports.

Plymouth is a member of the East Central Conference and the Wisconsin Interscholastic Athletic Association. The rules of these organizations govern the action of their athletes.

Student athletic eligibility for all levels of competition is governed by WIAA rules. Plymouth High School students have the opportunity to participate in the following interscholastic programs:

BOYS

Baseball
Basketball
Cross Country
Football
Golf
Hockey

Soccer
Swim & Dive
Tennis
Track & Field
Wrestling

GIRLS

Basketball
Cross Country
Dance Team
Softball

Soccer
Swim & Dive
Tennis
Track & Field
Volleyball

PRESEASON REQUIREMENTS **Important if you plan to participate in athletics.**

1. WIAA Examination - Alternate Year Permit Card
 - a. An Examination permit card signed by a physician and a parent or guardian must be on file in the High School office prior to any participation, including practice.
 - b. The signed permit card is required every other year. On the off year, the Alternate Year parent permission card is required.
2. Athletic Insurance Waiver
Parents are responsible for insurance coverage which is required. If the student does not have coverage, an offer of coverage is given by an insurance company that has provided forms for this purpose.
3. Athletic Code
A signed athletic code must be on file prior to any participation, including practice.
4. Academic Eligibility
Student athlete's grades will be checked by coaches at the end of the quarters, semesters and throughout the sport season. You can read more about this in the Plymouth High School Athletic Code section of the Orange Guide.
5. Blue Permission to Practice Card
Athletes must receive the blue Permission to Practice card from the High School office AFTER July 25th and submit it to their coach. This must be in place prior to the first practice.

CLUBS AND ORGANIZATIONS

Every student should plan to participate in school activities in addition to what is offered within the classroom. The music department, intramural program, dramatic activities, athletics, and clubs offer the student many opportunities to participate.

Clubs usually meet before or after school. These meetings are to be scheduled in the high school office.

All clubs and organizations are open to both boys and girls.

No form of humiliating initiation or any hazing is permitted.

A list of clubs and organizations that are active at PHS can be found on page 39.

Students involved in school activities and organizations should familiarize themselves with "School Board Policies regarding Student Behavior and School Activities".

FUND RAISING

No school group can put on a sale, drive, or campaign to raise money for the group without first obtaining the permission of the principal.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization designed to grant recognition to students who have excelled in all aspects of their high school career. The object of this Chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students.

Up through the Class of 2020, candidates eligible for election into the Chapter shall have a minimum scholarship average of 3.4 at the time of election and/or re-election. Starting with the Class of 2021, eligible candidates will need a minimum cumulative GPA of 3.7. Further eligibility is then based on service, leadership, and character in the school and community.

Students who qualify for membership will be notified by the National Honor Society advisor. Membership is granted only to those students selected by the faculty council.

Once elected, a student may be dismissed if his/her standards of excellence do not meet with those established for the Chapter. Students and their families are required to sign the Plymouth High School National Honor Society Code of Conduct.

POLICY ON STUDENT ATTENDANCE AT STATE TOURNAMENTS

PEP BUSES:

A minimum of 15-20 students are required before a pep bus will be sent to a state tournament.

All pep buses will return immediately after the contest.

No pep bus overnight stays will be permitted.

DANCE TEAM, PEP BAND:

If school groups are sent to a tournament to participate, it will be the responsibility of the teachers/advisors to make arrangements for transportation and chaperones. Arrangements will be made in cooperation with the athletic director and assistant principal.

As a general rule, school groups will be expected to ride with the pep bus and return with the pep bus.

In cases when a pep bus is not sent to the tournament, the school group will be transported to and from the tournament. When the nature of the competition requires an overnight stay, parents or guardians are responsible for providing chaperones for their students.

ATTENDANCE BY NON-TEAM MEMBERS:

Students will follow the normal procedure for a pre-excused absence. This requires a student to travel with a parent or on the pep bus and to have advanced approval. Under no circumstances will a student be excused from classes to attend a tournament on his/her own.

When the nature of the competition requires an overnight stay, parents or guardians are responsible for providing chaperones for their students.

TEAM MEMBERS:

A coach may make arrangements for members of a team to attend the state tournament in his/her sport. The coach is responsible for obtaining chaperones and transportation. Expenses are paid only for participants in state competition.

SCHOOL FUNDS

It should be understood that all money earned by any class or the club has been earned primarily because individuals are members of Plymouth High School. Such funds do not belong to individuals but to the class or club as a whole. These funds may be expended only upon approval of the class or club advisor and the principal. By law, funds may be used only for purposes related to the educational growth or for a purpose beneficial to the school community. The advisor and high school principal will supervise expenditures.

It has been customary for a number of years for part of the senior class fund to be left in the form of a class gift approved by the principal.

SPORTSMANSHIP

It is expected that Plymouth High School students will practice good sportsmanship by showing proper respect and courtesy to all visitors, whether they are player, coach, official, or spectator. Students who do not observe the principles of good sportsmanship may be removed from the activity. Any student who is removed from an event, activity, or program for inappropriate behaviors will not be allowed to attend future events or activities of the same nature for the remainder of the semester or sports season. (See page 34)

STUDENT ACCIDENT INSURANCE

The Plymouth School District does not provide any type of health, dental, or life insurance coverage for injuries incurred by your child while at school. We encourage you to review your personal insurance program. If you feel that your insurance may not be adequate, or if you do not have insurance, you may wish to consider the insurance protection made available through First Agency Insurance. A brochure explaining coverage and costs may be obtained from your school's office.

YEARBOOK

The school "annual" is a record in pictures and stories of the events of the school year and individual pictures of seniors and most students. The annual staff consists of students registered for the Quit Qui Oc class. The purchase of an annual is optional and payment will be collected at registration, orientation and during the school day throughout the year. The book is distributed the last week of school. The title, "Quit Qui Oc," means "Land of the Crooked River," a Native American name adopted for the title of our annual.

VII. GENERAL OPERATIONS

ANNOUNCEMENTS

Announcements are to be submitted to the office by 7:30am of the day they are to be read.

BUS TRANSPORTATION

Bus transportation to school is a service provided by the school district to students meeting specific distance requirements. In order for a student to retain this privilege, he/she must conform to the following regulations:

1. All riders shall remain seated when the bus is in motion.
2. Keep head, hands, and arms inside the bus.
3. All riders shall remain in the seat assigned to them.
4. Scuffling, fighting, and obscene language will not be tolerated.
5. Bus riders will not litter the bus with food or other debris.
6. Damage to the bus other than regular usage will be paid for by the rider.
7. Be at the loading place at the scheduled time, morning and afternoon.
8. Follow the recommended procedure when crossing the roadway.
9. Inform the bus company, if possible, when rider will be absent. (893-5941)
10. Cooperate with the bus driver at all times.
11. The following actions may result in immediate loss of bus riding privileges and possibly further district administrative action:
 - (a) Deliberate destruction of school bus property or personal property of others.
 - (b) Use of profane/vulgar language to driver or others on the bus.
 - (c) Use of alcohol, tobacco products or drugs on the bus.
 - (d) Any act which, in the opinion of the bus company and school officials, endangers the safety of others.
12. Buses are to be considered an extension of the school.

INFRACTION PROCEDURE

1. Drivers are required to notify the bus supervisor in writing of any bus rider rule infraction. The bus supervisor will submit the written report to the assistant principal for appropriate disciplinary action.
2. An administrator will act on the infraction and report to the parents and bus supervisor.
3. Serious and/or continued infractions of bus rider rules may result in complete loss of riding privileges.

CHANGE OF ADDRESS

Students who move during the school year are to inform the office of their change of address and the planned move date. Notification of change of address should be made at the time the change takes place. To protect the student, a parent/guardian should make this change in person at the high school office.

CLOSED CAMPUS

Plymouth High School operates under a closed campus arrangement.

All students will be expected to remain in the building from 7:35 a.m. until afternoon dismissal. Afternoon dismissal will be at 2:40 p.m. unless assemblies are scheduled at that time.

Automobiles driven by students must remain in the parking lot throughout the school day unless written office approval to leave the campus is obtained.

Exceptions to the closed campus rules will be made for seniors who are involved in co-op programs, senior release, work experience programs, or other special contracts approved by the parents and school. These contracts are available in the office.

DANCES

Dance Contracts

To contain the following provisions:

1. No intermission.
2. Friends of band members or DJ's will not be admitted.
3. Alcohol, tobacco or drug use by anyone in the school building or on school grounds is prohibited. This includes band members and DJ's.
4. Contracts must be approved by the principal or associate principal.

Dance General Regulations

1. All dances must have the sanction of the high school principal.
2. Only currently enrolled Plymouth High School students may attend dances.
3. A guest of a high school student can be admitted only if that guest is registered in the high school office in advance and is approved by an administrator. The student and guest will be provided with a pass that must be presented to a chaperone at the dance.
4. Four chaperones, including a police officer, will be required for each dance held at PHS. Sponsoring organizations are responsible for paying chaperones.
5. Plymouth High School general regulations apply to all individuals at the dance.

Dance Procedures

1. Tickets will be sold in the main floor lobby, or at the lower south entrance as determined by the principal.
2. Students have one half hour following the start of a dance to gain admission.
3. Students with legitimate reasons who wish to arrive after the first 30 minutes must obtain a pass from an administrator.
4. Unless a person has chaperone approval to leave the building, he/she will not be allowed to return.
5. Loitering in corridors or rest rooms will not be permitted.
6. Any damage must be paid for by the sponsoring organization.
7. Sponsoring organizations will be required to provide supervision of students while the dance is in progress.

EMERGENCY CLOSINGS

Once a decision is made regarding school closings, delays or cancellations, the announcement is posted to our school website at www.plymouth.k12.wi.us. We also tweet this information @plymouthschools. You can also listen to local radio or TV stations. **The radio stations are: WHBL (1330AM); WIXX (101.1FM); WJUB (1420AM). The TV stations are: WTMJ - 4; WISN - 12; FOX - 11; WITI - 6. Please do not call school. If school is to be called off, it will be announced between 6:00 a.m. and 7:30 a.m. Unless there is such an announcement, there will be school.**

EMERGENCY EVACUATION

In the event of an emergency evacuation of the building, students are to leave the building in a prompt and orderly manner from the exit designated by the teacher. Any student having a physical disability or injury that would prevent him/her from exiting without assistance should go directly to the teacher and ask for assistance. Teachers will also be checking for students who may need help.

In areas of the building where stairways must be used to exit the building, rooms have been designated as "staging areas" for emergency personnel to access from both inside and outside the building. The rooms are A118, B223, B203, and B211. Teachers will be notifying the office and staying with students in these areas until help arrives.

Students who incur injuries during the school year should make the office and their teachers aware that help may be needed in case of emergency. Families are asked to keep the school informed if they have a student who will require assistance.

HEALTH ROOM

Students who become ill during school should report directly to the health room (which is located in room B122), after receiving a pass from their classroom teacher. Students who become injured during school should report directly to the health room to receive first aid.

If the health room nurse or aide deems it advisable for the student to go home, he/she will contact the parents, guardians or emergency contacts and make arrangements for transportation.

At no time should a student just leave the building after becoming ill. The student **must** receive health room or office clearance.

Medicine, both prescription and non-prescription, must be kept in the health room. A Medication Authorization Form must be completed by parent, guardian, and/or physician. The Medication Authorization Form may be obtained from the office, the health room, or from the district website. All medicine must be brought to school in original container. There is a policy in place that states we are unable to administer non FDA approved substances

Immunization requirements: 4 DPT/DTap/DT/Td, 1 Tdap booster, 4 Polio, 3 Hepatitis B, 2 MMR, 2 Varicella (or the disease) by 9th grade.

CONTROL OF BLOOD BORNE PATHOGENS – BOARD POLICY- 8453.01

The District is subject to regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the organization.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the federally-mandated procedures is a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if a situation does develop you will understand the reason for your request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact Sara Stout, District Nurse, at 920-893-6911, Ext. 1101

INDEPENDENT STATUS OF STUDENTS

If a student has reached his/her 18th birthday, at the request of the parents/guardian, that student may be considered an adult and will be able to verify illness or excused absences without a parent's permission. When making this written request, the parent will also sign a form that removes that parent from all official communication from the school. Forms can be obtained from an administrator.

LEAVING THE BUILDING

Students are not permitted to leave the school building at any time during the school day without permission from the office. When students report to the office, an attempt will be made to contact parents to get their approval prior to allowing students to leave.

Students who have notes to be excused from school early for medical appointments, court appointments, etc., must bring notes to the attendance office before school begins. A pass will be issued so the student may report to the office to sign out and leave the building.

LIBRARY

The role of library media program is to support learning and teaching through providing information access and delivery and to encourage lifelong learning. The media center also manages printing, non-print, and online resources and the technologies needed to use them appropriately.

The following rules apply:

1. An appropriate space is available for students who need to work together. Use of this space is restricted to students who have permission from the supervisor in advance.
2. Students who do not report to the library or who leave without permission will lose the privilege of using the library during study hall for a period of time at the discretion of the teacher or administrator.
3. All existing school disciplinary procedures will be enforced. Students violating the library use policy may lose library privileges.

LOCKERS - BOARD POLICY- 5771 (SEARCH & SEIZURE)

A student locker is provided by the school district for the convenience of the student. It is to be used solely and exclusively for the storage of materials. The same locker is issued to students each year. There shall be no writing on or defacing of the inside or outside of any locker. There shall be no signs displaying profanity, nudity, advertisements of alcohol, tobacco, drugs, or sexually explicit photos or language. Students are responsible for locker cleaning and painting costs as a result of misuse.

The Plymouth School District retains ownership and possessory control of all pupil lockers and desks. Pupil lockers and desks are subject to search as determined necessary or appropriate without notice or consent of the pupil assigned the locker or desk, and without obtaining a search warrant. Pupil lockers or desks may be searched by school administrators, teachers, custodial and maintenance employees, and any other authorized school employee. Annually, a copy of this policy will be distributed to all pupils enrolled within the School

District, and will be incorporated within all student handbooks. Additional details regarding Search and Seizure authority is available by requesting a complete copy of policy 5771.

Students who must bring large amounts of money or other valuable items to school are reminded not to store them in their lockers. Valuables should be brought to the office for safe-keeping. Hall and P.E. lockers should be kept locked. Students should not share locker combinations. The school district is not responsible for lost or stolen items.

LOST AND FOUND

Students who find books, clothing, electronics, jewelry, etc. should bring them to the High School office. The lost articles are kept in this office, and students may claim them by identifying them. Articles not claimed within a reasonable length of time are discarded.

LUNCH TICKETS

Lunch prices at Plymouth High School are \$3.05 per meal in 2018-19. Milk can be purchased separately for \$.35. Prices are subject to change at any time. Breakfast items are available before school and during periods 1 and 2.

All items of food and drink, including ala carte, will be purchased through each student's individual account. Accounts will be debited through a student ID card. The card must be shown and scanned for each purchase. No money will be handled in the cafeteria. Money, in the form of cash or check, may be deposited into the account by parent or student. Deposit envelopes are available in the high school office and may be brought in or sent to the office. Be aware payments may take 24-48 hours to post to your account. Negative account balances may receive a courtesy phone call. Accounts will not be allowed to carry a negative balance.

Students who are transferring out of our district may ask the Food Service Director to refund the balance in their lunch account. (To do this you must stop in the kitchen or call 893-6911 ext. 1650.) Seniors who do not have a younger sibling coming through the school system and have \$5.00 or more in their account will automatically be refunded their funds.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY – BOARD POLICY - 2260

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, including transgender status, change of sex or gender identity, military status, or physical, mental, emotional, or learning disability in any of its student program and activities in the areas of:

- A. Curriculum Content
- B. Staff Training
- C. Student Access
- D. District Support
- E. Student Evaluation

Dan Mella (920-892-2661, Ext. 1002) and Anne Gamoke (892-2661, Ext. 1024) shall act as the compliance officers whose responsibility it will be to ensure that Federal and State regulations are complied with and that any

inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973, is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children, ages 3-21, with disabilities who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students with limited English proficiency and to assess their ability to participate in District programs. (Title IX, 34C.F.R. 106.9, Section 504, 34 C.F.R. 104.8, Title II, 28 C.F.R. 35.106)

POLICY ON ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS FOR PHS

Electronic communications and information access are an educational tool for faculty and students. It is the policy of Plymouth High School to provide access to such electronic forms of media for its faculty, staff, and students. These resources might include the Internet or school network provided resources. The access policy is a privilege of the association to the school district that may be revoked when the individual fails to follow district policy.

Plymouth High School makes no warranties of any kind that the functions or the services provided by or through the high school system will be error-free or without defect. Plymouth High School will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Plymouth High School is not responsible for the accuracy or quality of the information obtained through or stored on the system. Plymouth High School will not be responsible for financial obligations arising through the unauthorized use of the system.

Plymouth High School will provide appropriate supervision in all access areas. However the student is responsible for appropriate behavior using these resources. The student and parent must agree to the following guidelines for the student to have access to these electronic resources.

1. A Plymouth High School employee must approve each usage.
2. Particular services (i.e. E-mail, Internet, or network access) are owned by Plymouth High School. Any communications are not property of the individual sending the communications but the property of Plymouth High School. Not all individuals will have separate accounts for access to these services. (Note: District specialists monitor network use.)
3. The student will use the communications resources for school purposes only, such as educational, professional or career development activities and limited, high-quality, self-discovery activities. Personal communication appropriate to school settings will generally be permissible.
4. The student will access electronic resources that do not violate the Student Code of Conduct or the policies set forth in this agreement. Violations include but are not limited to:
 - Transmitting profanity, obscene, abusive, harassment/threats, derogatory, or sexually explicit language.
 - Vandalizing, damaging, or disabling the property of an individual or organization.
 - Accessing another individuals or organization's materials, information, or files without permission.
 - Violating copyright or other intellectual properties of an individual or organization.

5. If an individual inadvertently accesses a resource that is inappropriate for an educational setting, then the individual must terminate the access immediately and notify the supervising Plymouth High School employee immediately.
6. If a student receives any solicitation for personal information (i.e. real name, address, phone number, credit card number, bank account number, or other contact information), the student must NOT provide the information, and MUST immediately notify the supervising Plymouth High School employee.
7. Users may not use the system for political lobbying or campaigning. Plymouth High School employees and students may, however, use the system to communicate with their elected representatives and to express their opinion on political issues.
8. Students will store information as directed by supervising staff member. Unauthorized storage on Plymouth School District hardware is a violation of appropriate use policy.
9. Users will not exceed 12 MB of document storage nor will they exceed 10 MB of E-mail storage.
10. The student must follow any additional directives or instructions from the supervising Plymouth High School employee that do not conflict with guidelines 1 through 9.
11. Plymouth High School reserves the right to amend this policy any time without notification to the individuals using the provided electronic information resources. It is the responsibility of the student to be familiar with any amendments to these policies. Students who choose to disregard the policies outlined above regarding appropriate use will be subject to school disciplinary procedures that may include detention, restricted privileges, or referral to the police liaison officer as deemed appropriate for the situation. Parents will be notified as to the nature of the offense and the action taken.
12. Failure to follow any of these guidelines may result in the temporary or permanent revocation of access for the student.
13. A student will be granted alternative assessments and assignments that will fulfill the requirements of the teacher if an electronic assignment is given and the student does not have access to the electronic information services provided by Plymouth High School.
14. Any student who is using/possessing/sending material that is illegal (such as pornography) may be referred to authorities for legal action.

POSTERS

Permission to display posters and signs in the school must be obtained from the principal's office.

Posters and signs are to be attached to bulletin boards and metal and glass surfaces only. Do not attach to painted surfaces. Use only masking tape (available in the office).

STUDENT ACCESS AND DISCIPLINARY PROCEDURES REGARDING TECHNOLOGY

Those who violate the Acceptable Use Policy as stated in the Orange Guide (student/parent handbook) will be subject to consequences according to the Plymouth High School detention/discipline policy. These consequences could include loss of privileges, detention, or police involvement.

Chapter 943.70 of the Wisconsin State Statutes also states penalties relating to offenses against computers, computer equipment or supplies. These penalties may be invoked.

STUDENT ID CARDS

A student identification card will be required of all students. This card will be issued in conjunction with registration in the district. Replacement cards will cost \$5.00. The ID card will admit the student to sporting events and school activities, verify computer log-on, and access the student's account for cafeteria purchases.

STUDENT MESSAGES

The environment of Plymouth High School needs to be one in which attention is focused on teaching and learning. To that end, interruptions and distractions need to be kept to a minimum. Students will not be given messages or items during the school day unless they are of an emergency nature. At the end of the day, students who have not yet picked up their messages or items will be verbally called to the office. Non-emergency messages such as those from employers, friends, and appointment reminders should be transmitted outside of school hours.

STUDENT/TEACHER PARKING

Each student driving a motor vehicle to school must register that vehicle in the office. It is the responsibility of each driver to see that his/her automobile is properly registered and that any changes in automobiles or license numbers be promptly reported to the office.

The registration fee is \$80.00 for car and trucks. The fee for motorcycles is \$25.00. A plastic hanging permit will be issued and may be used on any vehicle owned by the registrant. It is permissible on a temporary basis to transfer your parking permit from one vehicle to another vehicle within your family. The permit should be hung in the rear view mirror. Vehicles without an interior rear view mirror must place the permit with the letter facing up on the dashboard directly in front of the steering wheel. All replacement permits will cost \$5.00. Temporary permits may be obtained at a cost of \$1.00 per day.

The permit only allows parking within the Student Parking Lot. Students are to park in the south parking lot only.

The following violations will result in your vehicle being ticketed:

- Parking in a marked Handicapped Zone
- Parking in the Student Lot without a valid permit clearly displayed
- Parking on marked Crosswalks
- Parking in Visitor Parking
- Blocking Traffic lanes within the Student Lot
- Parking in No Parking Zones
- Parents/Visitors parking in Student Lot w/o a valid permit
- Parking in areas marked for Staff Only

Violations of parking regulations may result in vehicles being towed at the owner's expense.

Note: By request of the School Board, the entire school grounds are under jurisdiction of the city police for the enforcement of parking and driving regulations. Inappropriate or illegal items found by school or police officials that are in view in a vehicle may be confiscated.

Students must drive carefully to and from school at all times.

A 15-mile speed limit on the school grounds must be obeyed. Pedestrians have the right of way.

Vehicles are to be parked in an orderly manner so as not to block other cars & driveways. **Student cars are not to be parked in front of school or in any of the driveways or service areas behind school. Violators may be towed at driver's expense.**

Vehicles driven to school remain parked until dismissal unless the student has been granted a temporary driving privilege.

To facilitate the safe departure of school buses at dismissal, students are to use the south exit of the parking lot.

Items prohibited in the school building or on the grounds are also prohibited in vehicles. Such items include, but are not limited to, alcohol, drugs, weapons, etc. At no time does the Plymouth School District relinquish control of the parking lots and the vehicles parked therein.

Smoking and loitering are prohibited in the school parking area.

Failure to comply with school driving/parking regulations will result in loss of driving/parking privilege with no refund of parking fees.

Teachers may park in the north faculty parking lot. A parking hanger must be displayed from the rearview mirror. In the event the vehicle does not have a rearview mirror, the hanger may be placed on the dashboard area immediately in front of the steering wheel. Parking hangers are issued in the high school office. Cars without proper hangers displayed will be ticketed.

TEXTBOOKS

Textbooks are issued to students at the beginning of the school year. The textbooks are the property of the school, rented by the student, and are to be used with care. The person renting the book is responsible for its condition and its return. The cost of replacing the book is charged if the book is lost, and a fine is charged for a book that has been abused.

Found books should be brought to the Lost and Found in the high school office. Books that are damaged should be taken to the classroom teacher for replacement or repairs. Do not write in your books. Do not carry items such as pencils or papers in your books that will break the book-binding.

USE OF THE BUILDING

Non-School Organizations

Outside groups who wish to use the auditorium, gymnasium, or other parts of the building must make application for the room(s) with the Community Education office.

High School Groups or Individuals

High school groups who wish to use any part of the building outside of regular school hours must reserve the room(s) with the principal.

No group or individual may use any part of the building outside regular school hours without a member of the faculty being in attendance with the person or group the entire time the person or group uses the building. Violators may be prosecuted. (7:00 a.m. to 3:30 p.m. are considered school hours for the purpose of this regulation.)

VISITORS

Parents are always welcome to visit the school. If a student wishes to bring a student visitor to school, **which we highly discourage**, permission must be obtained from an administrator and the student's teachers at least three days prior to the desired visit. The student must fill out a form (available from an administrator) and have all his/her teachers sign and approve that form prior to the proposed visit. A check will determine whether

or not the visitor's own school is in session. **Students from neighboring school districts will not be approved for a guest pass.** Permission slips can be obtained from one of the administrators once a note from a parent/guardian is brought to the office.

WITHDRAWAL FROM SCHOOL

State statutes require full time attendance until the end of the semester in which the student becomes 18 years of age.

In the event a student is to withdraw from Plymouth High School during the school year, it is important that the following procedure is followed:

1. A "Request for Withdrawal" form is picked up from the counseling office. The form is to be signed by the parent if the student is under age 18. This acknowledges parental permission for school or program transfer.
2. The reason for withdrawal, (D-drop, T-transfer) and a forwarding address are noted on the form.
3. The student will be responsible to take the withdrawal form and obtain signatures from: the librarian, each of his/her classroom teachers (including physical education teachers), the tech office, and the Food Service Director. Netbooks, textbooks, and library books should be returned. There should not be a negative balance in his/her lunch account.
4. The student then returns to the general office with the signed "Request for Withdrawal" form. Office clearance will determine if all obligations from #3 have been met or if the student is deserving of any refund of fees.
5. The student should return the completed withdrawal form to the counseling office for final check out.

WORK PERMITS

If you are 14 or 15, Wisconsin law states you must have a work permit for each new job. Work permits can be secured from the high school general office.

The following five items must be presented or submitted to the permit officer in order to secure a work permit:

1. Birth certificate or baptismal record for proof of age.
2. Letter from prospective employer promising employment.
3. Letter from parent or guardian consenting to the employment.
4. Social Security Card
5. Fee of \$10.00

VIII. 2018-2019 SCHOOL CALENDAR

(Please note that this calendar is not all inclusive. Please check out the district website for additional dates, events, and times.)

AUGUST 20 - 23	In-service for new teachers
22	Freshman Orientation and Athletic Code Meeting
27 - 30	In-service for all staff
SEPTEMBER 4	Opening Day of School

	6	Pictures taken at High School
	8	Saturday ACT Test Date
	21	No School: Professional Development Day
	28	Homecoming
	29	Homecoming Dance
OCTOBER	11	Picture re-take day
	19	No School: Professional Development Day
	27	Saturday ACT Test Date
	29	Choir Concert – 7:30 p.m.
	30	Freshman Magazine Sale Kick-Off
NOVEMBER	1-3	Fall Play - 7:00 p.m.
	4	Fall Play - 2:00 p.m.
	7	Last day of First Quarter
	9	PHS Blood Drive
	12	Veterans Day Assembly
	8 & 12	Parent Teacher Conferences at PHS
	12	Band Concert – 7:30 p.m.
	21	No School: Conference Comp Day
	22 & 23	Thanksgiving Vacation
DECEMBER	3	Jazz Band Concert – 7:30 p.m. at City Hall
	8	Saturday ACT Test Date
	10 – 17	NHS Food Drive at PHS
	14	No School: Professional Development Day
	17	Choir Concert – 7:30 p.m.
	21	Last day of school before winter break
JANUARY	2	School Reconvenes
	21	Band Concert – 7:30 p.m.
	23 -24	First Semester Exams
	24	Last Day of First Semester
	25	No School: Professional Development Day
FEBRUARY	4	Jazz Band Concert – 7:30 p.m. at Plymouth Art Center
	9	Saturday ACT Test
	14	No School: Professional Development Day
	15	No School: Conference Comp Day
	20	ACT Testing at PHS for all Juniors
	21	ACT Work Keys Testing at PHS for all Juniors
	28	Parent Teacher Conferences at PHS

	28	Musical – 7:00 p.m.
MARCH	1-2	Musical – 7:00 p.m.
	3	Musical – 2:00 p.m.
	7	Blood Drive at PHS
	25 – 29	Spring Break – No School
APRIL	1	School Reconvenes
	5	End of Third Quarter
	13	Saturday ACT Test Date
	16	National Honor Society Induction
	19	No School: Good Friday
	26	No School: Professional Development Day
	27	State Solo Ensemble
MAY	4	Prom 2019 at Riverview Cafeteria
	13	Spring Band Concert - 7:30 p.m.
	15	Awards Night -7:00 p.m.
	20	Cabaret – 7:30 p.m.
	22	Jazz in the Park – 7:00 p.m.
	24	If no snow day – No School
	27	Memorial Day - No School
	29 – 30	Senior Exams or culminating activity
JUNE	2	2019 Graduation in City Park – 2:00 p.m.
	3-4	Underclassmen Final Exams or culminating activity
	8	Saturday ACT Exam

Up-to-date information can be found at the PHS website.