OUR MISSION
To encourage everyone to see and be his/her personal best through successful learning experiences...
BECOME YOUR BEST.
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.

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                               Asst.Superintendent, Curriculum & Instruction
Anne Gamoke                             Student Services & Special Education Director
Kathryn Murray                          Community Education Director
Anne Nelson                             School Nurse
Sara Stout                              School Nurse
Daniel Knaus                            Athletic/Activities Director
Valerie Wacker                          Speech Therapist
Kurt Zolp                               Computer Services Director
Katrina Henschel                        Administrative Assistant
Kristen Rortvedt                        Administrative Assistant
Adrianne Stone                          Administrative Assistant
Amy Williams                            Administrative Assistant
Pamela Hartmann                         Administrative Assistant

* * * * * * * * * * * *

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.
# 2019-2020 Staff Members

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<td>Odekirk, Ken</td>
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<td>Sherman, Jake</td>
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<td>Ramaeker, Court</td>
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<tr>
<td>Holec, Bethany</td>
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<tr>
<td>Kulow, Tammy</td>
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<td>Zimmermann, Shelly</td>
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<tr>
<td>DeStefano, Toni</td>
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<tr>
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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.

WISCONSIN ACADEMIC EXCELLENCE 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 FOR WISCONSIN EXCELLENCE SCHOLARSHIPS

Tie-breaking procedures use the following criteria for purposes of scholarship requirements, in order:
1. Total Grade Point Average earned
2. Total Cum Laude Points earned
3. Highest composite ACT score
4. Coin flip

ACCELERATED COURSES

Accelerated and advanced courses are substantially faster paced and cover rigorous curriculum in both depth and breadth that necessitates students perform independently and self-advocate to achieve the highest level of learning. Interested incoming ninth graders may apply by completing the Accelerated Classes Placement Worksheet. Upperclassmen may apply through their school counselors.

ALTERNATIVE CREDIT EARNING OPTIONS

COLLEGE CREDIT COURSES
At Plymouth High School you have the opportunity to earn up to 82 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 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 students 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, Alternative High School, 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 and related Academic and Career Planning (ACP) experiences 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 transcripts 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 high school principal and the appropriate department leaders. If no evidence is available, the student may complete assessments to determine class placement and/or award credit. Placement and credit decisions will be at the discretion of the principal.

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 attend one or both. Each session is two weeks in length and runs from 8:00 a.m. to 12:00 p.m.. To be eligible for summer school, students must earn a grade of at least 50% during the regular school year or have a 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 1 and for Spring classes is October 1.**

START COLLEGE NOW
Juniors and Seniors who are interested 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. Campus visits may be arranged through the Counseling and Attendance offices.

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 each year. 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 program.
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 earn 26 credits, including the following:

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

Related Conditions
• 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.
• Families 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 the 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 Academic & Career Planning (ACP) 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 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. For additional information, see Board Policy 3120.

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 INSPECT INSTRUCTIONAL MATERIALS
BOARD POLICY 2416
Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments. For additional information, see Board Policy 2416.

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.

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. For additional information, see Board Policy 2240.

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 the 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 may offer 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, 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 occurs 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, which may include school discipline and/or referral to 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, transcripted 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 “dual credit” 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

<table>
<thead>
<tr>
<th>X</th>
<th>Summa Cum Laude: 80-Above</th>
</tr>
</thead>
<tbody>
<tr>
<td>G.P.A.</td>
<td>Magna Cum Laude: 56 – 79.9</td>
</tr>
<tr>
<td># of Laude points</td>
<td>Cum Laude: 30.6 – 55.9</td>
</tr>
</tbody>
</table>

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

### Laude Course Offerings

- **Accelerated Area Studies:** 1 semester, Grade 9
- **Accelerated Citizenship:** 1 semester, Grade 9
- **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 Principles of Engineering (PLTW):** 1 year, Grades 10-12
- **CIM Computer Integrated Manufacturing (PLTW):** 1 year, Grades 10-12
- **Metal Welding 1 & Plasma Cutting (LTC):** 1 semester, Grades 10-12
- **Engineering Design & Development (PLTW):** 1 year, Grade 12
- **Environmental Sustainability (PLTW):** 1 year, Grades 10-12
- **Artist Studio:** 1 semester, Grades 11-12
- **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 (UW-Oshkosh):** 1 year, Grades 11-12
- **AP Advanced Biology (UW - Oshkosh):** 1 year, Grade 12
- **Advanced Chemistry (Lakeland):** 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 transcripted credit approval)
College Technical Mathematics 1B (LTC): 1 semester, Grades 11-12 (Pending LTC transcripted credit approval)
Statistics: 1 year, Grades 11-12

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): 1 semester, Grade 12

Wind Ensemble: 1 year, Grades 11-12
Advanced Mixed Vocal Music: 1 year, Grades 11-12
Music Theory: 1 semester, Grade 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 1 & 2 (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.

**SEMIESTER EXAM POLICY**

All students will 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/exam 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 exam near the end of each semester.
- Each course will maintain learning activities during exam weeks/days.
- Students are required to be in classes and engaged in learning activities through the end of each semester including during 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).

- 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.
- Students will be assigned the grade earned for any course taken for credit during remediation or summer school.
- A class cannot be repeated until graduation requirements in that discipline are met. Students must have teacher and counselor approval.
- A 4 or 5 credit Early College Credit or Start College Now course receives 1 PHS credit. A 2 or 3 credit Early College Credit or Start College Now course receives .5 PHS credit. A 1 credit Early College Credit or Start College Now course receives .25 PHS credit.
- 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  
  B   85-92  
  C   78 - 84  
  D   70 - 77  
  F   Below 70  

- 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.
- Marks for all subjects are used in computing class rank. The academic weighting is as follows:
  
  A   4.0  
  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  

- Grades earned by a student in another country or through study abroad shall not be used to determine GPA.
- Laude status shall be updated at the end of each semester.
- Foreign exchange students must take US History and appropriate English course. Foreign exchange students may not take a course in their native language.
- 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, 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

<table>
<thead>
<tr>
<th>Period</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day of first quarter</td>
<td>Friday, November 8, 2019</td>
</tr>
<tr>
<td>Last day of second quarter</td>
<td>Thursday, January 23, 2020</td>
</tr>
<tr>
<td>Last day of third quarter</td>
<td>Friday, April 3, 2020</td>
</tr>
<tr>
<td>Last day of school:</td>
<td>Tuesday, June 9, 2020</td>
</tr>
<tr>
<td>Graduation:</td>
<td>Sunday, June 7, 2020</td>
</tr>
</tbody>
</table>

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 families and students, not just for students who are doing unsatisfactory work. Families 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 contacting the teacher.

WARNING NOTICES
Teachers may notify a student’s family 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 and to regularly check Skyward for assignments and grades.

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. For additional information, please see Board Policy 8330.

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.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

Both parents shall have equal access to student records unless stipulated otherwise by a court order or law.

For additional information, please see Board Policy 8330.

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. For additional information, please see Board Policy 8330.

V. ATTENDANCE & TARDINESS

COMPULSORY STUDENT ATTENDANCE
BOARD POLICY 5200
State law requires the Board 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, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Parental Notification of Absence Required
The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification, stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence.

School Attendance Officer
The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative guidelines issued by the school.

Excused Absences
As required under State law, a student shall be excused from school for the following reasons:

A. **Physical or Mental Condition**
   The student is temporarily not in proper physical or mental condition to attend a school program.

B. **Obtaining Religious Instruction**
   To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. **Permission of Parent**
   The student has been excused by his/her parent before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:
   1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
   2. to attend a funeral
   3. legal proceedings that require the student's presence
   4. college visits
   5. job fairs
   6. vacations

D. **Religious Holiday**
   For observance of a religious holiday consistent with the student's creed or belief.

E. **Suspension or Expulsion**
   The student has been suspended or expelled.

F. **Program or Curriculum Modification**
The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. **High School Equivalency - Secured Facilities**
The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agree that the student will continue to participate in such a program.

H. **Child at Risk**
The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

A student **may** be excused from school, as determined by the School Attendance Officer, or his/her designee, for the following reasons:

A. **Quarantine**
Quarantine of the student's home by a public health officer.

B. **Illness of an Immediate Family Member**
The illness of an immediate family member.

C. **Emergency**
An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

**PRE-ARRANGED ABSENCES**
To approve an absence in advance, the following steps must be followed:

1. In advance of an absence, a parent permission 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 for 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 (UNEXCUSED ABSENCE)
A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

Notice of Truancy
The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. The School Attendance Officer shall attempt to give notice by personal contact, telephone call, or, unless the parent has refused to receive electronic communication, notice by 1st class mail may be given. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy
When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

MAKE-UP COURSE WORK AND EXAMINATIONS
Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

### DAILY SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>Begins</th>
<th>Ends</th>
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<tbody>
<tr>
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<td>7:33</td>
<td>8:22</td>
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<tr>
<td>2</td>
<td>8:26</td>
<td>9:13</td>
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<tr>
<td>Advisory</td>
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<td></td>
</tr>
<tr>
<td>3</td>
<td>9:17</td>
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</tr>
<tr>
<td>4</td>
<td>10:08</td>
<td>10:56</td>
</tr>
<tr>
<td>5 (lunch)</td>
<td>11:00</td>
<td>11:21</td>
</tr>
<tr>
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### ADVISORY SCHEDULE

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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. Family 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 extracurricular activities or attend as a spectator.
9. Pre-expulsion conference with administration.
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 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 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 websites 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 (including sexual orientation/transgender identity), 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. Assigned time must be completed by the due date listed on the detention referral. Additional time, suspension, or other further disciplinary 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.

HARASSMENT

BOARD POLICY 5517

Prohibited Harassment

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), 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"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing
behavior directed at students for any reason, even if not based on one (1) of the Protected Characteristics, through its policies on bullying (See Policy 5517.01 – Bullying).

Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy
The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
B. Filing a malicious or knowingly false report or complaint of harassment;
C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Reporting Procedures
Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District’s Anti-Harassment Compliance Officer at his/her first opportunity.

Students who believe they have been subjected to harassment are entitled to utilize the Board's complaint process (see Board Policy 5517). Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

District Compliance Officers
The Board designates the following individuals to serve as the District’s "Compliance Officers" (hereinafter referred to as the "COs").

Ms. Anne Gamoke
Director of Student Services
Plymouth Joint School District
125 S. Highland Avenue
Plymouth, WI 53073
920-892-5024
agamoke@plymouth.k12.wi.us

Mr. Dan Mella
Assistant Superintendent for Curriculum & Instruction
Plymouth Joint School District
125 S. Highland Avenue
Plymouth, WI 53073
920-892-5002
dmella@plymouth.k12.wi.us

Confidentiality
The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, the respondent may become aware of the complainant’s identity.

For additional information, see Board Policy 5517.

**BULLYING - BOARD POLICY 5517.01**
The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student’s educational environment. For additional information, see Board Policy 5517.01

**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 addressed by staff 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, 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 families. 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 families. 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.

Families will be notified immediately. If family 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, family, 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 33-38. 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
Board Policy 5771
The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable
in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student’s person or possessions is appropriate, school administrators should first attempt to contact the school resource officer to conduct the search under the administrator’s direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

**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 damage 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**

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
B. all chemicals which release toxic vapors;
C. all alcoholic beverages;
D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
E. "look-alikes";
F. anabolic steroids;
G. any other illegal substance so designated and prohibited by law, including marijuana.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

The District Administrator shall develop materials for the identification, amelioration, and regulation of drug use in the schools including education, prevention and standards of conduct. Education shall be intended to develop awareness of: drug abuse, including prescription drug abuse, and prevention; the relationship between highway safety and the use of alcohol and controlled substances, including prescription drugs; and the relationship between youth suicide and the use of alcohol and controlled substances, including prescription drugs.

THREATS
Students threatening the health and safety of others will be subject to disciplinary measures that could include suspension and, in extreme cases, expulsion. Families 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, VIOLENCE, 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 parents 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
BOARD POLICY 5512
The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other 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 or simulated forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. This policy also prohibits the use of other products containing nicotine, including but not limited to nicotine patches and nicotine gum. Accordingly, the Board prohibits students from using or possessing tobacco or nicotine 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.

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

Second and Subsequent Offenses: The student will be suspended. Police and family 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**

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, as capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

The District Administrator will refer any student who violates this policy to the student’s parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
B. items pre-approved by a principal, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms, and live ammunition will never be approved);
C. theatrical props used in appropriate settings; and
D. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student’s class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

VII. SCHOOL ACTIVITIES AND ORGANIZATIONS

PLYMOUTH HIGH SCHOOL - ACTIVITY/ATHLETIC/HONOR CODE

Section I: GENERAL PHILOSOPHY

Interscholastic athletic programs and other extracurricular activities 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—

- To learn to strive for excellence.
- To observe and exemplify good sportsmanship.
- To practice proper habits of health, hygiene and safety.
- For “whole school” interest and activity by involving students other than student participants.
- To learn new skills and develop these skills to maximum effectiveness.
- For lasting friendship both with teammates and opponents.
- For experiences in commitment, dedication, loyalty, and self-discipline.
- To put immediate interest and meaning into the daily lives of student participant/participants and family members; this interest can enhance the participants’ total educational well-being.
- 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 families, school, community, and self.

A STUDENT PARTICIPANT SHALL

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

W.I.A.A. 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:

- The participant must be doing passing work in a minimum of four (4) full credit courses. (Comparable to W.I.A.A. standards.)
- The participant should report any failures to the coach of the sport in which he or she is involved.
- The participant must be a legal resident (meet residential eligibility for education purposes) of the Plymouth Joint School District.
- The participant must turn in a physical examination card before participating in any practice sessions. A parent must sign this card unless the student participant is 18 years old.
- A participant shall be ineligible if he or she reaches his or her 19th birthday before August 1 of any given school year.
- 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 A STUDENT PARTICIPANT

A student participant’s grades will be checked by coaches/advisors at the end of the quarters and semesters. A student participant who earns an incomplete “I” 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 participant
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 participant will become ineligible for the remainder of that quarter. If at the end of that quarter the student is still not earning passing grades, the suspension will continue. (Mid quarter grades will be used to determine 5 week grades.)

If a student participant is earning more than one (1) “F” or Incomplete “I” at the date quarter and semester grades are posted by the counseling department, that student participant 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 counseling office, a student participant may regain eligibility. Incompletes must be changed to passing grade before mid-quarter grade posting (5 weeks). A student participant once placed on suspension must break the string of “F’s” or “I’s” at a quarter or semester grading period to regain eligibility. It is our belief that a student participant must be on line for graduation. If a student participant fails a required course, he/she must reschedule that class at the earliest time possible to earn credit.

**RELATED EXPECTATIONS**

- Any unexcused absence on the day of an event (or on Friday preceding a Saturday event) will prohibit the student from participating that day.
- 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.
- Be in good standing as related to attendance.

**Section II: CODE VIOLATION**

**GROUND 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, possession, 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 student participant 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. [S.948.51, Wisconsin Statutes]
7. Violation of the school’s academic integrity policy.
8. Suspension from school or being removed from a home or away activity for inappropriate behavior.
9. Any violation of the school board policy dealing with harassment, assault, or violence.
10. Any other unacceptable conduct contrary to the ideals, principles, standards, and morals of the school and the community.
NOTE: The administration and the Activity Board of Review are allowed flexibility by this code to take appropriate action in cases not covered by the terms of this code.

CONSEQUENCES

Activity code suspensions are cumulative for 12 months. If a student participant commits another violation within 12 months, the penalty will be added as follows:

- **First offense:**
  - Exclusion from 25% of the season for sports or related activities that perform or compete.
  - Students are also prohibited from Honors of the School for the season of the violation.

- **Second offense:**
  - Exclusion from 50% of the season for sports or related activities that perform or compete.
  - Students are also prohibited from Honors of the School for the season of the violation.

- **Third offense:**
  - Exclusion from all sports or activities that perform or compete for one calendar year.
  - Students are also prohibited from Honors of the School for one calendar year.

Honors of the School:

- Officers/Chairpersons
- School/Team Awards
- Captains

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

*Note: Loitering in the presence of alcohol or illegal drugs will warrant a one game/event suspension.*

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 for the first offense only.

- Community Service
- School Service
- Written letters of apology
- Restitution
- Educational requirement (teaching: AODA class)
- Empathy session (shadowing)
- Referral--counseling

CONSEQUENCES FOR SEVERE BEHAVIOR

Severe behavior may include, but is not limited to, any felony, delivery of drugs, or possession of a weapon. The consequence will be prohibition from all extracurricular activities and honors of the school for a period of one year.
ENFORCEMENT

To initiate disciplinary action against a student participant, 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 a student participant 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. Any suspension will begin immediately following the formal conference.

A student participant 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 with the student participant and parents. The Principal will review the case with the parents, student participant, and Athletic/Activity Director to determine the need for a board of review.

Step 2 - Activity Board of Review

Purpose: The activity board of review shall, upon request, interpret, review, and pass judgment on alleged violations of established rules and regulations for all student participants representing Plymouth High School.

Organization: The activity board of review shall be comprised of a coach/advisor of the team of which the student is a part (or which the student participant 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 activity 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: If it is deemed there is a need, 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 student participant will be not be able to participate. The activity board will then meet in a hearing with the student participant, 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 activity board feels sufficient new facts have been introduced.

**WIAA-Endorsed Sports**

<table>
<thead>
<tr>
<th>Baseball</th>
<th>Golf</th>
<th>Tennis</th>
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</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Hockey</td>
<td>Track &amp; Field</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Soccer</td>
<td>Volleyball</td>
</tr>
<tr>
<td>Dance Team</td>
<td>Softball</td>
<td>Wrestling</td>
</tr>
<tr>
<td>Football</td>
<td>Swim &amp; Dive</td>
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</tbody>
</table>

**Related Activities/Sports that Compete or Perform**

<table>
<thead>
<tr>
<th>FBLA</th>
<th>Academic Bowl</th>
<th>Show Choir</th>
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</thead>
<tbody>
<tr>
<td>FFA</td>
<td>Jolly Pranksters</td>
<td>Musical</td>
</tr>
<tr>
<td>Trap Team</td>
<td>Math Team</td>
<td>Forensics</td>
</tr>
<tr>
<td>Nordic Ski Team</td>
<td>Chess Club</td>
<td>One-Act Play</td>
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<tr>
<td>Bowling Team</td>
<td>Model UN</td>
<td>German Band</td>
</tr>
<tr>
<td>Equestrian Team</td>
<td>Panther Tech Club</td>
<td></td>
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<tr>
<td>Robo Riot Robotics</td>
<td></td>
<td>Fall Play</td>
</tr>
</tbody>
</table>

- *This list is not intended to be inclusive; it will change as activities are created or deleted.*
- *Activities that do not compete or perform will create and communicate their own policies.*

**FUND RAISING**

No school group can put on a sale, drive, or campaign to raise money for the group or for a charity supported by the group without first obtaining the permission of the principal. For additional information, see Board Policy 5830.

**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 BUSSES**
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/Activities Director. 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 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 is customary 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.

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.
VIII. 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 7:33 a.m. until 2:42 p.m.

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 students involved in pre-approved work-based learning programs or other special contracts approved by the families and school. These contracts are available through the school counseling 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. 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.
3. Four chaperones, including a police officer, will be required for each dance held at PHS.
   Sponsoring organizations are responsible for paying chaperones.
4. Plymouth High School general regulations apply to all individuals at the dance.

**Dance Procedures**
1. Tickets will be sold at the dance entrance as determined by the administration.
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.

**DISTRICT-SPONSORED TRIPS**
District-sponsored trips are defined as any planned, student-travel activity which is approved as part of the District's total educational program.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

To be eligible for District-sponsored trips outside of Wisconsin, students must have no suspensions or code violations for behaviors that endanger themselves or others within 12 months of the trip departure date. Endangering behaviors may include (but are not limited to) possessing, using, or delivering alcohol or drugs; violence or threats of violence; or any felony.

For additional information on Field Trips and Other District-Sponsored Trips, see Board Policy 2340.

**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](http://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.

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Please do not call the 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 Board of Education seeks to protect those staff members who may be exposed to blood pathogens and other potentially infectious materials in their performance of assigned duties and directs the District Administrator to adopt appropriate safety procedures.
The Board also seeks to protect students who may, during the course of the school day or during a school-sponsored activity, become exposed to blood-borne pathogens and other potentially infectious materials.

To protect staff members and students, the District Administrator shall implement guidelines that are consistent with the Department of Public Instruction (DPI) Model Blood-Borne Pathogens Manual and such guidelines will include but not be limited to:

A. identifying those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
B. providing for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally-mandated scheduling;
C. requiring proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
D. establishing appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
E. providing for record-keeping of all of the above which complies with both Federal and State laws;
F. developing an exposure control plan.

Further, employees who have been identified, as employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials should complete the blood-borne Pathogens School Training made available through the DPI.

If you have any questions or concerns, please contact Sara Stout, District Nurse, at 920-893-6911, Ext. 1047.

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 the 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 policies may lose library privileges.

LOCKERS
BOARD POLICY 5771 (SEARCH & SEIZURE)
The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property
The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places.

The Board directs that the searches may be conducted by the District Administrator, building principals, assistant principals, Police Liaison Officer, and/or other administrators.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.
Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement. For additional information, see Board 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.

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.

**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 2019-2020. Milk can be purchased separately for $.45. 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 a la 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**

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The Board of Education is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board’s policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Reporting Procedures
Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District’s Compliance Officer at his/her first opportunity.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

District Compliance Officers
The Board designates the following individuals to serve as the District’s "Compliance Officers" (hereinafter referred to as the "COs").

Ms. Anne Gamoke
Director of Student Services
Plymouth Joint School District
125 S. Highland Avenue
Plymouth, WI 53073
920-892-5024
agamoke@plymouth.k12.wi.us

Mr. Dan Mella
Assistant Superintendent for Curriculum & Instruction
Plymouth Joint School District
125 S. Highland Avenue
Plymouth, WI 53073
920-892-5002
dmella@plymouth.k12.wi.us

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 individual’s 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 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.


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 at 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 cars 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 the 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 the school. Violators may be towed at the 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 privileges 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.

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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 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

IX. 2019-2020 SCHOOL CALENDAR
(Please note that this calendar is not all inclusive. Please check the district website for additional dates, events, and times.)

AUGUST
19 - 23 In-service for new teachers
21 Freshman Orientation and Athletic/Activities/Honor Code Meeting
26 - 29 In-service for all staff

SEPTEMBER
3 Opening Day of School
5 Pictures taken at High School
13 No School: Professional Development Day
14 Saturday ACT Test Date
27 Homecoming
28 Homecoming Dance

OCTOBER
10 Picture retake day
17-19 Fall Play - 7:00 p.m.
18 No School: Professional Development Day
20 Fall Play - 2:00 p.m.
26 Saturday ACT Test Date
28 Choir Concert – 7:30 p.m.

NOVEMBER
7 PHS Blood Drive
8 End of 1st Quarter
11 Veterans Day Assembly
11 Band Concert – 7:30 p.m.
14 & 18 Parent/Teacher Conferences 3:00 - 7:00
27 No School: Conference Comp Day
28 & 29 Thanksgiving Break
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<tr>
<td>DECEMBER</td>
<td>9</td>
<td>Jazz Band Concert – 7:00 p.m. at City Hall</td>
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<td>9 – 18</td>
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<td>NHS Food Drive at PHS</td>
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<td>13</td>
<td></td>
<td>No School: Professional Development Day</td>
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<tr>
<td>14</td>
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<td>Saturday ACT Test Date</td>
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<tr>
<td>16</td>
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<td>Choir Concert – 7:30 p.m.</td>
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<td>20</td>
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<td>Last day of school before winter break</td>
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<td>JANUARY</td>
<td>2</td>
<td>School Reconvenes</td>
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<td>20</td>
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<td>Band Concert – 7:30 p.m.</td>
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<td>22 – 23</td>
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<td>First Semester Exams</td>
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<tr>
<td>23</td>
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<td>Last Day of First Semester</td>
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<tr>
<td>24</td>
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<td>No School: Professional Development Day</td>
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<td>FEBRUARY</td>
<td>8</td>
<td>Saturday ACT Test</td>
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<tr>
<td>14</td>
<td></td>
<td>No School: Professional Development Day</td>
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<tr>
<td>27</td>
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<td>Parent/Teacher Conferences 3:00 – 7:00 p.m.</td>
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<td>MARCH</td>
<td>3</td>
<td>ACT Testing for all Juniors at PHS</td>
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<td>5</td>
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<td>Blood Drive at PHS</td>
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<tr>
<td>12-14</td>
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<td>Musical - 7:00 p.m.</td>
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<td>15</td>
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<td>Musical - 2:00 p.m.</td>
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<tr>
<td>16</td>
<td></td>
<td>Jazz Band Concert - 7:30 p.m. at PAC</td>
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<td>23 – 27</td>
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<td>Spring Break – No School</td>
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<td>APRIL</td>
<td>3</td>
<td>End of Third Quarter</td>
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<td>4</td>
<td></td>
<td>Saturday ACT Test Date</td>
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<td>10</td>
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<td>No School - Good Friday</td>
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<tr>
<td>21</td>
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<td>National Honor Society Induction</td>
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<td>24</td>
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<td>No School: Professional Development Day</td>
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<tr>
<td>25</td>
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<td>State Solo Ensemble</td>
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<td>MAY</td>
<td>2</td>
<td>Prom 2020 at Riverview Cafeteria</td>
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<td>11</td>
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<td>Spring Band Concert - 7:30 p.m.</td>
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<td>13</td>
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<td>Awards Night - 7:00 p.m.</td>
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<td>18</td>
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<td>Cabaret – 7:30 p.m.</td>
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<td>20</td>
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<td>Jazz in the Park – 7:00 p.m.</td>
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<td>22</td>
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<td>If no snow day – No School</td>
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<td>JUNE</td>
<td>3-4</td>
<td>Senior Final Exams or culminating activity</td>
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<tr>
<td>7</td>
<td></td>
<td>2020 Graduation Ceremony at City Park - 2:00</td>
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<tr>
<td>8-9</td>
<td></td>
<td>Underclassmen Final Exams or culminating activity</td>
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Up-to-date information can be found at the PHS website.