



FORT ATKINSON HIGH SCHOOL

# FAMILY-STUDENT HANDBOOK

2024-25 SCHOOL YEAR



[fortschools.org](https://fortschools.org)



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# WELCOME

On behalf of the faculty and staff at Fort Atkinson High School, we welcome each of you to a new and exciting school year! The many opportunities that exist at F.A.H.S. will allow you to gain valuable knowledge, skills and experiences upon which you may build a bright future. Please take your high school education seriously as it will have a lasting influence on the rest of your life. The school staff looks forward to working together with students, their families and members of the community to provide the highest quality educational opportunities to all of our students. This handbook is designed to help students and their families understand the overall educational program and policies, which govern the operation of Fort Atkinson High School. Its contents in combination with those of the Code of Conduct detail important expectations, policies, and services that will assist and guide students during your high school experience. Therefore, it is essential that you make yourself familiar with this handbook and the Code of Conduct. Please take the time to read each of these documents. If at any time you have questions regarding the information provided, please do not hesitate to call us or other staff members so we may assist you. A student's high school experience should truly represent some of the very best years of life and we intend to make the high school experience just that! We look forward to working with you to make your high school years meaningful and fulfilling for you and all of our students. Best wishes!

*Leigh Ann Scheuerell*  
Principal

*Laura Krause-Emerick*  
Associate Principal

*Adam Rousseau*  
Associate Principal

*Steve Mahoney*  
Athletic Director



## FORT ATKINSON HIGH SCHOOL CONTACT INFORMATION

PHONE: (920) 563-7811    FAX: (920) 563-7810    PUPIL SERVICES FAX (920) 397-7810

# HIGH SCHOOL PHILOSOPHY

The philosophy of Fort Atkinson High School is rooted in the premise that the school should provide an environment for intellectual development and mental maturation, social interactions, and physical development. These responsibilities are met by providing curricula designed to develop the cognitive domain, social interactions in and out of the classroom to promote the affective domain, and vocational and physical education courses utilizing the psycho-motor domain.

More specifically, the school accepts the following responsibilities:

- to provide an appropriate education for every student;
- to provide each student with an opportunity to explore individual talents, capabilities and interests;
- to establish a program of education that will enable every student to develop individual potential;
- to teach every student the essential and desirable elements of cultural heritage so that each is able to understand and relate to the world environment;
- to help the student effectively organize and understand knowledge for practical application;
- to guide the development of personality so that the individual will exemplify those behavioral traits that are essential for successful living in a social group;
- to share with other institutions the guidance of each student in the acquisition and formulation of a valid system of values;
- to instill in each student the understanding of social traditions, historical events and democratic beliefs of the American people;
- to provide learning experiences that will prepare the student to live in a changing society;
- to establish patterns of discriminative learning which will encourage students to continue learning beyond graduation

Recognizing that the school reflects the community, the school staff believe that working cooperatively and effectively with the community will encourage understanding and mutual respect. Toward that end the community is invited to take part in opportunities to make their desires and influences felt in the determination and planning of school policies and procedures and thereby bring the school into a closer working relationship with the community it serves

# DISTRICT MISSION & VISION



## Vision

Achieving distinction in all we do

## Mission

Cultivate an inclusive high-performing culture of growth and community

## GUIDING PRINCIPLES

The School District of Fort Atkinson acknowledges parameters and guidelines we work within. We are held accountable both from external entities as well as the highest standards of educational operations. These represent the cornerstones of our organization and facilitate key functionality and purpose. These principles ensure stability. Vigilance to these expectations creates the foundation for our district's viability and success.

ACADEMIC ACCOUNTABILITY	FEDERAL & STATE ACCOUNTABILITY
<p>The district is results-focused ensuring all students are career, college, and life-ready upon graduation based on the WI State Standards in all content areas.</p> <p>We are accountable to and for all learners in both achievement and growth.</p>	<p>Our operations and services align to and abide by Federal laws, guidelines, and requirements.</p> <p>Our programming is comprehensive in meeting DPI requirements and exceeds State of Wisconsin expectations for course offerings and instructional time.</p>
FISCAL RESPONSIBILITY	PHYSICAL AND TECHNICAL SAFETY
<p>Our comprehensive budget process engages all stakeholders based on best practice in school budgeting to support academic and finance collaboration and best align resources to desired student outcomes.</p> <p>The budget process is a plan, a tool for transparency, and a structure for ensuring fiscal accountability.</p>	<p>Through a proactive and comprehensive safety program, we cultivate and maintain a climate of physical safety and emotional well-being for students and staff.</p> <p>We will protect our student's privacy and online presence through technical safeguards, digital citizenship education, and contractual expectations with partner organizations.</p>
COMMUNITY AND STAKEHOLDER ENGAGEMENT	INVESTMENT IN PHYSICAL AND HUMAN CAPITAL
<p>We develop and maintain community partnerships to enrich and expand educational opportunities and build community interdependence.</p> <p>We collaborate with partners to make our community a great place to live, learn, work, and play and contribute to the use and development of community resources.</p>	<p>Recognizing that facilities are integral to our success, we show pride and stewardship for district buildings, equipment, and grounds.</p> <p>We utilize best practices in human resources informed by data to leverage our largest and best resource – our people.</p> <p>Highly qualified staff is a priority supported by professional learning and evolving recruitment and retention strategies.</p>



## DISTRICT BELIEFS

Our beliefs define who we choose to be as a school district and larger community. They are perspectives we regard and core values and beliefs that define and distinguish us. These represent all facets of our organization and characterize our highest organizational priorities. They represent a level of quality and attainment to which we hold ourselves accountable. Beliefs evolve and grow as we face current realities, understand challenges and embrace opportunities. These statements capture where we are at this time and serve as a foundation for the results we desire to achieve in this strategic plan.

TEACHING & LEARNING		
<p>Comprehensive programming with competitive offerings distinguishes our district and ensures our graduates are career, college, and life-ready.</p> <p>Academic success for all learners defined by multiple measures for achievement and growth is key to our results-based culture.</p> <p>Our instruction is student-centered and utilizes research-based, best practices to maximize learning.</p> <p>We embrace equitable practices and recognize the role of education in advancing our societal responsibility for kindness, compassion, empathy, and opportunity.</p> <p>We provide systems of support to meet the academic needs of all learners ensuring every learner has access to educational resources and rigor they need.</p> <p>We optimize robust technical systems, services, and infrastructure to leverage and spark curiosity, enhance learning and develop digital citizens.</p> <p>We celebrate and spotlight our learners and show pride in our academic and extra-curricular programming.</p> <p>Continuous improvement and organizational growth are achieved through data analysis, responsive planning, and collaborative goal setting.</p>		
SOCIAL-EMOTIONAL LEARNING	COMMUNITY & LIFELONG LEARNING	LEVERAGING RESOURCES for STUDENT SUCCESS
<p>We honor the inherent value and worth of all people and celebrate diversity in identities and perspectives.</p> <p>Our schools are welcoming and safe environments recognizing the importance of positive school culture, emotional and physical safety, and well-being.</p> <p>Learner-centered, whole-child education ensures social-emotional learning is integrated within authentic learning experiences.</p> <p>Strong partnerships and engagement with our families are essential to ensuring social and emotional systems of support for our learners.</p>	<p>Our students engage with the community to experience the impact of citizenship.</p> <p>Our graduates understand the importance of being active, contributing community members, and responsible and civically-engaged citizens.</p> <p>Our programming is responsive to local and global needs by nurturing and valuing all career pathways.</p> <p>Critical thinking, problem-solving, interpersonal skills, and responsibility are key life skills we foster in our graduates.</p> <p>Strong business partnerships and relationships with all stakeholders are key to supporting our local economy and community viability.</p>	<p>Students are the highest priority in all fiscal decisions to leverage funds and maximize student success.</p> <p>Investing in our human capital is key to realizing our mission and vision.</p> <p>Transparency of funds management and shared understanding of funds allocation is achieved through opportunities for engagement throughout the budgeting process.</p> <p>The community's investment in our schools and facilities show pride in our partnerships and shared fiscal interdependence.</p> <p>Integrating environmentally-conscious practices demonstrates sound fiscal management and environmental sustainability within our local and global community.</p>



# STAFF DIRECTORY

## SCHOOL BOARD

President.....	Kory Knickrehm
Vice President.....	Amy Reynolds
Treasurer.....	Robynn Selle
Clerk.....	Matt Loup
Member.....	Chris Rogers

\*\* Complete the following e-mail addresses with: fortschools.org\*\*

## CENTRAL ADMINISTRATION

	PHONE NUMBER	EMAIL
Dr. Robert Abbott, <i>Superintendent</i> .....	(920) - 563 - 7807.....	abbottr
Nathan Knitt, <i>Director of Business Services</i> .....	(920) 563-7800.....	knittn
Keith VanGilder, <i>Director of Nutrition Services</i> .....	(920) 563-7811 x1159.....	vangilderk
Amy Oakley, <i>Director of Instruction</i> .....	(920) 563-7802.....	oakleya
Amanda Moehling, <i>Director of Buildings and Grounds</i> .....	(920) 563-7808.....	moehlinga
DJ Scullin, <i>Director of Technology</i> .....	(920)563-7813.....	scullind
Shannon Tuscic, <i>School Nurse</i> .....	(920) 563-7805.....	tuscics
Lisa Hollenberger, <i>Director of Special Education</i> .....	(920) 563-7804.....	hollenbergerl
Mandy Turnbull, <i>Director of Human Resources</i> .....	(920) 563-7819.....	turnbullm

## BUILDING ADMINISTRATION

	EXTENSION	EMAIL
Leigh Ann Scheuerell, <i>Principal</i> .....	1103.....	scheuerelll
Laura Krause-Emerick, <i>Associate Principal (A-L)</i> .....	1105.....	krauseemerickl
Adam Rousseau, <i>Associate Principal (M-Z)</i> .....	1107.....	rousseaua
Steve Mahoney, <i>Athletic and Activities Director</i> .....	1104.....	mahoneys

## OFFICE STAFF

Kim Brock, <i>Attendance Administrative Assistant</i> .....	1106.....	brockk
Laurie Gilson, <i>Pupil Services Administrative Assistant</i> .....	1143.....	gilsonl
Stacey Rottmann, <i>Administrative Assistant</i> .....	1144.....	rottmanns
Jamie Knutson, <i>Principal Administrative Assistant</i> .....	1101.....	knutsonj
Miranda Cottrell, <i>AD Administrative Assistant</i> .....	1100.....	cottrellm
Cindy Schnell-Benson, <i>Administrative Assistant</i> .....	1111.....	schnellbensonc

## STAFF

Samantha Ahler, <i>School Counselor</i> .....	1149.....	ahlers
Elizabeth Benzschawel, <i>Support Staff</i> .....	2030.....	benzschawe
Officer Boeve, <i>Police School Liaison</i> .....	1150.....	boevb
Brian Bosch, <i>Business Education/Phy Ed</i> .....	2039.....	boschb
Nichole Butzine, <i>Music Dept Accompanist</i> .....	1119.....	butzinen
Todd Carter, <i>Social Studies</i> .....	2025.....	cartert

Taylor Cassidy, <i>Support Staff</i> .....	2042.....	cassidydt
Elizabeth Colver, <i>Health</i> .....	1192.....	colvere
Nathan Daniels, <i>Business Education</i> .....	2036.....	danielsn
Mike DeRubeis, <i>Physical Education</i> .....	1191.....	derbueism
Kendra Donaldson, <i>School Psychologist</i> .....	1148.....	donaldsonk
Kevin Duncan, <i>Family &amp; Consumer Ed</i> .....	1198.....	duncank
Erin Ehler, <i>Special Education</i> .....	2045.....	ehlere
Nathan Feeney, <i>English</i> .....	2016.....	feeneyn
Andrea Feutz, <i>Social Studies</i> .....	2023.....	feutza
Katie Field, <i>Math</i> .....	2051.....	fieldk
Steven Fietz, <i>Tech Ed</i> .....	1190.....	fietzs
Heather Fjelstad-Bunce, <i>Special Education</i> .....	1140.....	fjelstadh
Justin Frey, <i>Science</i> .....	1137.....	freyj
Katy Freye, <i>Assistant Director of PAC</i> .....	1118.....	freyek
Rebecca Garcia, <i>Support Staff</i> .....	1128.....	garciar
Mark Gavigan, <i>School Counselor</i> .....	1155.....	gaviganm
Amy Gruennert, <i>Special Education</i> .....	2042.....	gruennerta
Rebecca Haefner, <i>Library Media Specialist</i> .....	1153.....	haefnerr
Heather Hake, <i>Support Staff</i> .....	1160.....	hakeh
Nick Hamele, <i>Science</i> .....	1134.....	hamelen
Nicole Hampton, <i>Special Education</i> .....	2046.....	hamptonn
Dan Hansen, <i>English</i> .....	2013.....	hansend
Todd Heritage, <i>Tech Ed</i> .....	1173.....	heritaget
Mike Hintz, <i>Physical Education</i> .....	1591.....	hintzh
Natalie Jameson, <i>Special Education</i> .....	2063.....	jamesonn
Jennifer Kalmon, <i>Special Education</i> .....	2044.....	kalmonj
Molly Kemp, <i>Science</i> .....	1133.....	kempm
Samantha Kessler, <i>Special Education 18-21 Program</i> .....	2065.....	kessler
Aaron Kreamsreiter, <i>Science</i> .....	1132.....	kreamsreitera
Abby Kurt, <i>Agriculture</i> .....	1139.....	kurta
David Lamey, <i>Math</i> .....	2053.....	lameyd
Deborah Lemke, <i>World Language - French</i> .....	2003.....	lemeked
Shane Lilly, <i>Math</i> .....	2048.....	lillys
Shannon Lyon, <i>Agriculture</i> .....	1142.....	lyons
Samuel (Atticus) Maasz, <i>English</i> .....	2017.....	maasz
Susanne Maroske, <i>World Language - German</i> .....	2007.....	maroskes
Leah McKelvey, <i>Family &amp; Consumer Ed</i> .....	1197.....	mckelveyl
Susan Mehring, <i>Library Assistant</i> .....	1151.....	mehring
Ashlyn Minks, <i>Art</i> .....	1168.....	minksa
Madison Minks, <i>Math</i> .....	2050.....	minksm
Klaudia Moreno, <i>Supervisor</i> .....	2053.....	morenok
Andrea Moser, <i>English</i> .....	2018.....	mosera
Nicholas Nelson, <i>Special Education</i> .....	2061.....	nelsonn
Julie Newbury, <i>English</i> .....	2014.....	newburyj

Matt Noll, <i>Crossroads</i> .....	6147.....	nollm
Jessica Penfield-Cruz, <i>World Language - Spanish</i> .....	2006.....	penfieldcruzj
Mark Peterson, <i>Special Education</i> .....	2030.....	petersonm
Gina Portillo, <i>Math</i> .....	2049.....	portillog
Trina Portugal, <i>Social Studies</i> .....	2024.....	portugalt
Nathan Pyka, <i>Special Education</i> .....	2043.....	pykan
Angie Salamone, <i>CTE Coordinator</i> .....	8846.....	salamonea
Tyler Sarbacker, <i>Computer Science</i> .....	2052.....	sarbackert
Joshua Schenck, <i>English</i> .....	2012.....	schenckj
Chris Scherer, <i>Technical Advisor</i> .....	1118.....	schererc
Marcia Schueller, <i>Speech/Language</i> .....	1185.....	schuellerm
Stephanie Schreiner, <i>Science</i> .....	1127.....	schreiners
Dennis Schwedersky, <i>Social Studies</i> .....	2026.....	schwederskyd
Kyla Sinde, <i>Special Education</i> .....	1160.....	sindek
Kiah Snow, <i>Vocal Music</i> .....	1119.....	snowk
Thomas Spitz, <i>Inst. Music/Orchestra</i> .....	1123.....	spitzt
Justin Steger, <i>Instrumental Music</i> .....	1120.....	stegerj
Dione Steinbrenner, <i>Supervisor</i> .....	2031.....	steinbrennerd
Mike Stricker, <i>Tech Ed</i> .....	1180.....	strickerm
Angie Szabo, <i>Art</i> .....	1169.....	szaboa
Tammy Teffler, <i>Support Staff</i> .....	2060.....	tefflert
Joey Torrisi, <i>Social Studies</i> .....	2028.....	torrisij
Beth Trieloff, <i>Support Staff</i> .....	2042.....	trieloffb
Andrew Tubbs, <i>English</i> .....	2015.....	tubbsa
Casey Turner, <i>Math</i> .....	2038.....	turnerc
Karen Ulrich, <i>Support Staff</i> .....	2045.....	ulrichk
Katie Utphall, <i>School Counselor</i> .....	1145.....	utphallk
Danielle Van Acker, <i>Support Staff</i> .....	2042.....	andersond
Joel Van Haaften, <i>Support Staff</i> .....	2030.....	vanhaaftenj
Brittany Vils, <i>Science</i> .....	1138.....	vilsb
Lori Warren, <i>World Language - Spanish</i> .....	2005.....	warrenl
Laura Waugh, <i>Support Staff</i> .....	2030.....	waughl
Krissy Weidenfeller, <i>Support Staff</i> .....	2030.....	weidenfellerk
Catherine Wilson, <i>English Language Learner</i> .....	1128.....	wilsonc
Jaysen Yoder, <i>Social Studies</i> .....	2027.....	yoderj
Brian Zachgo, <i>Science</i> .....	1130.....	zachgob
Jenna Zangl, <i>Social Worker</i> .....	1102.....	zanglj

# SCHOOL CALENDAR 2024-2025

[NOTE - SUBJECT TO CHANGE - CHECK [WWW.FORTSCHOOLS.ORG](http://WWW.FORTSCHOOLS.ORG) FOR MOST ACCURATE DATES]

Wednesday, September 4.....	First Day for Freshmen Only - Link Crew Orientation
Thursday, September 5.....	First Day of Classes for All Students
Monday, September 23.....	Early Release
Friday, October 4.....	Football Homecoming, 7:00pm
Saturday, October 5.....	Homecoming Dance, 8:00pm
Monday, October 11.....	Early Release
Wednesday, October 30.....	Last Day of Quarter 1
Thursday, October 31.....	Records Day - <b>NO SCHOOL</b>
Friday, November 1.....	Fall Break - <b>NO SCHOOL</b>
Monday, November 4.....	Quarter 2 Begins
Monday, November 11.....	Early Release
Thursday November 21 - Sunday November 24.....	Fall Musical
Wednesday, Thursday, Friday November 27-29.....	Thanksgiving Break - <b>NO SCHOOL</b>
Monday December 23 - Wednesday January 1.....	Winter Break - <b>NO SCHOOL</b>
Thursday, January 2.....	Classes Resume
Thursday, January 16.....	End of First Semester
Friday, January 17.....	Records Day - <b>NO SCHOOL</b>
Monday, January 20.....	Quarter 3 Begins
Monday, January 27.....	Early Release
Monday, February 3.....	Course Selection, 4:00-7:00pm
Wednesday, February 5.....	Course Selection, 3:30-6:00pm
Friday, Saturday, February 7-8.....	Show Choir Invite
Monday, February 17.....	Early Release
Monday, March 3.....	FFA Banquet
Thursday, March 6.....	Academic Awards Banquet
Monday, March 10.....	Early Release
Tuesday, March 18.....	11th Grade ACT Test - Juniors Only Attend
Wednesday, March 19.....	9th and 10th Grade PreACT Secure - 9's and 10's Only Attend
Wednesday, March 19.....	10th Grade Forward Exam Social Studies in PM - 10's Only
Thursday, March 20.....	Last Day of Quarter 3
Friday, March 21.....	Records Day - <b>NO SCHOOL</b>
Monday, March 24-Friday, March 28.....	Spring Break - <b>NO SCHOOL</b>
Monday, March 31.....	Quarter 4 Begin

Monday, April 14.....	Early Release
Wednesday, April 23.....	Senior Portfolios Due
Saturday, May 3.....	Prom, 8:00pm
Monday, May 5 - Friday, May 9.....	AP Exams (waiting for College Board to confirm)
Monday, May 12 - Friday, May 16.....	AP Exams (waiting for College Board to confirm)
Monday, May 12.....	Early Release
Wednesday, May 14.....	Senior Portfolio Interviews
Wednesday, May 14.....	Senior Scholarship Program, 6:30pm
Wednesday, May 21.....	Senior Breakfast/Senior Class Trip
Friday, May 23.....	Rock Day
Monday, May 26.....	Memorial Day - <b>NO SCHOOL</b>
Wednesday, June 4.....	One Team Athletic Awards Ceremony, 6:00pm
Sunday, June 8.....	Graduation, 1:00pm
Wednesday, June 11.....	Noon Dismissal - Last Day of Classes/End of Second Semester
Tuesday, June 23.....	Summer School Begins (Tentative)
Thursday, July 24.....	Summer School Ends (Tentative)

# NOTICE OF NON-DISCRIMINATION

## NOTICE OF NONDISCRIMINATION [Board Policy 1422](#) AND NOTICE OF VOCATIONAL OPPORTUNITIES

The School District of Fort Atkinson offers a variety of courses in Agriculture Education, Business Education, Family and Consumer Education, and Technology Education, including opportunities for students to participate in work-based learning.

All programs in the School District of Fort Atkinson, including these vocational programs, follow District nondiscrimination policies:

The Board of the School District of Fort Atkinson is committed to providing an equal educational opportunity for all students in the District and 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 programs and activities. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. ([Policy 2260](#), [Policy 2266](#))

For information regarding the complaint process please reference [Policy 1422](#), [Policy 3122](#), [Policy 4122](#). Inquiries related to Federal and State laws and regulations, including Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), Genetic Information Nondiscrimination Act (GINA), and the Age Discrimination Act of 1975 (ADEA) should be directed to the District's Compliance Officers (COs):

Mandy Turnbull  
Director of Human Resources  
201 Park St.  
Fort Atkinson, WI 53538  
920-563-7819  
[turnbullm@fortschools.org](mailto:turnbullm@fortschools.org)

Nathan Knitt  
Director of Business Services  
201 Park St.  
Fort Atkinson, WI 53538  
920-563-7800  
[knittn@fortschools.org](mailto:knittn@fortschools.org)

Lisa Hollenberger  
Director of Pupil Services & Special Ed  
201 Park St.  
Fort Atkinson, WI 53538  
920-563-7804  
[hollenbergerl@fortschools.org](mailto:hollenbergerl@fortschools.org)



## ACADEMIC FLEX TIME

Academic Flex Time (AFT) meets after the second period during the school day Tuesdays-Fridays. On Mondays, students will report to their homeroom teacher. Academic Flex Time gives students a chance to catch up on needed learning, projects, or other staff/student initiatives happening during specific times of the year. Students use FLEXISCHED to sign up for a teacher they would like to connect with. Teachers may also request students through this program if they need to meet with them on academic support and/or work make up time. All students **MUST** sign up for Academic Flex Time each week and not just let the system “default” to Homeroom. Homeroom teachers will be busy with other students on these days.

## ACADEMIC LETTER AWARDS

Based on each semester grading period, students will be eligible to earn an academic letter. All full-time students earning a semester Grade Point Average (GPA) of 3.0 to 3.49 while carrying at least 2 1/2 credits in that semester will earn an Academic Letter. Those students earning a semester GPA of 3.5 to 3.84 will earn the Fort Letter with a gold bar. Those students earning a semester GPA of 3.85 to 4.0 will earn the Fort Letter with a gold star. A letter may be earned only once in a student’s high school career, but the gold star or bar can be earned repeatedly. In addition, all academic award winners will also receive a certificate noting their achievement. Awards will be presented at the Academic Ceremony and Reception. This is a special way for students and families to celebrate the commitment of a student who is dedicated to doing well academically in school. The Academic Awards Program is one more way that Fort Atkinson High School shows what is important in our school – students doing their best academically!

## ACTIVE INTRUDER PROCEDURES

Drills will be conducted annually to acquaint the student with procedures to follow in this type of situation. During these drills, the student should proceed to the area designated by your teacher and be ready to follow the directions of that teacher. General intruder drill regulations are as follows:

1. Teacher or adult in the room will ensure all doors to the room are closed and locked.
2. Remain silent and alert for additional or changed instructions.
3. Ensure that all students and staff are quiet. There should be no talking.
4. Stay in the room at all times. Do not leave the classroom unless instructed to do so.
5. If directed to evacuate, follow the same route as you would for a fire drill. Stay with your group at all times.

## ACTIVITY PERIOD

On each day of the week, the time immediately after 3:10pm is set aside as an Activity Period. During this time faculty members are available in their rooms to tutor students, meet with parents, and advise organization meetings. **No athletic practices are to begin until after the Activities Period ends at 3:30 p.m.**

## ADMINISTRATION OF MEDICATION TO STUDENTS

Medications should be administered at home whenever possible. If it is necessary for a student to take any medication (prescription/over-the-counter), this shall be done in accordance with district guidelines. It is the responsibility of the parent(s)/guardian(s) to complete an “Administering Medications to Students” form. All medications **MUST** be brought to school and kept in their original bottles.

## ADVANCE NOTICE OF ABSENCE

On some occasions a student will know in advance if they will be absent from school on some particular day or days. Prior to their absence, students must turn in to the attendance office a predetermined Absence form signed by parent/guardian, teachers, and administration. Students are responsible for all make-up work. Such work should be completed prior to the absence whenever possible.

## ADVANCED PLACEMENT TESTS

Advanced Placement (AP) testing opportunities exist in many subject areas. Any student can take an AP examination regardless if the student has been enrolled in an AP course, however, those enrolled in an AP class are required to take the exam unless prior approval is given from the high school principal. AP examinations occur in May at various locations in the state. Students and/or parents/guardians must incur the costs for these examinations, any necessary transportation needs, and notifying the attendance office of any absences from the school day because of the exam. Students who qualify for free, or reduced, lunch may be eligible for reduced fees provided they have taken the course.

## AGE OF MAJORITY

Students 18 years of age or older may obtain Age of Majority status with written permission from their parents/guardians and an administrator. A form is available in the attendance office. The school may deny any request for majority status. School officials may also revoke Age of Majority status for any violations or misuse of the privilege. It is the school's policy to continue to contact a parent/guardian if school is missed. All attendance policies and laws are in effect even after the Age of Majority is on file at school. Students with an "Age of Majority" form on file are still only allowed five absences per semester and these absences are shared with their parent or guardian. Upperclassmen may accumulate "hours" for time that goes beyond the allowed absences for the semester and/or not making up the detention times set forth. Hours must be made up before the student may participate in extracurricular activities including, but not limited to, field trips, sporting events, concerts, dances and/or graduation ceremony.

## ANNOUNCEMENTS

Announcements are made over the public address system. An announcement written by a student must be signed by the advisor before being read. Students should listen carefully to the daily announcements for all current information about school affairs. All daily announcements are posted on the school's website at [www.fortschools.org/hs](http://www.fortschools.org/hs). Any student who wishes to post a notice of any kind outside a classroom must first have it approved by an administrator. Unauthorized postings will be removed.

## DUAL CREDIT AGREEMENTS

Fort Atkinson High School is continually investigating dual credit agreements with Madison College (MATC) and with other technical colleges. Students should check with teachers in the Technology Ed., Business Information and Technology, **English, Math**, Science, or Family and Consumer Ed. departments for possibilities, which may exist during a given school year. The agreement may allow students to progress more rapidly through a diploma or degree program and receive instruction at the level most beneficial to them.

## ASSEMBLIES

Assemblies are a part of the curriculum and as such are designed to be educational as well as entertaining experiences. **Students are required to be in attendance at all assemblies of any kind.** They provide an opportunity in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful. If any student has questions regarding an assembly, please see one of the school administrators.

# ASSESSMENT & GRADE REPORTING

Letter Grade Assigned		Associated Percentage Range
A	A	100% - 93%
	A-	92% - 90%
B	B+	89% - 87%
	B	86% - 83%
	B-	82% - 80%
C	C+	79% - 77%
	C	76% - 73%
	C-	72% - 70%
D	D+	69% - 67%
	D	66% - 63%
	D-	62% - 60%
F	F	59% and below
*NP	Non proficient	50%
*NE	No Evidence	0%

Fort Atkinson High School continues to work very hard to implement researched-based, contemporary assessment practices that best support our students' learning. Through assessment it is our goal to gain a clear understanding of what the student has learned as a means to offer additional instruction to support further learning. Student grades are a means to provide feedback about a student's progress. Progress grades are provided at the end of 1st and 3rd quarters. These grades are not part of the student's transcript. Formal transcript grades are issued at the end of each semester. Grades are assigned based upon evidence and depth of student learning toward identified standards.

\*NP (Non proficient)- reflects quality attempt to the assignment or assessment that does not exceed 50% assessed value.

\* NE (No Evidence) – A standards-based grading system requires evidence of learning for each standard. As such the indication **NE** (No Evidence) is being used in teacher grade books and it receives zero credit.

Our goal is to have students focus on learning. Grades represent student learning, not an accumulation of points. Extra credit will only be allowed when it relates directly to a learning objective and represents a higher level of learning. Late work will be accepted up until the time of the summative/unit/chapter test. Additional time may be provided at the discretion of the teacher, but not longer than the semester grading period. Grades given will not include attendance. Although a student's presence in class will obviously have ramifications upon their ability to learn targeted material, the lack of attendance will be monitored and appropriate consequences will be issued through a means other than grading.

# ATTENDANCE

Attendance and academic performance are closely related. All students are expected to attend school regularly and to be on time for all classes in order to benefit more fully from the instructional program. The district attendance policies are designed to develop students' punctuality, self-discipline, and responsibility; and to meet the requirements of the state attendance laws. School is the primary occupation of students, and, as in any occupation, attendance is expected. Please review the attendance policy below.

## Absences

According to Wisconsin Statute 118.15, up to 10 absences are allowable each school year. These include student absences due to illness without a written doctor's excuse, vacation days, appointments, etc. and all count toward the limited amount of absences when determining habitual truancy (10 excused days per school year).

## Tardy Unexcused

Students are expected to be in class on time for each period of the day. Students late to class without an excused notification (ie. a family member calls them in late, teacher/staff member had to keep a group of students longer) will be marked Tardy Unexcused (TUN). Each time a student reaches a threshold of 10 TUN, they will be considered a full day absence for the quarter for that particular class, unless time is made up during Academic Flex Time.

A student who misses more than 15 min of a class period (at the beginning, middle or end of class, without a valid reason or notification) will be marked unverified (UNV), as too much class time was missed to be considered tardy.

## Excused Absences

If a student needs to be absent from school, a parent/guardian MUST call the high school attendance office prior to the start of the school day (563-7811 ext. 1106). Voice mail is available to receive calls at any time. The following reasons may be considered excused absences, however, According to Wisconsin Act 239, these absences still "count" against their 10 absences as allowable each school year. These absences may include:

1. Illness
2. Death in the Family
3. Family Emergency
4. Required Court Appearances
5. Extreme Weather Conditions
6. Recognized Religious Services
7. Any Advance Absence Approved by the Administration
8. In-School & Out-of-School Suspensions.

Students have two school days to provide an excuse for an absence. Students failing to provide an acceptable excuse after two days will be considered unexcused and be marked as such.

## Habitual Truancy

According to Wisconsin Statute 118.15, habitual truancy is defined as: "a pupil who is absent from school, without an acceptable excuse, for part or all of 10 or more days on which school is held during a school year." The school attendance office shall notify the parent or guardian of a student who is a habitual truant in accordance with Wisconsin Act 239. The courts hold parents responsible for their children's attendance. If their child is found to be habitually truant, parents may receive a penalty including a \$500 fine, up to 30 days imprisonment, or both.

Any student who meets the legal definition of "habitual truant" and continues a pattern of non attendance will be subject to the following procedures:

1. Formal notice is sent to parents/legal guardians informing them of their child's status as a habitual truant and requesting their presence at a school meeting.
2. A meeting is requested to inform parents/legal guardians of the habitual truancy laws and procedures.
3. A citation referral will be forwarded to the high school police liaison officer, at which point a ticket including fine and/or court appearance may be requested.
4. Referral to Jefferson County Human Services will be completed upon continued habitual truancy.

## Unexcused Absences

If a student's absence is unexcused, he/she may be assigned detention(s) ~~and/or an in-school suspension~~, and/or may receive a zero for all work he/she has missed. **Having unexcused absences may also prevent a student from participating/attending school functions and/or events.** The following are examples of absences considered unexcused (truancies):

1. "Cutting" classes, study halls, or homerooms
2. Trips or advance absences not approved in advance by the associate principal
3. Gainful employment not affiliated with a school-sponsored program
4. Over-sleeping
5. "Cutting" classes to work on other class assignments (i.e., working on a car, studying for an exam in another class, etc.)
6. Shopping
7. Leaving the building during the school day without signing out in the attendance office
8. Car trouble

## Unexcused Absences & Student Athletics

Student athletes receiving an unexcused absence for an entire school day or any part of a school day (e.g. one class period, etc.) will not be permitted to practice or compete on that day. If this violation is not reported to the coach until after the fact, then the suspension is to be served on the date that this infraction is received by the coach.

## Compulsory School Attendance

### WISCONSIN STATUTE 118.15, 118.153, 118.16, 118.62

Any person having under control a child who is between the ages of six (6) and eighteen (18) years shall cause the child to attend school regularly during the full period and hours that the public or private school in which the child should be enrolled is in session until the end of the school term quarter or semester of the school year in which the child becomes eighteen (18) years of age. Students at the age of 18 may have an "Age of Majority" form on file that must be signed by a parent or guardian and approved by administration. Students who have an



“Age of Majority” on file are still only allowed 5 absences per semester and all rights for excusal are shared with their parents or guardians. Modifications of this policy as cited in Wisconsin 118.15 requires the prior approval of the Board of Education.

## ATTENDANCE PLAN

Fort Atkinson High School reserves the right to implement an attendance plan for students who have an excessive number of excused absences, typically in excess of ten. The plan may be implemented under Wisconsin Statute 118.15(3)(a) and may include verification of all absences by medical professionals, court or legal officials, or others as approved by the school. Wisconsin Act 239 allows a parent or guardian to excuse a child from school prior to an absence. A child may NOT be excused, under this provision for more than 10 days in a school year.

## AUDITING A CLASS

Auditing is employed for the purpose of obtaining the necessary background or skills necessary to progress in a sequence of study. Auditing involves repeating a semester of a course one has previously taken and received credit. Therefore, credit is not issued a second time for a repeat course. The grade is posted as a separate and new entry to the transcript and is calculated into the student’s semester and cumulative grade point average. The original grade remains and is also calculated into the cumulative GPA. Audit requests need to be made prior to the start of a semester or within the first five days of a semester. Any other situations would need principal approval.

## BEVERAGES, CANDY & SNACKS

1. All food and beverages are to be consumed in the commons only.
2. Beverages other than water are to be consumed only in the commons.
3. Opened containers will not be allowed in any other areas of the school building and will be confiscated when found.
4. Containers must be disposed of in proper receptacles

## BUS REGULATIONS

Full cooperation regarding the following rules is needed at all times to maintain safe, dependable bus service that is a credit to both the school and community:

1. The students must be on time for their morning and afternoon bus pick-ups. The student should be at the bus stop at least **5 minutes** before the scheduled bus arrival time, the bus cannot wait. Designated

routes are provided for each student to avoid overcrowding. Students are expected to ride assigned buses. **If a student needs to ride home with another student, Double 3 Transportation needs to be notified in writing or a phone call in advance from the parent or guardian. If this information is not received by Double 3 Transportation, the driver will not allow the student to board the bus.**

2. If it is necessary for the student to cross the road in front of the bus for pick-up, students should not cross the road until the bus has stopped and flashing red lights are on. Students should look both ways and wait for the driver's signal to cross the road. If it is necessary for the student to cross the road after they leave the bus, the student should always wait for a signal from the driver and then cross in front of the bus.
3. When students are boarding the bus, students should line up to board and shall stay back 10-15 feet from the road or the curb.
4. If several students are boarding the bus, students should line up to board the bus and not "horseplay"/misbehave while waiting for the bus.
5. The emergency door should be opened only in an emergency, directed by the driver.
6. Standing in the bus is not allowed. The student must remain seated while the bus is in motion. When the bus reaches its destination, the student should wait their turn while the bus empties from front to back, then rise and exit.
7. Smoking, alcoholic beverages, drugs and vaping are not tolerated on any school bus at any time.
8. Photos with cell phones and cameras are not allowed.
9. Eating, drinking, or chewing gum is not allowed on the bus.
10. If students have an assigned seat, they should go directly to their assigned seat upon entering the bus and remain there until further notice from the driver.
11. The student is expected to always conduct themselves properly and treat the driver and other passengers with courtesy and respect.
12. Students should keep their heads, hands, and arms inside the bus at all times. Students need to keep the aisle clear of backpacks, feet etc. No loud talking, standing, or moving about the bus. This creates distraction for the bus driver and endangers the safety of the bus and its passengers.
13. Students/parents are liable for any damage done to the seats or other equipment by their misbehavior.
14. The driver is instructed to assign seats in the bus if they deem it advisable.
15. While the student is in the care of the bus driver, the bus driver is in complete authority; the student should obey promptly. If a student has violated a bus rule on the trip home from school, Double 3 Transportation will contact the parent to discuss the situation. Depending on the severity of the situation Double 3 will also contact the principal of the school. If the student violates a bus rule on the trip to school in the morning, Double 3 Transportation will contact the principal of the school and the principal will escort the student off the bus. Parents of a student who has violated a bus rule are notified by Double 3 Transportation. Double 3 Transportation will discuss with the principal and the student will not be permitted to ride a school bus until reinstated by Double 3 Transportation.
16. Continued violations of bus rules may result in permanent removal from the bus. Transportation to/from the school shall then be the responsibility of the parent/guardian.
17. Questions about bus routes, pick-up times, etc. should be directed to the bus company itself (**Double 3 Transportation, 920-563-3652**).

## CARE OF THE CAMPUS

Students will be responsible for paying for the materials and/or labor necessary to replace or repair damages or loss the student caused.

## CASES NOT COVERED BY RULES

It is understood that the rules contained in this handbook are not all-inclusive. The administration and staff may take such action as is necessary and not forbidden by law to insure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which affects the safety and welfare of students either individually or collectively, regardless of the existence or non-existence of a rule covering the offense. School rules apply to all students enrolled regardless of their age.

## CELL PHONE/ELECTRONIC DEVICE USE

Use of electronic devices during the school day causes significant disruption to the learning environments and/or severe distraction to individual learners. Since FAHS students are issued a chromebook, personal electronic devices should remain off and out of sight unless expressly given permission by the classroom teacher. Definition of electronic devices include but are not limited to: cell phones, tablets, personal computers, earbuds/airpods, headphones, smart watches, cameras. Use of electronic devices is prohibited during class time, unless an extreme exception has been made by the classroom teacher and administration due to the unique need in a particular class.

Students shall be permitted to use electronic devices on school premises and at school-sponsored activities under the following conditions:

- Student use of electronic devices is permitted **before** 7:50am and **after** 3:10 pm (or **after** 1:30 pm on Early Release Days) unless otherwise noted.
- Students may also use electronic devices during passing times between classes and during lunch periods.

In addition,

- Electronic devices may not be used during assemblies and/or presentations.
- The use of electronic devices to take photographs or to receive or transport video images is strictly prohibited at all times in locker rooms, restrooms and other similar private areas.
- It is prohibited to take photographs and/or to receive or transport pictures or video images, with intent to embarrass, harm or demean another student or staff member, without the consent of the individual being captured.

Students who use an electronic device in violation of this policy shall be subject to disciplinary action in accordance with established district and school procedures.

Classrooms will have one of two options for electronic device storage while in class: Safely stored in a designated pocket chart or safely stored in a basket. **Students are to adhere to the classroom guidelines established by each teacher for use of electronic devices.**

Students not in compliance with the electronic device policy will experience the following:

- **First violation:** A reminder given to the student to put the electronic device in the proper classroom safe storage. Refusal to comply or a repeated pattern of violation will lead directly to step 3.
- **Second violation:** The student will be requested to turn the electronic device into the classroom teacher for the remainder of the period. Refusal to comply or a repeated pattern of violation will lead directly to step 3.
- **Third violation:** The student will be removed from class to speak with administration.
  - a. If the electronic device is becoming a habitual/repeated issue, administration will connect with the family to devise a better plan for the device (ie. turning electronic device into the main office at the beginning of each school day and/or parent/guardian managing device during school hours)
  - b. Repeat violations of electronic device use could lead to, but is not limited to detention, athletic code violations, and exclusion from outside activities that may include field trips and school-sponsored events.

## CHANGE

Change for no more than a five-dollar bill may be obtained in the main office before and after school only.

## CHANGE OF ADDRESS, ETC.

Inform the Pupil Services Office if you have changes to your address, telephone number, or any other basic or emergency number. If you move out of the school district at any time, including the summer, advise the school immediately.

## CLASS LOAD

Each student is required to carry a minimum of 6 credits per year. The maximum possible in a year is 7 credits, given the availability of class periods within the Fort Atkinson High School bell schedule.

## CLASSROOM EXPECTATIONS

During the first week of a class, all teachers will provide their students access to classroom expectations, course standards, and grading policy.

## CLASSROOM MATERIALS

All students are expected to report to classes ready to learn. This means students are responsible for having the basic necessities (**Chromebook**, pens, pencils, paper, etc.) for participation in the learning process. It is not the teacher's responsibility to provide students with these materials.

## CLOSING SCHOOLS DURING INCLEMENT WEATHER

Each winter the District Administrator is faced with decisions regarding the closing of school because of storms and other unsafe driving conditions. We try to operate as usual except in extremely stormy weather. In cases where we operate for those who are able to attend, the parents will have to decide if students are to attend school or stay home and whether they should or should not ride the bus. We ask parents to make this determination because we do not want them to believe that school officials are forcing attendance under questionable conditions. If the school is to be closed, the school district will use an automated messaging system that will contact you through the emergency number you provide at registration. Additionally, radio and TV stations will be notified prior to 7:00 a.m. and will be asked to announce such information periodically throughout the morning. We request that parents and students refrain from calling the school on stormy mornings as our telephone lines must remain free for conferences and other emergency communications. Students will be notified prior to an anticipated weather emergency whether or not a virtual learning day will be designated.

## CODE OF CONDUCT DISCIPLINE CHART

Most disciplinary offenses fall into the categories in this chart. Discipline selection is based on a variety of factors that may include, but not limited to number of offenses, severity of the misconduct, and/or student response to committing the act. The "Discipline Options" listed are not necessarily in order of execution. "Detentions" include time outside of class periods. "Suspension" refers to both in-school, where it is served on campus, and/or out of school ("OSS") suspension. Appropriate action in all cases is at the discretion of the administrators, and in accordance with state and federal laws.

Misconduct	Description	Discipline Options
Abuse of Driving or Parking Privileges	Improper/reckless driving/speeding, leaving campus without permission, illegal parking/parking without permit	Warning, Suspension or Revocation of Parking, Family Contact, or Police referral
Bathroom Usage	Bathrooms are for designated use in a timely manner. Loitering by self or with others, multiple persons in one stall	Warning, Family Contact, Detention, Search of Self and Personal Property, or Suspension
Bus Conduct	See page 21-22 of handbook	Warning, Detention, Family Contact, Suspension from Bus, School Suspension
Cell Phone   Electronic Device Violation	See page 23-24 of handbook	

**Clothing –  
Disruptive,  
Displaying Poor  
Taste**

See page 27 of handbook

**Conduct Unsafe to  
Others**

Threat/attempt to cause injury to another student or staff member, threat/attempt to destroy school property by any means

Warning, Detention, Family Contact, Police Referral, Suspension, Expulsion

**Detentions –  
Failure to Serve**

Teacher Detentions, Office Detentions

Warning, Family Contact, Detention, Search of Self and Personal Property, or Suspension

**Displays of  
Affection**

Provocative behavior, inappropriate/excessive physical contact

Warning, Detention, Family Contact, Guidance Referral, Suspension, Police Referral, Expulsion

**Disruption or  
Violation of School  
Rules**

Behavior that disrupts the education process of others by involvement in misconduct that is disruptive to the learning environment including by not limited to: throwing objects, loud/disruptive noises, inappropriate objects brought to school (ex. laser pointers, airhorns)

Warning, Detention, Family Contact, Suspension, Removal from Class, Schedule Change, Reduction of School Day, Police Referral

**Drugs/Alcohol**

Under influence, possession, suspected to be under the influence, use/selling/distribution on premises

Confiscation, Family Contact, Suspension, AODA Sanctions, Police Referral, Expulsion

**Fighting or Assault**

Physical confrontation between two or more students, Striking another student or staff member

Family Contact, Suspension, Police Referral, Expulsion

**Food and  
Beverages**

Excessive drinks/food brought into classrooms, ordering food delivery outside of lunch periods

Confiscation, Detention, Family Contact

**Gambling**

Any action involving betting on cards, dice, sporting events, etc., game playing not authorized by school administration is prohibited

Detention, Family Contact, Suspension, Police Referral, Expulsion

**Gang Activity**

Behavior, dress, jewelry, and other forms of expression depicting gang affiliation or support, disruption/intimidation caused by gang affiliation/support, gang posturing

Warning, Family Contact, Confiscation, Police Referral, Suspension, Expulsion

**Harassment |  
Hazing**

Name calling, profanity, pestering, tormenting, or threatening actions that are meant to demean another person, ethnic, sexual, racial or religious slurs, hate crimes, bullying, Also see page 33–34 of handbook

Warning, Detention, Family Contact, Suspension/Expulsion, Police Referral

**Ignition Devices**

Matches, lighters, chemicals, or other materials when in possession and/or used for ignition purposes are prohibited on school property by all students

Confiscation, Family Contact, Suspension, Police Referral, Expulsion



<b>Inappropriate Use of Technology Electronic Devices</b>	Accessing pornography materials harmful to minors or obscene material, using the computer for action that may be deemed offensive, harassing, or illegal including hate mail, discriminatory remarks, cyber bullying, and other antisocial behaviors, use of proxy sites to bypass district web filters, other inappropriate use of technology	Warning, Confiscation, Family Contact, Loss of computer privilege, Detention, Suspension, Police Referral, Expulsion
<b>Insubordination, Disrespectful and/or Uncooperative Behavior</b>	Refusing to follow staff directions, walking away from a staff member at an inappropriate time, speaking in an inappropriate manner or tone, using inappropriate language	Family Contact, Detention, Schedule Change, Suspension, Reduced Schedule, Police Referral, Expulsion
<b>Loitering</b>	Students who are on school property outside of school hours without staff supervision and/or involvement in a sanctioned activity	Warning, Detention, Family Contact, Removal from activities, Suspension, Police Referral
<b>Plagiarism/Cheating</b>	Turning in work that is not yours, Copying (homework or other) crib notes, cheat sheets, buying, selling, or handing out work, tests, or answer sheets, use of ChatGPT or other AI to complete work	Detention, Family Contact, Redo assignment for reduced credit, Loss of credit, Referral to counselor or Administration, Suspension
<b>Theft</b>	Taking of school/personal property without permission	Warning, Family Contact, Detention, Exclusion, Suspension, Restitution
<b>Truancy and Unexcused Absences</b>	See pages 19–21 of handbook	
<b>Use Tobacco/Nicotine Products</b>	Smoking, including electronic vaping devices or the use of any type of tobacco and/or nicotine products in school buildings, on school grounds, or in student vehicles on school property. Board Policy #443.3	Warning, Confiscation, Disposal, Family Contact, Suspension, Police Referral
<b>Vandalism</b>	Causing or intending to cause damage to the building or personal property (including computer tampering and graffiti)	Restitution by student and/or family as determined by the administration, Family Contact, Suspension, Police Referral, Expulsion
<b>Verbal Abuse and Profanity</b>	Inappropriate language (written or spoken), conduct or gestures which are obscene, lewd, profane, vulgar, or sexually suggestive	Warning, Detention, Family Contact, Suspension, Expulsion
<b>Weapons, Guns, Knives, and Dangerous Objects</b>	Possession, use, sale, and/or distribution of weapons, or pepper spray, possession of facsimiles (i.e. toy weapons, etc.), use of any object to cause bodily or property harm	Suspension, Police Referral, Family Contact, Confiscation, Expulsion

## COMMENCEMENT

The School District of Fort Atkinson recognizes and celebrates the accomplishments of its graduates each year during a formal commencement ceremony. Only those students who successfully complete all district graduation requirements may participate in the ceremony. Participation in the ceremony is a privilege and not a right. Participants are expected to dress and behave in a manner that is fitting for this honorable event. Students may be denied participation should they fail to comply with school district policies and / or procedures.

## CORDS (HONOR)

Fort Atkinson High School recognizes academic scholars during the high school's commencement ceremony utilizing the student's 7th semester cumulative grade point average as follows:

**Gold Cords (High Honors):** 3.85 to 4.0

**Silver Cord (Honors):** 3.5 through 3.84

Fort Atkinson High School also recognizes Early College Credit Program medallions for students that have successfully completed a total of 12 or more college credits at an approved technical college or earned a Madison College credential prior to high school graduation.

## COURSE SELECTION & ADJUSTMENTS

During the months of January and February, students in grades 8-11 are required to select appropriate high school courses for the upcoming school year. School-sponsored activities inform students of all course offerings available at Fort Atkinson High School, educates students as to their graduation status, encourages attention to course sequencing, and provides opportunities/information relevant to students' Academic Career Plans. Parent involvement in the selection of their children's courses is extremely important. Beginning in February, many decisions directly influenced by student course selection are made (i.e., staffing, next year's master schedule, and class sizes). At times it is necessary to approach students whose course selections need adjustment as a result. Fort Atkinson High School will make every effort to offer students the opportunity to discuss the implications of any change with their counselor and parents.

## DANCES

We want students to enjoy school dances. We also want parents of our students to know that dances are a wholesome source of recreation. All school dances are sponsored by a club or activity, approved by the building principal, and chaperoned by school personnel. Police officers may be asked to be in attendance, and all school policies apply to dances. Students may not bring dates that are not currently a Fort Atkinson High School Student without completion of a guest application form and administrative approval. **Guests must be at**

least in the 9th grade, but not older than the age of 19. Guests must provide a current photo I.D. upon admission.

## DETENTION

Students may be assigned detention by any member of the faculty. This is for those students with undesirable patterns of attendance, tardiness, or conduct as well as other disciplinary problems. Students assigned to detention are to report to the room designated by the teacher at the time given and for the duration assigned. Failure to report will result in appropriate further disciplinary action. Each student is to cooperate with the teacher. Any student who does not abide by the regulations of the detention period may be referred for administrative disciplinary action.

**Students who have unexcused absences, and/or detentions not served may be denied participation in, or attendance to school functions (i.e., class trips, dances, sporting events and/or participation in the graduation ceremony).**

## DISCLOSURE OF STUDENT INFORMATION

Students have a variety of school staff available to them on a daily basis to communicate ideas, concerns, or personal problems. School staff includes classroom teachers; pupil services personnel, administrators, secretaries, and custodial staff. On occasion, a student may reveal highly personal information with school staff. This is particularly likely in counseling situations involving school counselors, social workers, or school psychologists where a therapeutic relationship exists. In counseling situations, pupil services staff is bound by confidentiality standards as cited in state statutes and professional ethical codes.

In the event that a student discloses information to any school employee which forewarns of or discloses potential or actual danger to the health and/or safety of that student, other students, district employees, or others, or which indicates disruption of the daily maintenance or operation of the school, this information shall be disclosed to the building principal or the student's designee as soon as possible.

The requirement that all school staff are required to disclose their knowledge of the potential or actual health and/or safety danger or knowledge of disruption of the daily maintenance or operation of the school shall be made known to all students and to parents by the inclusion of this requirement in student, parent, and staff handbooks. Reference: Wisconsin Statutes 905.04(3), 905.11, and 911.01(2) and (3).

## DISTRIBUTION OF SCHEDULES

Student schedules are viewable through PowerSchool under the "Student Reports" tab.

## DRESS CODE

**Dress and Grooming, 5511 – School District of Fort Atkinson Board of Education Policy** The school maintains the right to regulate dress or grooming when the student's appearance presents a danger to health or safety, creates a disruption to the school and its instructional program, promotes violation of the law, or causes an excessive maintenance problem (Wisconsin Statutes 120.12(1) and 120.13(1)). Failure to comply with reasonable directives will be considered acts of insubordination and appropriate disciplinary action will be taken.

### Guidelines for Personal Appearance

Students are not permitted to wear clothing or accessories that can be considered disruptive to the learning environment or is considered offensive to the population being served by the School District of Fort Atkinson. Examples of attire not permitted in school include: skate shoes (ex. Heelys), clothing bearing lewd, obscene, or sexual message; clothing containing images or references to drug, alcohol, or tobacco; symbols, gestures, paraphernalia that may be associated with gang affiliation/antisocial organizations or garments that conceal one's identity. Garments that may be considered too revealing include string tank-tops, shirts which show the bare midsection, or short skirts and shorts that expose part of a student's bottom.

Items that are found to be dangerous, illegal or in violation of this policy may be confiscated by an administrator. A conference with parent/guardian may be required before an item is returned.

Students in violation of the dress code will be provided alternative clothing options and/or asked to change their clothing prior to returning to class. Refusing to comply with dress code expectations will result in appropriate consequences as outlined in the handbook.

## DRIVING/PARKING

1. All vehicles parked on school grounds must be properly licensed.
2. **Students will be charged a fee to park on school grounds. All student vehicles must display a parking permit, issued by the High School Office at a charge of \$40. Parking privileges may be revoked if a student leaves the school grounds during the day, and the absence(s) are unexcused. The parking permit/privilege may also be revoked for leaving at lunch, reckless driving, improper parking, or any other circumstances deemed appropriate.**
3. Students may not park in reserved, or handicap spaces.
4. Vehicles should be kept locked at all times.
5. The school is not responsible for the driver, the vehicle, or any passengers, nor for the damage/theft of student vehicles or their contents.
6. All vehicles must be parked correctly in the marked spaces. Any improperly parked vehicles may be ticketed and/or towed.
7. The parking lot is off limits during the school day.
8. All school rules apply in the parking lots and roadways.
9. The speed limit is 10 mph in the parking lots. The police department may, at their discretion, cite individuals for speeding.

10. Report all accidents directly to the police, the school office, and the respective insurance companies. Violations of these regulations may result in disciplinary action by the school, including loss of driving/parking privileges, , and/or citations from the Fort Atkinson Police Department.

## DROPPING A COURSE

**Students are allowed to make schedule changes during the first five days of the semester.** If a student elects to withdraw from a course after the first five school days, but before the end of first nine weeks of a semester, a grade of an “F” will be recorded for that quarter and a “W” or withdrawal will be recorded for the next quarter and semester. Dropping a class during the second nine weeks of any particular semester will result in the recording of a failing semester grade. Any failing grade, recorded as “F”, is computed into the grade point average for the grading period in which it occurs. A class drop could be denied if the total credit load for the year falls below 6.0 credits.

## EARLY COLLEGE CREDIT PROGRAM (ECCP)

The Early College Credit Program allows students the opportunity to take one or more courses at an institution of higher education such as a University of Wisconsin system college, a tribally controlled college or a 4-year private/nonprofit institution of higher education in Wisconsin for high school and/or college credit during grades 9-12. Students may pursue ECCP courses when students have exhausted course options in high school and the high school doesn't offer a comparable course. Additionally, courses must be eligible to satisfy a high school graduation requirement to qualify for ECCP. October 1 is the application deadline to apply for spring semester courses, and March 1 is the deadline to apply for summer and fall semester courses. The student/family would be responsible for any transportation costs necessary for this program. ECCP courses should not interfere or overlap any part of a student's FAHS scheduled courses. With school board approval, tuition/fees are paid for by the school district unless the course is dropped, withdrawn or not passed, in which case any tuition/fees incurred would be passed on to the student/family. There is an 18 college credit maximum for both ECCP and SCN courses. Applications are available online and in the pupil services office. Please see school board policy po2271.

## EMERGENCY NURSING SERVICES

The School District of Fort Atkinson shall provide emergency nursing services to handle the care of students suffering from illness or accidental injuries at school or during school-sponsored activities. Emergency nursing services shall be provided under the direction of a nurse registered in Wisconsin. However, the school nurse is not required to be present at all school-sponsored activities.

Emergency nursing services shall be available during the regular school day including curricular and co-curricular activities of students. Personnel in charge of the activity shall provide emergency care to the extent of their expertise or obtain emergency care. Emergency care procedures will be followed as outlined according to either the American Red Cross or American Heart Association standards. Any school employee

who in good faith renders emergency care shall be immune from civil liability as defined in 895.48, Wisconsin Statutes.

Written procedures for emergency nursing services shall be reviewed annually by the nurse and local physician. Arrangements shall be made for a local physician to serve as a medical advisor for the District. These procedures shall describe services provided for handling accidental injury, illness and medication at all school sponsored activities.

## EXPULSION

Expulsion is a legal process (WI.ST. 120.13) through which the Board of Education may deny a student all educational services provided by the district for a predetermined period of time.

## FEES

1. A registration fee of **\$50.00** per student is assessed for the school year. Fifty percent of the fee will be refunded if a student withdraws during the first semester. No refunds are given for second semester withdrawals.
2. An athletic participation fee is charged to each student-athlete at the rate of **\$50.00 – 1st Sport, \$40.00 – 2nd Sport and \$30.00 – 3rd Sport.**
3. Requests for transcripts should be directed to the Pupil Services Office. There is no fee to process a transcript.
4. Various individual classes may require the purchase of special materials. These purchases will be handled through the classroom teacher or individually as directed by the teacher.

**\* The fees noted at the date of publication of this handbook may be subject to change pending action by the Board of Education\***

## FINES

Students will be assessed fines for damaged or lost books and other materials. Teachers shall determine the amount for damaged items. Students will be assessed the replacement cost of lost books and materials. All students are responsible for the text or other items they are issued and a record shall be kept of the number of the item. When these materials are turned in, the student must account for their own materials. Turning in a different numbered textbook, for instance, will not absolve that student from responsibility for the one the student was issued. Unpaid fines and other fees shall be carried on a student's record from year to year. In order for a Senior to obtain clearance and qualify for participation in the commencement ceremony, all fines and fees must have been paid.



## FINAL EXAMS

Final examinations, projects, and/or presentations **may be** administered to Fort Atkinson students at the end of the first and second semesters. End of semester weeks are scheduled on the annual school calendar issued in the fall of each school year. All students should note these dates and arrange vacation and work schedules so that they do not interfere with end of semester expectations. Students shall be advised well in advance by their class instructor when these final tests/projects are scheduled, what kind it will be, and what type of preparation is expected. Final exams, projects and/or presentations may not be counted more than 20% of the student's final semester grade.

## FIRE DRILLS

Fire drills will be held at regular intervals throughout the school year in compliance with law. Teachers will inform students of the procedures to be followed during a fire drill or an actual fire. Directions are to be posted in each room. Please follow them carefully. Every person in the building is to leave promptly and quietly at the sound of the fire alarm. General fire drill regulations are as follows:

1. When the fire alarm sounds, students are to immediately walk to the designated exit for the room.
2. The first student through the door will hold or fasten it open. The last person to leave will close the door.
3. Students are to move away from the entrance after leaving the building to make room for those following.
4. Return to the building when the all-clear sounds.
5. Regard a fire drill with an attitude of utmost seriousness. Be quiet and orderly at all times.
6. In the event of an evacuation, follow teacher instructions for a meeting point. Stay with your group at all times.

**It is a violation of criminal law in Wisconsin to create or cause the false reporting of a fire or similar threat to person or property. The penalties are severe and rigidly enforced by law enforcement agencies. School authorities will cooperate fully with law enforcement agencies in this regard. In addition to legal consequences, school consequences up to, and including, expulsion may result.**

## FUNDRAISERS

Only school-sponsored organizations may conduct fund-raisers in the school or in the name of the school. All fundraisers must be approved by the associate principal. No individual student may sell items in school for his or her own private gain.

## GENERAL REQUIREMENTS FOR POST-HIGH SCHOOL INSTITUTIONS

Technical schools, colleges, and Universities vary greatly in their requirements for admission. Most make their decisions on the basis of college entrance examinations, courses taken in high school, cumulative GPA, recommendations, co-curricular activities, and interests. Students considering post-high school education are advised to attend informational meetings conducted by the counseling staff and utilize resources available to determine specific admissions requirements. Students are introduced to the Wisconsin Career Information System (WCIS), and a wide variety of print and online resource materials available in the LMC and Pupil Services office. Most colleges and some technical college programs require either the College Board Examination (SAT) or the American College Examination (ACT) as an entrance requirement. All of the University of Wisconsin Colleges require the ACT. All Students are required to take the ACT free of charge in March of their Junior year. In addition, these examinations are offered five times throughout the year at independent locations. These may also be taken during the Senior year. Preparatory materials and the applications for these exams may be obtained from the counselors.

## GRADE POINT AVERAGING

The following method of calculating grade point averages (GPA) is in effect. Honors, Accelerated, and Advanced Placement classes receive NO additional grade points but are designated as Honors/Accelerated/AP level courses on the student's transcript. Admissions counselors indicate that this is especially noted at institutions whose admissions are considered competitive. The following 4.00 scale is used to designate point differentials between plus and minus grades.

A 4.00	C 2.00
A- 3.67	C- 1.67
B+ 3.33	D+ 1.33
B 3.00	D 1.00
B- 2.67	D- .67
C+ 2.33	F -0-

## GRADE CORRECTIONS

Any questions regarding the accuracy of a semester grade must be submitted within two weeks after final grades are completed by teachers.

## GRADE STANDING

Upon the end of each of the grade levels a student should have earned passing grades of a D- or higher in the corresponding minimum amount of total credits to remain on track for graduation:

- Grade 9 - 6.0 Credits
- Grade 10 - 12.0 Credits
- Grade 11 - 16.0 Credits
- Grade 12 - 24 Credits Needed for Graduation

## GRIEVANCE PROCEDURES/PROCESS(5517-STUDENT ANTI-HARASSMENT)

Any complaint regarding the interpretation or application of the district's students' nondiscrimination policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent, or resident of the district complaining of discrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in school programs or activities shall report the complaint in writing to the district administrator.
2. The district administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The district administrator will review with the building principal, or other appropriate persons, the facts comprising the alleged nondiscrimination. Within 15 days after receiving the complaint, the district administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievant.
3. A grievant who is dissatisfied with the decision of the district administrator may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the district administrator.
4. A grievance who is dissatisfied with the Board's decision may – within 30 days – appeal the decision in writing to the State Superintendent of Public Instruction.
5. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook. 6. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

# HARASSMENT & BULLYING

The District shall provide a learning environment where all students may participate in the curricular and extracurricular activities free from any form of harassment or intimidation by employees or other students, including sexual harassment. The District is committed to creating an environment that treats all students with dignity and respect and promotes tolerance and cooperation throughout the District.

**Definition:** Harassment refers to physical or verbal conduct which interferes with a student's school performance, or which creates an intimidating, hostile or offensive school environment. Harassment or intimidation can include, but is not limited to the following: physical or mental abuse, racial insults, ethnic slurs, religious slurs, and sexual harassment.

Sexual harassment means unwelcome sexual advances, unwelcome physical or verbal conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive sexually graphic materials. It is the policy of the District that sexual relationships between staff and students are not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and involves elements of coercion by reason of the relative status of a staff member to a student. Cyberbullying (also spelled Cyber-bullying) or on-line bullying through social media is the term used to refer to bullying and harassment by use of electronic devices including but not limited to email, instant messaging, text messages, blogs, mobile phones, pagers, websites, etc. According to the City Council of Fort Atkinson, ORDINANCE NO. 713 stating that a message by telephone or other electronic device with the reasonable expectation that the persons will receive the message with the intent to frighten, intimidate, threaten, abuse, harass or annoy another person(s), falls under the ordinance of disorderly conduct and will be handled by the school and police liaison as such.

The District shall not tolerate any form of harassment and shall attempt to prevent such harassment. Any student or employee who engages in harassment shall be disciplined in accordance with established policies and procedures. Any student who believes he/she has been or is being harassed or has knowledge that a policy violation has occurred may file a written complaint in accordance with the procedures set forth in AR411.1. There shall be no retaliation against any student who, in good faith, files a complaint under this policy. Any person who engages in retaliatory conduct against a complainant in violation of this policy will be subject to disciplinary action.

This policy applies to all off-site school activities including, but not limited to, school-sponsored trips and athletic events, and at all times on school premises.

**What to do if you are Harassed:** Remain cool. Be direct and candid with the person. Let your response be known promptly. Tell the person his/her activities are unwelcome and should stop. If the behavior continues, follow the established procedure:

- Report it to a building administrator or a member of the Pupil Service Team.
- Be prepared to give all the facts surrounding the incident(s). Give the who, what, when, where, and how. Document the incident.
- Identify potential witnesses.

The Board designates the following individual(s) to serve as the District's Coordinating Officers:

**Mandy Turnbull**  
Director of Human Resources  
920-563-7819  
201 Park Street  
Fort Atkinson, WI 53538  
turnbullm@fortschools.org

**Nathan Knitt**  
Director of Business Services  
920-563-7800  
201 Park Street  
Fort Atkinson, WI 53538  
knittn@fortschools.org

**Lisa Hollenberger**  
Director of Pupil Services and Special Ed  
920-563-7804  
201 Park Street  
Fort Atkinson, WI 53538  
hollenbergerl@fortschools.org

## HEALTH SERVICES

Students who become ill or injured should report to the attendance office. The personnel in the office can administer **ONLY** minor first aid. The Health Services Team is composed of the School Nurse, School Health Specialist, Building Secretary, Building Principal(s), and the Medical emergency response team. Injured or ill students should report to the attendance office for assistance. Assistance will be provided by one or more members of the health services team depending on the student's need. Students may remain in the health room for a maximum of 30 minutes after which he/she will return to class or home upon parent/guardian contact.

## HOMEROOM

All students are assigned homerooms when they enter the high school as freshmen and they will remain with the same homeroom teacher throughout their four years in high school. Homerooms are designed to help students connect to the school community and have another adult point person to connect to their school experience. During Homeroom time students will receive relevant information, building community connections with their peers in the same group and check-in on progress throughout the year.

## HONOR ROLL

Fort Atkinson High School recognizes honor students each semester. To qualify for the honor roll a student must carry at least 2.5 credits per semester and obtain the following semester grade point averages: **Gold Honors** 3.85 - 4.0; **Silver Honors** 3.5 - 3.84; **Honors** 3.0 - 3.49.

## ILLNESS DURING THE DAY

**Students who become ill during the school day must notify the Attendance Office Secretary.** Arrangements will be made with a parent/guardian for the student to be sent home.

## INDEPENDENT STUDIES

Students have the opportunity to apply for independent studies, which would provide them with educational experiences that reach beyond the regular high school curriculum. To be eligible for participation in this program a student must meet the guidelines described in the ***Program of Studies Handbook***. Independent studies courses can be applied for through the 5th day of each semester. Applications for independent studies are available in the Pupil Services Office. Students should meet with their counselor and work out the details with their supervising instructor.

## INDIVIDUAL, TEAM OR GROUP PRESENTATIONS

No group or individual may compete on behalf of the school or represent themselves as being an official Fort Atkinson-sponsored group, team, organization or individual without expressed prior approval of the administration.

## INTERNET

Rules for Access to the Use of Electronic Communication and the Internet

We are pleased to offer students of the School District of Fort Atkinson access to the district computer network for electronic mail and the Internet. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Board of Education Policy 7540.03 Student Technology Acceptable Use and Safety states: Access to electronic communication and the Internet enables the exploration of countless libraries, databases, and other resources while exchanging messages with Internet users throughout the world. The intent of the School District of Fort Atkinson is to make Internet access available to further educational goals and objectives. However, users and their parent/guardian should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some individuals. It is the responsibility of the parent or guardian of a student to notify the school principal if they do not want their student to have access to school networks and the Internet. Within the school setting, users of the District computers and networks are responsible for good behavior. General school rules for behavior, communications, and use of equipment apply. Electronic resources owned by or on school premises will be treated as real property of the School District of Fort Atkinson. Any abuse or destruction of electronic resources whether they are hardware, software, stored electronic data or displays of electronic data will be subject to the same consequences as abuse and destruction of other District property. Accessing the Internet and the use of electronic communications using District technology is a privilege, not a right; this includes but is not exclusive to the use of Internet browsing, email, chat rooms, social networking and instant messaging. Abuse or inappropriate use of this privilege will result in suspending access. The nature of the violation could dictate other possible action (i.e. legal, criminal or professional consequences). Users of the District instructional technology should not expect that electronic

communication, Internet and other electronic storage files stored on District equipment will be private. Files brought on school premises are also subject to review. Network administrators/supervisors may review files and communications to maintain system integrity and to insure that users are using the system responsibly. Personal devices connected to the network and their uses are subject to the same restrictions as District owned devices. Any damage to hardware, software, or data caused by a personally owned device connected to the network will be the responsibility of the person connecting the device to the network. The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The District will implement Internet filtering and other means to restrict access by minors to inappropriate materials and materials harmful to minors. It is understood that such filters are not perfect and student access to inappropriate material is unintentional.

The following are not permitted:

- Using another's password or "login" name
- Allowing others to use your password or "login" name
- Damaging computers, software, computer systems or computer networks
- Trespassing in another's folders, works, or files
- Intentionally wasting paper or other valuable resources
- Violating copyright laws
- Partaking in any illegal activity
- Sending or displaying offensive messages or pictures
- Using obscene or offensive language
- Harassing, insulting or attacking others
- Employing school computers for commercial purposes
- Disabling or attempting to disable computer security systems
- Downloading and / or installing software on any district computers without the permission of the Director of Computer Technology

Violations may result in a loss of access, suspension from school, expulsion from school, as well as other disciplinary or legal action.

It is the responsibility of the parent or guardian of a student to notify the school principal if they do not want their student to have access to school networks and the Internet.

## LIBRARY MEDIA CENTER

The Fort Atkinson High School Library Media Center (LMC) exists to support and carry out the school's curriculum. For you, the student, it provides a multitude of opportunities for your personal intellectual growth.

THE LMC PROVIDES THE FOLLOWING SERVICES:

1. Access to fiction and nonfiction materials in our extensive print and digital collections.
2. Spaces and equipment that may be reserved for classes or small group work.
3. Individualized reading guidance.
4. Instruction in information location skills.
5. Access to computers for video production, web applications, and other instructional software.

Hours and Policies

The LMC is open daily, during the school year, 7:30 a.m. to 3:30 p.m.

All materials housed in the High School LMC are circulated for a period of fifteen (15) school days. Fines are not charged for overdue materials. However, students are responsible for the original purchase price of library materials checked out in their name, if lost or damaged.

Textbooks (including ELA books) should no longer be returned to the library. Please return these items to the teacher who checked them out to you.

### Student Conduct

Student conduct in the LMC is governed by the FAHS Code of Conduct. Because of its nature, greater student freedom to communicate and move is necessary in the LMC. Along with greater freedom comes increased individual accountability. Therefore, the following guidelines for student behavior will be observed by students using the LMC's resources:

1. Students coming to the LMC who are not under the supervision of a teacher or other staff member must have prior approval from the LMC staff and school work to do.
2. Students may leave the LMC only at the end of the class period or as a result of permission given by the LMC staff.
3. Students must maintain a reasonable level of decorum while in the LMC (i.e., no loud conversation, writing or sitting on tables, throwing objects, rearranging bookshelves, etc.).
4. Students must follow reasonable requests made by the LMC staff.

After a verbal warning, continued violation of the rules listed above will result in suspension of LMC privileges.

\*Students whose LMC privileges have been suspended are allowed access to the LMC before and after school, and when accompanied by a faculty member.\*

## LOCKER SEARCHES

School lockers are the property of the School District of Fort Atkinson. At no time does the School District of Fort Atkinson relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities, for any reason, at any time, without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, an associate principal, a police-school liaison officer or a school employee designated by the district administrator or building principal.

Any unauthorized or inappropriate item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian(s) of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The parent/guardian of a minor student or adult student shall be notified of items removed from the locker and turned over to law enforcement officials. Legal Ref.: Section 118.325, Wisconsin Statutes.

## LOST & FOUND

Articles found in or around the building or buses should be taken to the Main Office. The student should check to see if lost items have been returned at the Main Office before reporting them missing. Unclaimed articles at the end of each semester are given to charitable organizations.



## LUNCH PROGRAM/PRICES

A variety of menu combinations are offered to students during each lunch period, and are posted by the kitchen. All lunches are paid for through a student's individual account to which money can be deposited any time by writing a check to the School District of Fort Atkinson and identifying the student's name and grade. Charges to this account will be made at the lunch line by a computerized scanning of the student's bar coded ID card. Students will be permitted to charge no more than \$15.00. However, forms for free and reduced lunch are available in the main office or online.

### Food Service Fees

*The following are the food services fees for the 2024-2025 school year:*

High School breakfast price - \$1.90

High School lunch price - **\$3.45**

Milk Price - \$.45

-Adult/visitor prices - breakfast \$2.70 lunch \$4.75

If you feel you/your family may qualify for a free or reduced breakfast/lunch program, we highly encourage you to fill out and submit a form to our district office. Forms can be found at:

<https://www.fortschools.org/Page/8198>

## LUNCHROOM PROCEDURES

1. Lunch is to be eaten in the commons or designated areas
2. Students are to return trays, all dishes, and utensils to the return service station.
3. Refuse is to be placed in a waste container or the proper recycling container.

Students who fail to observe lunchroom procedures or pick up after themselves will receive disciplinary consequences.

## MAKE-UP WORK/INCOMPLETES

**When a student has been absent from class for any reason (illness, field trip, faculty excuse, etc.), it is the student's responsibility to see each teacher about make-up work.** This should be done prior to absences whenever possible. Grades of incomplete may be issued only with administrative approval. Any incomplete grade must be made up within 10 school days after the end of that grading period or it will be recorded as an "F". Exceptions are granted only if there are extenuating circumstances.

## MESSAGES FOR STUDENTS

Contact the main high school office to deliver emergency or critical messages to students. Students are not called out of classes to receive messages unless an emergency warrants this. Students can be called to the main office between classes for messages of importance. Students have access to a phone in the attendance

office, should they need to contact a parent/guardian for urgent matters. Use of office phones is permitted only with prior permission from office personnel.

## PERMANENT RECORDS

Only the semester grade is considered as the permanent record when calculating GPA. The semester grades alone are placed on the student's transcript and held by the high school. The semester grade point average is not an average of the quarter grade point averages.

## POLICE-SCHOOL LIAISON OFFICER

It is the philosophy and belief of the administration at Fort Atkinson High School that the primary responsibility for dealing with student discipline violations rests with us. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state laws or municipal ordinances occur, or when students or parents/guardians refuse to work within the established policies of the district and school, or where security of person or property appears to be in jeopardy, we will involve the police and initiate arrest and prosecution proceedings.

It is also our belief that the primary role for the police liaison officer is an educational one — one in which he can provide programs and information for our students to help them know and understand their rights and responsibilities.

The police liaison office is located in the Pupil Services Office. Students and parents/guardians are encouraged to contact the school liaison officer with their concerns.

## POSTINGS

Posters, leaflets, etc., may only be displayed in authorized areas and must be approved by a principal or an associate principal before being put on display.

## PROCEDURE FOR STUDENT LOCK PURCHASE

1. All main locker, Phy. Ed. locker, and Music locker locks must be purchased from the school. The cost is \$5.00 each. These locks will be a student's to keep — the school will keep record of serial numbers and combinations for student/administrator referral.
2. All locks must be key controlled locks purchased through the school. Because the school needs access to lockers for student safety or emergency purposes, NO OTHER LOCKS WILL BE PERMITTED. All others will be removed from lockers.
3. "Lost" locks will be the responsibility of the student — however, lost locks should be reported as an aid in identifying lost or stolen locks.

4. When a student's need for a lock is over, the student may keep, sell, or give the lock to another student. The school will not buy back the lock. Reuse by other family members is encouraged. To prevent misunderstanding and to aid in record-keeping, report this change of ownership to the main office.
5. Student sharing of lockers is not permitted. Students are to keep their combination confidential at all times.

## PUBLIC DISPLAYS OF AFFECTION

Excessive and/or prolonged public displays of affection are not appropriate in the school setting and are not permitted. Any public display of affection may result in disciplinary action.

## PUPIL SERVICES

The primary function of the school counselors, social worker, and school psychologist is to support academic success, career/college readiness, meet personal/social needs, and assist with the formulation of a post high school career plan. The Pupil Services staff follows the Department of Public Instruction Academic and Career Planning model. School counselors will meet with students and family members through formal individual conferences freshmen and juniors years, and informally throughout the high school years. Information on course selection, college options, military opportunities, high school program opportunities, registered apprenticeships, testing, scholarships, employment and all career planning are delivered through both individual, group, and classroom presentations. Additionally, the Pupil Services staff are trained to handle crisis situations and offer support groups that cover a variety of topics. If the need for more extensive individual counseling services arises, the Pupil Services staff will assist families with referrals to the professional of their choosing.

When a student enters high school, they are assigned a school counselor alphabetically by last name. A student will work with that school counselor throughout high school. Although students are assigned to a specific counselor, a student may seek assistance from any member of the Pupil Services team. Students are encouraged to come to the Pupil Services Office for information and assistance. Meetings can be arranged by completing an "Appointment Request Form" in the Pupil Services Office or booking an appointment online from the Pupil Services website "staff" page. If an immediate appointment is needed for an emergency situation, the student is asked to inform us of the urgency.

The Pupil Services office maintains all of the forms and reference guides (both online and in print form) typically needed by a high school student. The Pupil Services office also distributes and/or processes a number of important forms and applications: transcript requests, Independent Study forms, Youth Apprenticeship forms, ACT/SAT information, college information, and scholarship applications. Additionally, the Pupil Services team functions as liaisons with outside groups or organizations. Contact with post-high school representatives, military recruiters, or enrollment in specialized conferences and pre-college and career experiences can all be arranged through this office. The Pupil Services team publishes a monthly calendar on their website and through an emailed monthly student newsletter to inform students of the many activities, opportunities, and deadlines pertinent to them.

Family members are encouraged to contact the Pupil Services team whenever needed. If you have specific questions about the following services please contact the team member identified below:

**Ms. Ahler (School Counselor) ext. 1149** - Coordinates the Local Scholarship Program and Financial Aid Information Meetings, as well as coordinates 504 Plans for students on her caseload.

**Mrs. Donaldson (School Psychologist) ext. 1148** - PSAT Coordinator, and provides evaluation services, support, and individual counseling for special education students

**Mr. Gavigan (School Counselor) ext. 1143** - AP Exam Coordinator, as well as coordinates 504 Plans for students on his caseload.

**Ms. Utphall (School Counselor) ext.1145** - Coordinates Course Selection and College Application Information Meetings, as well as coordinates 504 Plans for students on her caseload.

**Mrs. Zangl (School Social Worker) ext. 1102** -

Works to improve student attendance and provides individual counseling, homelessness support, crisis intervention, as well as a liaison to community resources & alternative education options.

### Counselor - Counselee Assignment by Student Last Name for 2024-2025

	<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
Ms. Utphall	A - G	A - G	A - Gre	A - Gib, Rej - Sd
Ms. Ahler	H - N	H - N	Grf - O	Gic - Rei
Mr. Gavigan	O - Z	O - Z	P - Z	Se - Z

## REMOVAL FROM CLASS

Students who are requested to leave a classroom must report immediately to the Attendance office or the Alternative Learning Center (ALC). Any teacher who sends a student to the Attendance ALC will follow up later during the day with a phone call home to the parents. Students are NOT to report themselves to the ALC. Students are NOT allowed to use electronic devices of any kind in the ALC.

## REPORT CARDS

A grade report will be mailed to students following the close of each nine-week grading period except for those picked up by parents/guardians during parent/teacher conferences. Teachers and advisors are always happy to talk with parents/guardians about the work of the student. The grading system is:

### General Grading Criteria

A Student has an advanced understanding and/or exceeds course expectations. B Student has proficient understanding and/or meets course expectations. C Student has a basic understanding and/or partially meets course expectations. D Student has a minimal understanding and/or does not meet course expectations. F Student has failed to demonstrate minimal course expectations.

- I Incomplete
- A plus (+) or minus (-) may be used with letter grades.

# REQUIREMENTS FOR HIGH SCHOOL GRADUATION

Graduates of the Fort Atkinson High School must earn a minimum of twenty-four (24.0) credits in grades 9-12. In addition, students will complete a Senior Portfolio and a Senior Exit Interview and the State of Wisconsin Civics Exam.

1. **English – 4 credits.** English 9, 10, 11, and 12. (Accelerated/AP or Non-Honors option of each)
2. **Social Studies – 3 credits.** Global Connections or AP Human Geography, U.S. History or AP U.S. History, Government or Honors Government, Economics or AP Microeconomics or AP Macroeconomics.
3. **Science – 3 credits** including Physics 1, Chemistry 1, Earth Science 1, Biology 1, and one Science elective.
4. **Math – 3 credits.** Successful completion of Algebra is required for graduation. The other required credits may be earned in any of the Math courses including Computer Science I or II.
5. **Career Pathways - 0.5 credit** (will include Personal Finance components to meet State Graduation requirements for the Class of 2028)
6. **Physical Education – 1.5 credits**
7. **Health – 0.5 credit**
8. **Electives – 8.5 credits**
9. **Successful completion of the Wisconsin Civics test**

Students are encouraged to select additional credits beyond the graduation requirement. The school will assist students whenever possible to monitor their progress towards graduation and to inform the parent/guardian when difficulties exist. However, it is primarily the student's responsibility to know his/her credit status each year and to contact a counselor for assistance and options to resolve deficiencies or reaffirm his/her credit standing. Students are able to view their transcript to see their graduation progress at any time through their PowerSchool account.

Counselors will review Juniors' credit status at the student's Junior Conference and again at the end of the Junior year and inform parents/guardians if their son or daughter is not on track to graduate the following year. Counselors will again review and communicate with parents or adult students at the end of the first semester and again at the end of the third quarter of their Senior year if there are any graduation concerns. Several status checks also occur for marginal seniors throughout the month of May and June.

Counselors will inform parents and adult students of credit deficiencies and ineligibility to graduate, if this situation occurs. Only students who have met all graduation requirements will participate in commencement ceremonies. Parents are advised that the purchase of Senior photos, announcements, and cap and gown do not guarantee graduation privileges.

Educational programs for high school graduation may be provided to accommodate pupils with exceptional interests, needs or requirements.

Students who successfully complete the G.E.D. (General Educational Diploma) or the H.S.E.D. (High School Equivalency Diploma) do so independent of Fort Atkinson High School. Only students who complete Fort Atkinson High School's graduation requirements receive a diploma issued from Fort Atkinson High School and participate in commencement ceremonies held by the school. Students who are enrolled in the General Education Diploma Option 2 (GEDO #2) or the Crossroads Alternative Program, and complete all other Fort Atkinson High requirements, receive a School District of Fort Atkinson diploma and are encouraged to participate in the commencement ceremony.

**Early Graduation Option:** It is anticipated that students will graduate four years after beginning their high school education. Early graduation requests will be reviewed by the building principal. Final determination on these requests rest with the Superintendent and the Board of Education. Applications must be submitted in writing to the principal no later than May 1 of the Junior year. In extraordinary circumstances, the principal may consider requests after this date. Graduation requirements shall include any test that is required by State Statutes.

Students who wish to graduate early must complete the following steps. Such requests are to be submitted by June 1 of the Junior Year. In rare instances involving extenuating circumstances, the principal may consider forwarding requests after this deadline.

1. The student will meet with his/her assigned school counselor to review credits earned and to identify classes/credits that will be needed to meet graduation requirements.
2. The student will present a letter of request to the counselor stating reasons for requesting early graduation. Specifically, the letter should include:
  - a. The special circumstances that support the request
  - b. Immediate plans following early graduation that necessitates a need to graduate early
  - c. Future career goals and how graduating early supports those plans
3. The letter must be co-signed by a parent/guardian and the student indicating support for the request.
4. Upon submission of the early graduation request, the school counselor will conduct a final review of credits necessary procedures, and then forward the request with the most current transcript to the high school principal with their recommendation.
5. The high school principal will review the submitted materials prior to forwarding the request to the Superintendent and Board of Education. The principal may request a conference with the student and/or parent(s)/guardian to determine the appropriateness of such requests.

## ROTARY RECOGNITIONS

The Fort Atkinson Rotary Club recognizes seniors each school year who demonstrate exemplary scholarship. Seniors are selected on the basis of GPA and other criteria and are recognized at a Spring Banquet. Students are identified by utilizing the 6th semester grade point. Additional students are recognized in the event of a tie.

## SCHOLARSHIP OPPORTUNITIES

The Pupil Services office is responsible for facilitating the Senior Scholarship Ceremony which usually occurs during late May. Many schools, businesses, private parties, civic organizations, and/or professional organizations request the school to acknowledge and announce recipients of their scholarships. Seniors will receive a comprehensive presentation during the early part of December regarding scholarship opportunities. Regular announcements of other opportunities and deadlines occur through the daily announcements, email notifications, the Pupil Services website, and the Pupil Services monthly newsletter. All students are encouraged to take the initiative to do research on their own.

### Academic Excellence Scholarship - Tie Breaking Procedure

The Governor's Academic Excellence Scholarship is awarded to the top two students (based on the 7th semester cumulative G.P.A.) in each graduating class. In the event there is a tie in GPA, the students nominated by the District for the Governor's Academic Excellence Scholarship shall be selected on the basis of (1)

students who plan to attend a college or university in the State of Wisconsin; if still tied, (2) highest score on the college entrance ACT Test as administered on or before December 31st of the senior year; and if still tied, (3) the number of credits earned through the 7th semester by each student. At the Senior Scholarship Ceremony, the top two seniors (determined using the procedure stated above) will be recognized. Alternates are not recognized at the Senior Scholarship Ceremony.

## SEVERE WEATHER PROCEDURES

Severe weather alert drills are conducted periodically to acquaint the student with indoor survival procedures in case of an emergency situation. During these drills, exit your room and stay with your class. Proceed to the area designated by your teacher and be ready to follow the directions of that teacher. The students should:

1. Walk quickly, but don't run.
2. Remain silent and alert for additional or changed instructions.
3. Proceed to the far end of an assembly area so that entrances will not be blocked.
4. Make every effort to report to those in charge the illness of another student.
5. Return immediately to classrooms when so instructed.
6. Be alert to specially assigned staff and student medical first aid assistant teams who will be available to assist injured students should the need arise.

## SENIOR PORTFOLIO

The Senior Portfolio is introduced to each student in the eighth grade. The student's Senior Portfolio follows the student to high school. The Senior Portfolio exhibits elements of each student's Academic & Career Planning that they begin in 8th grade and continue through high school. It is required by the State of Wisconsin that all students have an Academic & Career Plan that guides their coursework and activities in grades 8-12 that supports each student's post-high school career plans.

Items that students complete and save for their Senior Portfolio are stored in the Pupil Services Office and on their individual Xello accounts. Students are able to access their portfolio when they want to add items and or use them for their Academic & Career Planning process. All students will be encouraged to build their portfolio throughout their high school career. Seniors will use their portfolio in their Senior Exit Interview. The portfolio exit interview process is the culmination of a student's public school educational experience. It creates an audience for the student to present this collection of work and to engage in a meaningful dialogue with educators and members of the community about their high school experience and their plans for after graduation. Although the actual portfolio and its contents are the tangible pieces of evidence of student learning and growth, the process of creating, organizing, refining, and sharing this portfolio is the intangible, yet most important evidence of student learning and growth. **Senior Exit Interviews are conducted in the spring of their senior year.**



## START COLLEGE NOW (SCN)

Similar to the Early College Credit Program, students in grades 11-12 have the opportunity to take one or more courses at the Wisconsin Technical College system. Students may pursue Start College Now (SCN) courses when students have exhausted course options in high school and the high school doesn't offer a comparable course. Courses must be eligible to satisfy a high school graduation requirement to qualify for SCN. October 1 is the application deadline to apply for spring semester courses, and March 1 is the deadline to apply for fall semester courses. There are no summer options for SCN. The student/family would be responsible for any transportation costs necessary for this program. SCN courses should not interfere or overlap any part of a student's FAHS scheduled courses. With school board approval, tuition/fees are paid for by the school district unless the course is dropped, withdrawn or not passed, in which case any tuition/fees incurred would be passed on to the student/family. There is an 18 college credit maximum for both ECCP and SCN courses. Applications are available online and in the pupil services office. Please see school board policy po2271.01.

## STUDENT FIELD TRIPS

Whenever a trip is planned for members of a given class or activity, it is necessary for each student involved to obtain a parent/guardian permission slip from the teacher in charge. This slip must include an emergency number and must be signed by the parents/guardians of the student and returned to the school. Students who have reached the age of majority and have filed for accountability may sign their own field trip permission slips. The student then assumes responsibility for going. If the student cannot participate because of illness or other change in his/her plans, he/she must notify the teacher in charge. A non-refundable fee may be charged to cover trip expenses. All students must travel with the group — if you go on the bus, you must return on the bus. All school rules apply while on the trip. Students are responsible for all work missed because of a field trip or any other school-related circumstance. Arrangements should be made **before** the day of the field trip.

## STUDENT RECORDS

A cumulative folder for each student is kept in the Pupil Services Office. The folder contains personal information, testing results, attendance records, duplicates of communications that were mailed home, and other information that is felt to be important for school purposes. A complete transcript of the student's progress throughout his/her school life is retained at the school while he/she is a full time student and, after the student graduates. The student's cumulative file is retained for 2-years post graduation; after that cumulative files are shredded. The Family Educational Right and Privacy Act of 1974 as amended requires that a student or his/her parent/guardian be advised of their rights concerning the education records and of certain categories of public information which the school has designated "directory information". A student or his/her parent has the right to inspect and review all records, which meet the Act's definition of "Educational Records". Requests for review of records should be made to the school counselors.

Wisconsin law (state Statute 118.125) provides that this school, and all other public schools in the state, keep records confidential with a limited number of exceptions. These exceptions include:

1. A student may see his or her progress records (as defined in the law).



2. An adult student or the parent/guardian of a minor pupil may see student records (as defined in the law).
3. Judges may secure student records (as defined in the law) when the student is a subject of a proceeding in their court and they request the records by order.
4. Designated school personnel may examine student records (as they are defined under the law).
5. Any other persons attempting to gain access to student records (as they are defined under the law) must have the consent of the student, or, if appropriate, his/her parent/guardian.
6. School personnel may release information regarding an 18-year-old student who is still a dependent of their parent as defined by the provisions of the Internal Revenue Code unless the adult pupil has informed the school in writing that the information may not be disclosed.

The transfer of records to other schools is also covered under the law, and this procedure can be discussed with school officials when appropriate.

Anyone, either student or parent/guardian, who desires to examine such records as can be lawfully disclosed is requested to contact the principal for an appointment.

For situations in which a student's biological parents are not residing together, parents can indicate through the Online Registration Process in August which parents should be receiving communications from school at which addresses.

## STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, or other valuables to school. **Students, not the school, are responsible for their personal property, including items left in lockers.** If it is necessary to bring a large amount of money, leave it at the school office for safekeeping.

**\*MAKE SURE YOUR HALL AND P.E. LOCKERS ARE LOCKED!!!!\***

## STUDY HALL PROCEDURES

1. Each student is to come to the study hall adequately prepared with materials to study during the entire period. **Leaving the study hall to go to lockers or the restroom should be unnecessary.** No student is to leave the study hall without a pass from the study hall teacher.
2. Attendance in study hall is MANDATORY. Each unexcused absence will be viewed as any other class cut.
3. Study hall students with passes **must report to their study hall** before going to the library or using other rooms and/or areas of the building. Passes to other rooms and/or teachers during study hall time **MUST** be obtained prior to the school day starting.
4. Students who have permanent passes from study hall to an alternate location may have their passes revoked if periodic grade checks indicate a grade of D+ or lower in one or more classes until the grade is a C- or better. If your permanent pass is revoked, you are required to be in your regularly scheduled study hall.
5. **Cell phone use will not be permitted in study halls.**

## SUBSTITUTE TEACHERS

Our school is fortunate in having people to help us whenever regular teachers are absent. Be polite, helpful, and considerate to substitute teachers whose impression of our school will be carried into the community. Proper behavior, respect for, and compliance with, directives of substitutes is required and expected.

## SURVEILLANCE CAMERAS

Fort Atkinson High School is equipped with surveillance cameras located in various areas of the building and campus. This camera system generates video, which is utilized to deter and detect acts of vandalism or deviant behavior.

### **Behavior and Conduct in Areas Where There is an Expectation of Privacy**

The District recognizes and protects the privacy rights of individuals using locker rooms, changing rooms, bathrooms, and other areas where privacy is reasonably expected. To facilitate privacy:

- At no time shall anyone use any device, including but not limited to: cameras, video cameras, or cellular telephones, to record, capture, or transfer an image of an individual there in.
- At no time shall individuals be interviewed inside a locker room, changing room, bathroom, or other area where privacy is reasonably expected.

Anyone who violates this policy shall be subject to school disciplinary action and/or penalties under state law.

## SUSPENSIONS

A student may be suspended for any serious breach of proper conduct. The period of suspension may extend for five days. During the period of suspension, the student is not permitted on school premises or at school sponsored activities. All work may be made up for full credit within a reasonable period of time. A parent/guardian or adult student conference with the principal or associate principal is a prerequisite to the readmission of the student to the school. Repeated suspensions may lead to expulsion.

## TEACHER REQUESTS/CHANGES

Given the complexities and constraints of high school scheduling, teacher requests are frowned upon and will not be considered in most instances. The high school principal will consider a request for a teacher given an extreme circumstance. Once a student starts the school year with a teacher it is expected that the student will remain in that classroom for the full term of the course. When situations arise that concern the student, parent or teacher, those concerns must be addressed in a face to face meeting between the student, teacher, and parent. If the situation does not improve a second meeting will be held with the Principal, or designee, to

gather further information. The Principal, or designee, will consider a change of teacher when it is warranted and based upon information gathered.

## TECHNOLOGY

Students in grades 9-12 will be given a school-issued Chromebook which will be required to be used for daily learning. Our district uses specific apps and secure portals which we can push out to all devices that are school issued. These are not able to be added on personal devices, nor is our district equipped or responsible for helping with personal device issues at school.

Additionally, during testing season, students must use a district-issued Chromebook in order to access the secure testing portals and to allow our SDFA Tech Team to problem-solve quickly should issues arise.

## TELEPHONE/STUDENT MESSAGES

Students will be allowed to use the office phones only in an EMERGENCY, or with staff permission. Messages or deliveries of a non-emergency nature will not be delivered to students while they are in class. End of the hour announcements will be used to communicate such information to students.

## TRANSCRIPT REQUESTS

During summer online registration for senior year, seniors/families will be asked to electronically sign the Permission to Release Records form. This authorizes the high school to release records upon request to institutions of higher education for admissions procedures, military offices for chosen enlistment, scholarship committees, or to employers. Examples of records that students may ask to have released to various organizations include transcripts, ACT score reports, graduation status, etc. A student transcript contains demographic data and a listing of all courses and resulting semester grades earned. The transcript does not include standardized or college admissions test scores. Students release their test scores through the ACT/SAT Online Registration Process to up to 7 colleges/programs.

## VISITORS

1. Parents/guardians are always welcome at Fort Atkinson High. We ask that an appointment be made to see a teacher or to visit a classroom.
2. All visitors must use the camera/call system at the front doors. Visitors should push the button, wait to be addressed and then state the name and reason for being at the high school.
3. All visitors must then report to the main office first to sign in to receive authorization and a visitor's identification badge.
4. Visitors will not be issued a badge unless they are known to one of the administrators or unless they have legitimate business at FAHS.

5. Visitors must check out and return the visitor's badge in the main office before leaving.
6. Students are not to bring other students as visitors.
7. Visitor passes will not be issued during midterm or final examinations and any other times during which an administrator deems it inappropriate to issue a pass. An administrator may refuse to issue a visitor's pass any time he or she feels it is in the best interest of the school to do so, or revoke one, which has been issued.
8. Any person found on the school grounds without permission is trespassing and is subject to arrest by police authorities.

## WEAPONS ON SCHOOL PREMISES

### **5772: Weapons**

The possession and/or use of a firearm, whether loaded or unloaded, any destructive device, or other dangerous weapon (as defined under section 948.61 of the state statutes and 18 U.S.C Sec. 921(a) of federal law) is prohibited at all times in school buildings and other buildings owned, occupied or controlled by the school district, on school premises, in school-provided transportation, and at activities under school supervision, except where federal or state law prohibits a school district from restricting an individual's right to possess a firearm or other weapon in such locations. When implementing this policy, school administrators and other employees should be aware that state-issued licenses permitting certain private individuals to lawfully carry a handgun or certain other weapons in various public places generally do not permit the possession, carrying or use of such weapons in schools or on school premises. This policy is not intended to prohibit the possession or use of potentially dangerous objects not designed primarily as weapons, provided that such objects have been issued or expressly authorized by the District, and provided that such objects are possessed and used exclusively for their limited and authorized purpose. Law enforcement officials shall be contacted to help deal with a weapons situation which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff shall attempt to diffuse and control the situation in the safest manner possible until law enforcement officials can be summoned. Appropriate information and training shall be provided to staff in dealing with weapons situations in accordance with the school safety plan. A student who possesses a firearm, any destructive device, or other dangerous weapon which presents an imminent threat to safety in violation of this policy shall be suspended from school and referred to the District Administrator for an administrative hearing to determine disciplinary action up to and including expulsion from school for no less than one year. The School Board may modify this expulsion requirement on a case-by-case basis. Students otherwise possessing a weapon in violation of any District policy or rule shall be subject to appropriate school disciplinary action, up to and including suspension and expulsion from school. A law enforcement or juvenile justice referral shall also be made for all students violating this policy.

Employees violating this policy may be subject to disciplinary action up to and including termination of employment, and shall be referred to law enforcement officials for prosecution under applicable federal or state laws and/or local ordinances. Any other person violating this policy shall be referred to law enforcement officials for prosecution under applicable federal or state laws and/or local ordinances. This policy shall be published annually in student and staff handbooks and through other means appropriate to notify the public as required by law or determined by the administration. On a case-by-case, the Board may give advance approval allowing an exception to this policy for a specific event or activity, provided that the request for such an exception is also consistent with the discretionary exceptions authorized under federal or state law.

Legal Ref.: Sections 118.07, 118.31 Section 120.13(1), 175.60, 941.23, 943.13, 948.60, 948.605, 948.61, Wisconsin Statutes

## WEB PUBLISHING

FAHS recognizes that the school internet site is a valuable communication tool. The website is accessible by the public for the purpose of sharing and obtaining information. Staff or student work may be published on the web site only as it relates to a class project, course or other school-related activity. Web page documents may not include any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in activities.

Student pictures may be published, however the student's last name may not be identified, nor the student's phone number, address, email address or any other contact information or names of other family members. It is the responsibility of the parent or guardian of a student to notify the school principal if they do not want their student's picture to appear on the web site.

## WITHDRAWAL & TRANSFER

Any student anticipating withdrawing from school or transferring to another school must contact the Pupil Services Office to obtain clearance and to take the necessary steps to turn in school materials and send the student's cumulative file and academic records to the new school. Communication with the Pupil Services Office should occur minimally a week before the transfer.

## YOUTH APPRENTICESHIP

Youth Apprenticeship is an earn-while-you-learn program through the Department of Workforce Development that is available to Juniors and Seniors at FAHS to explore their chosen career paths. Youth Apprenticeship is a one or two year commitment to earn a paycheck in a hands-on career while taking related courses to earn an industry recognized completion certificate. Students aim to increase employability skills and occupational competencies through involvement in this program. YA is offered in 11 broad areas of employment. Students need to complete at least 450 hours of paid work experience per year while in the youth apprenticeship program along with completing at least 1.0 of related high school credits/3 college credits. Students can also earn elective high school credit for their hours worked while in the Youth Apprenticeship program and may have the option of a modified school schedule to accommodate work hours. If you would like more information about this program please contact Angie Salamone, Youth Apprenticeship Coordinator, or any of the career and technical education teachers.