



WHS STUDENT/PARENT HANDBOOK

WHITNALL HIGH SCHOOL

5000 South 116th Street

Greenfield, Wisconsin 53228

Web: www.whitnall.com

Main School Number: 525-8500

Attendance: 525-8510

Counseling Office: 525-8524

WHITNALL POINT OF VIEW

How might we engage learners in a way that fosters innovation, risk-taking, and exploration to attain personal learning goals without the fear of failure?

Student Handbook Disclaimer

The Student Handbook is intended to help parents, students and school personnel work together. Many guiding statements and procedures are included in this document, but by no means does it encompass every situation. As new board policies or regulations are developed by the school board or State and Federal Statutes, additions and/or deletions will be made to this handbook. In addition, authorized administrators may modify procedures in the handbook whenever it is deemed necessary and expedient. No procedures should be in conflict with board policies.

WHITNALL HIGH SCHOOL SCHEDULE
DAILY SCHEDULES

Main entrance opens for students at 7:00 AM- Bus arrival is approximately 7:35 AM

0:04				Daily Schedule						
			1	7:40 AM	8:26 AM	0:46				
			2	8:30 AM	9:16 AM	0:46				
			3	9:20 AM	10:06 AM	0:46				
Lunch/Resource - Class			4	10:10 AM	10:56 AM	0:46		Class - Lunch/Resource		
5A	10:56 AM	11:21 AM	0:25				0:46	11:00 AM	11:46 AM	5
5B	11:21 AM	11:46 AM	0:25				0:25	11:46 AM	12:11 PM	5C
5	11:50 AM	12:36 PM	0:46				0:25	12:11 PM	12:36 PM	5D
			6	12:40 PM	1:26 PM	0:46				
			7	1:30 PM	2:16 PM	0:46				
		Falcon Time		2:20 PM	2:46 PM	0:30				

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CURRICULUM

✓ ACADEMIC HONESTY

Whitnall High School (“WHS”) promotes and expects ethical behavior from all members of the Whitnall High School community. Honesty and integrity is valued at WHS in all of our classrooms, programs, and activities. Dishonest and unethical behavior, such as lying or cheating, will not be tolerated at any time by anyone. Cheating is defined as: a) copying someone else’s work, such as an assignment, quiz, or test and submitting it as your work; b) allowing another student to copy your work; c) utilizing aids such as notes or crib sheets to assist in completion of a quiz or test when such aids are not authorized by the teacher; d) copying source material or not crediting sources in an attempt to present another’s work as your own on a class assignment such as a research paper; e) doing work for someone else; f) obtaining or providing copies of testing or grading materials without teacher authorization.

Each teacher will inform their students of the consequences for cheating in their particular course. The recommended guidelines are as follows:

First incident in a school year: Teacher talks with the student, office referral, teacher will call the parents, and a grade of zero issued to the assignment, quiz, or test until learning target met. **Second incident in the same class:** Teacher talks with the student, office referral, teacher requests parent conference, and a grade of zero issued to the assignment, quiz, or test. **Second incident in other than the same class:** Teacher talks with the student, office referral, teacher will call the parents, a grade of zero issued to the assignment, quiz, or test until learning target met and office consequence assigned. **Any subsequent incident in the school year:** Teacher talks with the student, office referral, administration requests parent conference, a grade of zero is issued to the assignment, quiz, or test, and office consequence assigned.

✓ SCHEDULE CHANGES

The complex process of scheduling all WHS students and staff is based on the choices that students make for their courses during the enrollment and scheduling period held during the winter of the previous year. One of the responsibilities of making a choice is living with the consequences. Changing classes after the enrollment

period has closed is permitted only in accordance with the following Add/Drop Policy:

The Forms and Fees Days provide each student with a schedule and an opportunity to drop or add classes. If a student needs to drop a course after the semester has started, the request will be deferred until after the Mid-Term Progress Report has been issued by the teacher. At that time the teacher, counselor, and/or administrator will assess the situation and determine the validity of the request. Students must make an appointment with their counselor prior to the beginning of second semester to discuss options. Requests for second semester program changes will be considered one month prior to the beginning of the second semester.

Note that if a class is dropped after the allowed drop/add period has passed, the student may receive and “F” in the dropped class and this grade will be reflected in the student’s GPA calculation.

✓ GRADING

Whitnall High School issues quarterly grades that use a grading system of five basic letter grades and six alternate descriptors of class performance according to [Whitnall School Board Policy 5421A](#). Plus (+) and minus (-) signs after a grade indicate high or low student performance within the specified range. The student’s Grade is calculated on a 5-point system in which the following numerical values are assigned to letter grades:

Level Indicator	Letter Equivalent
5	A
4.76	A
4.666	A-
4.333	B+
4	B
3.666	B-
3.333	C+
3	C
2.666	C-
2.333	D+
2	D
1.666	D-
1	F

In addition to scholarship, grades are indicators of student initiative, attitude, work ethic, and cooperation. The “F” grade means the student has failed the class has earned no credit towards High School graduation. Students who fail a course are expected to make-up the credit by taking an equivalent course in its place. STUDENTS WHO MERELY ATTEND CLASSES AND MAKE MINIMAL EFFORT IN CLASS TIME OR IN THEIR HOMEWORK SHOULD EXPECT TO

FAIL THOSE CLASSES. Students who do not participate in class may be considered a disruptive influence to the learning environment and may be removed permanently from the class with a failing grade.

Students, parents and guardians should understand that teachers require time to effectively provide feedback and grade posting. Teachers will have up to 7 calendar days from the date of submission to provide feedback for a grade. In some cases, this timeline may need to be extended due to late work submission or absence. Students, parents, and guardians must understand that it is important to follow due dates. Students who miss due dates for assignments without making prior arrangements with the teacher may be required to follow reassessment procedures rather than receiving feedback and a grade for the original assignment.

✓ INCOMPLETE GRADE

At the end of each semester, a grade of 'I' may be given in a course for a student as a temporary grade, when unavoidable medical, family or personal hardships beyond the student's control have arisen in his/her life during the grading period. If the work is not made up within the designated time period (the standard time period is 15 days) by the student's Incomplete Grade Contract with the teacher, the student's grade will be changed from 'I' to 'F' on the official transcript.

✓ PROGRESS REPORTS/ REPORT CARDS

WHS no longer sends out student progress reports due to the fact that student progress can be reviewed by the parent/guardian daily via Infinite Campus using the login and password that is sent out to parents/guardians at the beginning of each school year. In the event that the parent/guardian needs to re-request the login and password, a call to the high school office will need to be made. Please be aware that the administrative assistants in the office may ask questions to verify the identity of the person calling.

If the student and or parent believes an error has been made on his/her report card, the student should immediately contact the teacher responsible for the grade. Corrections will not be made after 30 days have elapsed following issuance of the report cards, with the exception of the June report card. If a teacher is no longer available, the grade appeal is to be made to the Principal by June 30th. If the Principal cannot resolve the appeal in June, it will be held open until faculty report in August and resolved by September 1st.

✓ ACADEMIC RECOGNITION

The class rank and laude system guidelines for academic recognition can be found in the Whitnall High School Course Guide. Student class rank and laude recognition are further outlined per [Whitnall School District Board Policy 5430](#).

✓ PROMOTION, PLACEMENT and RETENTION

Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made per [Whitnall School Board Policy 5410](#).

Promotion: Occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria established in Policy 5410 and restated below.

Placement: Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the Student Support Team recommends and the building administrator concurs, that it is in the student's best interest to move to the next grade.

Retention: Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the Student Support Team with the concurrence of the building administrator.

Student Support Team: A Student Support Team, appointed by the principal each year, will consider situations in which students may not be promoted to the next grade or may not graduate.

Final decisions on student promotion, placement, or retention rest with the building principal.

Students Interested in graduating early from Whitnall High School will need to complete the Early Graduation Application in the year prior to graduation. Students must meet all regular graduation requirements to be eligible for early graduation. Students/Parents will receive a letter confirming or denying their Early Graduation request.

✓ EARLY COLLEGE CREDIT PROGRAM

Wisconsin state law provides some options for students to take courses not offered at WHS at a public or private college. Information about application requirements and fee reimbursements are available in our Counseling Office or on the Wisconsin Department of Public Instruction (DPI) website. There are important deadlines of **March 1st (for following fall semester)** and **October 1st (for following spring semester)** for completion of DPI application forms.

[Whitnall School District Board Policy 2271.](#)

✓ GRADUATION REQUIREMENTS

(See Curriculum Guide and [Whitnall School Board Policy 5460](#))

✓ TRANSCRIPTS

Whitnall High School will provide, at the student's request, transcripts of the student's grades. Students will be allowed 4 transcripts free of charge. Additional transcripts will include a small fee. Transcript requests should be submitted to the Counseling Department. At least 24 hours are required to process requests for transcripts.

ATTENDANCE

✓ ATTENDANCE POLICY

Schools are required by State Statute (S. 118.15) to observe the compulsory education law which requires all students to attend school regularly until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Regular attendance is an important element for success and is the responsibility of parents /guardians and the students. **ALL students regardless of age are subject to school rules. Students who have reached their eighteenth birthday are permitted to originate their own excuse for absence only if they: Are not living with their parents or legal guardian OR the parent or guardian submits a written statement to the school stating that the student is responsible for himself/herself. Only acceptable reasons for absences will be approved.**

Consistent and persistent willful violation of the school attendance policy will result in appropriate disciplinary action and legal referral for Truancy, which is defined as: Missing part or all of 1 or more days on which school is held for the semester. If absence extends for more than 3 consecutive days or if student is absent more than 10 days a semester, a physician's statement is required before the students' absences are considered excused. (S. 118.163 and [Board of Education Policy 5200](#))

The law provides dispositions to the court including the immediate or subsequent suspension of a driver's license upon its receipt by the student, an order for the student to participate in a counseling, community service, or supervised work program, or an order to remain home at all times except for attending school or religious worship (S. 118.163, Greenfield Ordinance 10.26).

✓ REPORTING ABSENCES

The parent or legal guardian must call the school attendance office at 525-8500 before 9:00 a.m. each day a student is absent to provide the school with notification of the absence and the reason for the absence. Any calls received after that time may not be accepted. If the absence extends for more than three (3) days, or if the student has a chronic attendance problem, a physician's statement may be required before the student's absences are considered excused.

If the parent/guardian does not contact the school within 48 hours of the absence the student is considered unexcused.

✓ EXCUSED ABSENCES

According to Wisconsin law, students are expected to attend school except for LEGAL EXCUSED ABSENCES (S. 118.16) established by the local [Board of Education Policy 5200](#). The State of Wisconsin recognizes the following as acceptable for absences: a. pupil illness f. family emergency b. death in the family g. Impassable roads/extreme weather conditions c. court appearances h. family trips or absences submitted in writing and d. designated religious holidays approved in advance e. professional appointments

The following are not excusable absences in accordance with state attendance laws: a. truancy g. gainful employment b. missing the school bus h. hair appointments c. non-emergency car trouble i. errands d. family trips not approved in advance j. head lice, after 1st day e. shopping k. babysitting/child care f. oversleeping

✓ EXCESSIVE ABSENCES

Students with more than ten absences in a year would be considered excessive. Students with excessive absences are required to bring a written statement from a physician for an absence to be considered excused.

✓ PRE-ARRANGED ABSENCES/ APPOINTMENTS

Any student who knows in advance that he/she will be absent from school for an excusable reason must have his/her parent call the attendance office as with any other excusable absence. The student must then obtain a Pre-Arranged Absence Form in the Attendance Office to circulate to his/her teachers. **A completed**

Pre-Arranged Absence Form must be on file 10 school days prior to the absence. Knowing that an absence will be occurring, it is expected that the student will either complete the schoolwork missed prior to leaving or submit the assignments to the appropriate teachers immediately upon returning to school as arranged with each teacher in advance of the absence. Students who know of planned absences but do not use this procedure are considered unexcused for the purposes of making up assignments.

All student appointments (such as medical, dental, court, driver's exam) must be cleared in advance through the Attendance Office. A student who will miss one or more classes due to an appointment must have written permission from his/her parent. The parent's written statement should be brought to the Attendance office to obtain a pass for the appointment. The pass will be shown to the teacher whose class the student would miss as a result of the appointment. The student then must sign-out in the Office prior to leaving the building. **Upon returning to school, the student must provide a verification of having been to the appointment at the stated time and must sign-in, in the Office to return to class.** All work missed by the student due to an appointment is his/her responsibility to complete as assigned by the teacher. Any absence from school other than at the appointment time and a reasonable amount of time to go to the appointment and return to school is considered unexcused.

✓ MAKE-UP WORK FOR AN ABSENCE

Students who have missed school for a **legal, excused** reason (including suspension) are entitled to make up assignments. Students with an excused absence shall be allowed the same number of days they were legally absent to make up class work upon their return to school; for example, a student who misses two days of school due to illness shall have two days upon his/her return to school to make up missed work. It is the student's responsibility to obtain any missed assignments, class work, or tests from the teacher. If a student is absent for three or more days, the student or parent may contact the Attendance Office (525-8500) to obtain assignments. Twenty-four hours notice is needed before assignments may be picked up.

Unexcused students may be offered the opportunity to make-up missed assignments, but specific learning activities (such as instruction, labs, etc.) are not available. Appropriate credit is determined to be earned, or not, by the classroom teacher.

Long-term assignments, such as research papers or projects, are due at the time the teacher designates regardless of short-term absence. Teachers will inform students at the time the deadline is set if the assignment falls into this category.

✓ DAILY CLASSROOM ATTENDANCE

At WHS attendance is taken in each class period a student is scheduled. Students will use the classroom kiosk to swipe their student ID or provide the teacher their student number to be admitted into class. If a student does not scan into the class, by default they are marked absent. Furthermore, a student who arrives after the attendance acceptance period will be marked as tardy. Excessive class absences and tardiness to school/class will be handled in a progressive manner, with the last resort being a referral to the Greenfield Police Department for truancy. Tardiness to class is defined as the student coming to class but not being in his/her assigned seat and ready to begin class when the bell rings; each teacher provides the specific details for his/her class. Only school administrators, **not parents**, are authorized to excuse tardiness to school in accordance with district policy and state law. The only legal reasons for being late are the same as those for being absent.

✓ SIGN-IN & SIGN-OUT PROCEDURES

If it becomes necessary for a student to leave school during the regular school hours for reasons such as illness, doctor/dental appointments, court appearances, driver's tests, etc., a parent is to send a written notice or call the Attendance Office in advance of the appointment. The student is to sign out in the Office before leaving the building. Upon returning, the student is to sign in at the Office and will be given a pass for re-admittance to class. Failure to follow this procedure will likely result in an unexcused absence. Students are expected to leave and re-enter through the front exit only. **Anyone picking up a student will be asked to present a photo identification prior to a student being released.**

✓ ATTENDANCE & EXTRACURRICULARS

Extra-curricular participants are expected to attend all classes or they will be declared ineligible to practice or compete on that day. This eligibility issue will be enforced when it comes to the attention of the coach or athletic director. Exceptions are allowed for all field trips linked to current academic courses in which a student is enrolled. Other examples of allowable exceptions can include postsecondary institution sessions or appointments and activities, confirmed medical/legal appointments, funerals, and emergency situations as verified by a school administrator.

✓ CLOSED CAMPUS (GRADES 9-11)

WHS has a closed campus for the entire time school is in session for grades 9-11. On regular school days this means that students may not leave the school building from 7:45 a.m. to 2:45 p.m., unless authorized in writing by office staff. WHS students may not go to the campus of any other school when either WHS or the other school is in session unless both WHS and the other school grant prior written permission. **Students who do leave school grounds without authorization from office staff will be subject to disciplinary action and a truancy citation.**

✓ 12th GRADE OPEN CAMPUS

Grade 12 students without a scheduled class may leave campus, and return, at the approved class change times as long as an approved open campus/work

experience application with the student's counselor has been completed and is on file. There is no open campus lunch unless it falls within the student's open campus/work experience periods. All students who leave for open campus/work experience must follow sign in/sign out procedures as listed above. Students must be in good standing and remain on track for graduation. Students must keep track of the changing class schedule and be on time for their academic classes. Students will remain in school during academic periods on his/her schedule.

✓ INCLEMENT WEATHER

We are as committed to the safety of our students as we are to their learning. Therefore, we close our schools (only) when the weather is considered dangerous. We will close school if there is a National Weather Service warning (not an advisory). You can access the thresholds for warnings and advisories [here](#). The decision to close will be made by 5AM and communicated in the following ways: an Infinite Campus message, a post on our website's homepage and by these TV stations: TMJ4, Fox 6 Now, WISN 12, and CBS58. If the school district decides to conduct school but you feel the conditions are too dangerous, we respect your judgement and your decision to keep your child at home.

✓ WITHDRAWAL FROM SCHOOL

Withdrawal from Whitnall High School begins with the student scheduling a withdrawal conference with his/her school counselor. The withdrawal conference will make certain that the student has all the information necessary to receive clearance to withdraw in good standing in compliance with [Whitnall School Board Policy 5130](#). An administrator will give final clearance after the parent or guardian completes a form indicating where the student expects to enroll.

POLICIES AND PROCEDURES

✓ ALCOHOL & OTHER DRUGS

Whitnall School District students shall not possess, use, distribute, sell, or be under the influence of alcohol, controlled substances, or any other mood-altering chemicals while on the school property, in school vehicles, or during school sponsored activities. The possession, use, distribution, or sale of drug paraphernalia, look-alike drugs, non-alcoholic beer, or any substance misrepresented as alcohol or a mood-altering drug is also prohibited on school property, in school vehicles, or during school sponsored activities. Secondary use or distribution of any prescribed drug on school property or during school sponsored activities is prohibited.

A student may be required to submit to a breath test to determine the presence of alcohol if a school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy.

Violation of this policy or refusal to submit to required breath testing for the presence of alcohol will result in disciplinary action which may include: application of approved school disciplinary practices and procedures; notification of law enforcement officials; notification of parents/guardians or legal custodians; notification of the athletic director and co-curricular coaches/advisors; notification of the district superintendent or designee; suspension from school; recommendation for expulsion.

Use of prescription or over-the-counter medication in compliance with [Whitnall Board of Education Policy 5330](#) shall not be considered a violation of this policy. Smoking and the use of other tobacco products by students is prohibited on all school property.

✓ DRESS & ATTIRE FOR STUDENTS

Student attire must be respectful of others and appropriate for the educational environment at Whitnall High School. Pursuant to [Whitnall Board of Education Policy 5511](#), WHS students are prohibited from wearing clothing or attire which, in the judgment of school authorities, is contrary to acceptable health and safety standards or may disrupt the educational process or learning environment. For health or safety reasons specific dress may be required for some courses or activities.

Parents are responsible to ensure their children are properly dressed when arriving for school. Students who are legal adults are responsible for their own proper dress. All faculty, staff, and administrators are responsible to consistently enforce the specified dress code in accordance with Board of Education policy and applicable state law to maintain a learning environment free of disruption.

✓ **GAMBLING**

Gambling is not allowed anywhere on school premises or at school-sponsored functions unless authorized in writing by a school administrator for a special event. Card and dice playing, including the use of "magic" cards or sports cards, is not permitted on school grounds unless authorized in writing by a school administrator as a school activity. Students are not permitted to have dice at school. Dice are not appropriate at school unless used by a teacher for instructional purposes.

✓ **COMMENCEMENT (GRADUATION) CEREMONY**

Held in the Whitnall High School Gym. Tickets are not required. Students must have met all graduation requirements to participate by due date--no exceptions. Must wear cap & gown and appropriate attire/footwear. All fees/fines and other obligations must be met to participate. **NO BALLOONS OR NOISE MAKERS IN THE GYM.**

✓ **INJURIES**

All accidents and/or injuries which occur on school grounds or while the student is involved in a school-sponsored event or activity must be reported to the High School Main Office as soon as possible. [Whitnall School Board Policy 5340A.](#)

✓ **MEDICATION AND HEALTH**

A child with a fever of 100° or above should remain at home until his/her temperature is within normal range (without use of medications) for 24 hours.

If vomiting or diarrhea occurs, keep your child home from school for 24 hours after last episode (without medication) and until he/she can keep fluids and food down.

Your child is instructed to report to their teachers any personal injuries, accidents or illnesses that occur during the day. If your child experiences an injury or becomes ill during school hours with a temperature of 100° or more, vomited and/or diarrhea or has visited our health room more than three times in a day, we will contact you or an emergency contact to pick up your child from school.

All communicable diseases must be reported to the Greenfield Health Department within 24 hours of onset, according to the State Statute 252.05. Please notify the Greenfield Health Department 329-5275.

If your child is absent for three (3) consecutive days due to illness, he/she will be required to provide a medical excuse. If your child has any restrictions due to injuries, a doctor's excuse is required for our records. He or she will remain under restriction until a doctor's release is provided to the school office.

All medications to be administered during school hours must be registered with the **school's health room**. Whether prescription or nonprescription drugs need to be administered during the school day, either the **Medication Request and Authorization Form** or the **Nonprescription Drug Product Request and Authorization Form** must be completed and filed with the health office staff per [Whitnall School Board Policy 5330.](#)

✓ **NONDISCRIMINATION**

It is the policy of the Whitnall School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, including all career and technical education programs, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, age, color, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by Wisconsin state law (S. 118.13). This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (gender), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973. [Whitnall School Board Policy 2260](#)

Any student who feels he/she has been a victim of discrimination in school or at a school-sponsored activity should contact the Principal or Assistant Principal within 24 hours so the matter may be investigated immediately.

✓ **PUBLICATIONS, QUESTIONNAIRES & SOLICITATION**

Students who have materials that they wish to distribute to the student body must have prior authorization from the principal or his/her designee. Students may not solicit funds or pledges or sell items without prior approval from the principal or his/her designee. Fundraisers and activities sponsored by a school organization are exempted. [Whitnall School Board Policy 5830](#)

✓ **SEARCH AND SEIZURE**

Student lockers, desks and other assigned areas are the property of the School District. School administrators may make rules and regulations regarding their use and have the right to inspect said property and areas. Students have the right to the use of their assigned lockers, desks and other areas, in accordance with the established rules and regulations of the school.

Whenever, in the judgment of school administrators or their designee(s), there is reasonable ground or suspicion to believe that a search and/or seizure action is necessary to protect school property, to avoid disruption of the educational process, or to protect and insure the safety and welfare of individuals in the school, such action shall be taken by the school administrator(s) or their designee(s).

When school administrator(s) or their designee(s) have reason to believe that a student is harboring or concealing upon his/her person, his/her property, or school property, a weapon, prohibited substances or objects, or dangerous item(s), such officials have not only the right, but the obligation, to conduct a search and/or seizure, or to refer the matter to law enforcement authorities. Law enforcement authorities shall be notified in instances where school personnel have reason to believe that a student has upon his/her person or property prohibited substances or objects or evidence of a crime.

School administrator(s) or their designee(s) may request police assistance in cases where this assistance is considered to be necessary or desirable. [Whitnall School Board Policy 5771](#) and [5772](#).

✓ STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. [Whitnall School Board Policy 5500](#)

Any student who, through his/her action, endangers the safety of himself, herself, or others, disrupts the normal educational processes of the school, or who follows a course of conduct which, in the judgment of the school authorities, will result in the disruption of the educational processes, shall be subject to the Suspension & Expulsion Policy of the school district. [Whitnall School Board Policy 5610](#)

✓ STUDENT RECORDS

Whitnall High School maintains individual student records to assist certified district personnel in providing appropriate educational programs for each student. These confidential records are maintained by the principal or his designee. Confidential student health records are maintained separately from academic and behavior records by the school nurse. School records are maintained in compliance with Wisconsin Statute 118.125 and Federal Law (Family Educational Rights and Privacy Act, Title V, Section 438, 439, 440, 513, 514, and 515).

Parents/Guardians and adult students have the legal right to review and/or copy contents of the permanent school records of their children or themselves. Such review must be made by scheduling an appointment with the principal. If copies are requested there will be a charge based on actual cost.

Directory information such as name, address, name of parent or legal guardian, date and place of birth, telephone listing, dates of attendance, major field of study, height and weight of members of athletic teams, years in school, school of attendance, awards, participation in official activities or sports shall be considered public information and may be released to appropriate persons and media in accordance with Board of Education policy unless the parents or adult students refuse to release, in writing on their own initiation. [Whitnall School Board Policy 8330](#)

✓ TELECOMMUNICATION USE

The taxpayers of Whitnall have provided us with computers and some of the best Internet capabilities in Wisconsin for educational reasons. We expect our students to use our computers and our Internet access responsibly. The following guidelines provide students with clear, no-nonsense rules for using the Internet at WHS:

- E-mail may be used only for school work
- The internet may be used only for school work
- Hacking” is not acceptable
- There are serious consequences for violating this school district policy An individual search will be conducted if there is reasonable suspicion that a user has violated the law or board policy. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation. [Whitnall School Board Policy 7540.03 Student Technology Acceptable Use and Safety](#), [Whitnall School Board Policy 7540.07 Students’ Proper Use of District Issued-Email Account](#), [Whitnall School Board Policy 5136 Personal Communication Devices](#)

✓ TOBACCO PRODUCTS

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well- established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events. [Whitnall School Board Policy 5512](#).

✓ TWO-WAY COMMUNICATION / PERSONAL COMMUNICATION DEVICES (CELL PHONES/TABLETS)

The Whitnall School District recognizes the educational value of a Bring Your Own Device (BYOD) program. Providing students and staff with a modern digital learning environment is important to the district. Cell phones do not fall under the BYOD policy and the following guidelines should be followed accordingly.

Students who are in possession of a cell phone/two-way communication device may use them before school, during passing time, during non-silent directed study hall, lunch in the cafeteria, and after school. Devices are expected to be off or silent during class. **Earbuds/ Headphones are also not to be used during instruction, unless for teacher approved activities on approved technology.** Students who violate this policy may have their cell phone confiscated until a parent conference is held. Additionally violation of this policy by students will result in disciplinary action which may include: application of school disciplinary practices and procedures; notification of parents/guardians or legal custodians; notification of the activities director and/or co-curricular coaches/advisors; notification of law enforcement officials; notification of the district superintendent or designee; suspension from school. [Whitnall School Board Policy 5136](#) Students may not use personal communication devices (cell phones, Bluetooth earbuds, and smartwatches) during instructional time--including Falcon Time. Students can use cell phones before and after school, between classes, during lunch, and during study halls. Students must leave their silenced phones in their lockers or secure their silenced phones in their backpacks.

If a cell phone is visible or audible during instructional time, see consequences.

- Smartwatches can be used as timing devices. If used as a PCD, students incur cell phone consequence.
- Earpods are not allowed during instructional time. Teachers may allow the use of headset compatible with Chromebooks. If Earpods are used, students incur cell phone consequence.
- Students may not take their phones to run to the bathroom, a locker, or the LMC when printing.
- iPads are available for use to support instructional activities like photography and videography.
- Phy-ed students should silence their phones and lock them in the gym locker.
- Student volunteers should not be on their cell phones.

The District assumes no responsibility for theft, loss, damage or vandalism of PCDs. If a student chooses to bring their phone to class, they are liable even if their phone is taken away.

Cell Phone Instructional Time Consequences:

First Offense: The device stays with the teacher until the end of the day. Seniors who have open campus need to pick up the phone before leaving school for the day. Reteaching should occur when the student picks up the phone. Teachers should enter the incident into EduClimber within 24 hours. If the teacher will not be here at the end of the day the phone will go to Judy, and the student must meet with the teacher the next day.

Second Offense: Teachers deliver the confiscated device to Judy in the main office by the end of the day. Students can pick up at the end of the day. A parent is notified by administration.

Third Offense: Teachers deliver the confiscated device to Judy in the main office by the end of the day. Administration notifies parent. Student can pick up at the end of the day. The student will check their phone in and out of the office at the beginning and end of the day for next 10 days.

VIDEO MONITORING SYSTEMS

[Whitnall School Board Policy 7440.01](#). The Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District and on school buses. Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding, or criminal proceeding, subject to Board policy and regulations.

✓ VIOLENCE, HARASSMENT & INTIMIDATION

The Whitnall School District recognizes that the schools need to maintain a learning environment in which students, staff, and parents feel safe. No student shall threaten verbally, non-verbally, or physically the safety of another person through the use of intimidation or violence. Any verbal, sexual or physical harassment will not be tolerated and will result in disciplinary action.

✓ BULLYING

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

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose

of harassment. All forms of harassment in cyberspace, often called cyber bullying, are unacceptable. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs, wikis and social networking sites). School or community members who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school administrator. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, or referral to Police Liaison Officer. [Whitnall School Board Policy 5517.01](#)

✓ **INAPPROPRIATE ITEMS**

Food, toys, lighters, matches, silly string, unsafe items, including laser lights and inappropriate articles for a safe, orderly, and respectful classroom or school environment should not be brought to school. Such items may be confiscated permanently by school authorities. Other disciplinary measures may also result.

✓ **BUS TRANSPORTATION**

Bus transportation is a privilege and authorized according to Board of Education policies and regulations. While on the bus, students are expected to follow all school and bus company regulations. Students who do not comply with these rules may have their bus privilege suspended temporarily, (such as for the rest of the semester), or permanently revoked.

✓ **NEIGHBORHOOD RELATIONS**

Property adjoining the school grounds, like all residential property, is private; therefore, littering and trespassing are not permitted. Police action will be taken against violators who are reported. Just as important as our legal responsibilities are our responsibilities to Whitnall High School. Any action by a WHS student reflects upon the whole school. The neighbors of our school have a right to resent any infringement upon their rights. Be good neighbors and good representatives of our school.

✓ **DANCES**

WHS students must present their student I.D. cards when entering the dance; no student will be permitted to enter without a valid I.D. card, including guests who have a valid Guest Pass for the dance.

Once a student leaves a WHS dance, the student may not re-enter the dance. Once the doors are closed to the dance, students may not enter the dance; if a student is going to be late for the dance for a valid reason, the student must obtain a Pre-Approved Late to Dance Pass in the Office prior to the dance to gain late admittance. Breathalyzer tests or other checks for suspected substance abuse, will take place when a student is suspected of being "under the influence."

Students may be denied admission to a dance if they are not in "good standing" as a student because of disciplinary action; students who are suspended or absent for the entire day or any part of the day of a dance, except when gone for a school-sponsored event, may not attend the dance. A student will become eligible and back in "good standing" after a period of time determined by the school administration.

Students who do not abide by school rules and/or display inappropriate behavior will be required to leave the dance. Parents may be contacted. Disciplinary consequences may also result in accordance with school procedures.

Prom is the formal spring dance held at an off-campus location and hosted by the junior class. Ticket sales are open to only juniors and seniors in good behavioral and financial standing (no outstanding detentions, suspensions, unpaid fees). Freshman students are not eligible to attend Prom. A Guest Pass may be obtained in the Office prior to the dance according to the procedure outlined in the Guest Pass section. A junior or senior may sponsor one guest as follows:

- A WHS sophomore in good standing
- A WHS alum from the most recent graduating class only
- A junior or senior from another high school in good standing, who has satisfactorily provided a guest pass on time to the Office.

✓ **FIELD TRIPS**

Field Trips are an educational experience; however, they do not exempt a student from being accountable for what was covered in the missed classes during the absence. Students should expect to make up work missed outside of the regular hours, arranging to use time before school, after school, or during their lunch or free period. Students can be removed from field trips due to behavior concerns at administrator's discretion.

✓ **SPECIAL SCHEDULE DAYS** Throughout the year students may be eligible to participate in special activities. These special schedule activities are offered to students who are in "good standing" behaviorally and academically. Criteria will be established for activities and will be shared with staff and students prior to the day. On occasion a surprise days may occur in which criteria will be shared with students prior to the start of the activity. Students are expected to attend these school days as normal regardless of their standing behaviorally or academically. Students qualifying for Open Campus may be excused from the activities at the discretion of administration.

✓ **FINES/FEES**

Students must pay all financial obligations they have incurred as a result of overdue library materials, misused school materials, damaged equipment, non-returned

uniforms, etc. Students are notified of their fines and must pay the indicated amount in the school office. Graduation ceremony, diplomas, yearbooks, and school records may be withheld, privileges may be withdrawn, and disciplinary action may be taken for non-payment of fines. Students are reminded that the best way to take care of a fine/fee is to be careful and responsible enough not to be fined.

✓ **HALL PASSES**

A student must ask a teacher for permission and sign out if they need to leave class for a brief period of time: bathroom, locker, or LMC to print. Only one student may leave a classroom at a time.

If a student needs to leave for an extended period of time: guidance office, the nurse, a teacher's classroom for extra help, or LMC to work for the hour (when available). Teachers should notify the recipient of the student of the time they have left with a phone call or email. The recipient of the student should acknowledge when they received the student with an email.

✓ **FIRE & TORNADO DRILLS**

When the fire alarm sounds, students are to be silent, wait for instructions from their teacher, and then leave the building--without talking--as quickly as possible by the prescribed route. **DO NOT RUN!** When the tornado signal is sounded, the teacher will direct students to the shelter area assigned to each teaching station.

✓ **FOOD & BEVERAGES IN SCHOOL**

It is expected that food and beverages will be consumed by students in a responsible manner at all times. As a general guideline, food and beverages should be consumed only in the Cafeteria. Eating and drinking in the hallways is prohibited. Teachers may permit consumption of food and beverages in their classes. Students are expected to always clean up after themselves immediately when consuming food or beverages. The use of glass containers of any type is discouraged since they readily break and are a safety hazard.

✓ **IDENTIFICATION CARDS**

Each WHS student will receive a pre-printed photo identification card. ID cards must be displayed or carried at school sponsored events, and provided upon request from any staff member. The identification card is also required for daily attendance, LMC privileges, and lunch purchases. A replacement fee of \$ 5.00 is charged for a new identification card.

✓ **LOCKERS**

Every student is assigned and held responsible for a locker. These lockers are the property of Whitnall School District and may be searched at any time, without notice or the student present, by school administrators or their designees. Students are responsible for any damage or abuse to their assigned lock and locker, and the student will be charged for any maintenance work or replacement required as a result of damage or abuse. Students are to keep their lockers clean and orderly and are not to use their lockers to display offensive materials. Changing or sharing lockers is strictly prohibited and may result in disciplinary action. Students are reminded to keep their lockers locked at all times and not to share their lock combination with others. The school is not responsible for items lost from lockers.

Students are not permitted to tamper with the locks or lockers assigned to other students. The combinations to lockers are considered the property of the student to whom the padlock is assigned. Obtaining the combination of a locker belonging to another student deprives that student of their property and expectation of privacy from other students; school and/or legal action may be taken in such instances.

Any problems with locks or lockers should be reported by the student to the Office immediately. Note: These exceptions and policies apply to any and all lockers a student may be assigned (e.g. hall, P.E., art, etc.). The school provides every student with a locker for the student's belongings. The school may not be able to assist with unlocked items that go missing.

✓ **LUNCH**

Students are assigned to one daily lunch period. Since classes are also in session during this hour it is important for students to be respectful of others and follow the established procedures for lunch. Students who skip in front of others in the line may lose food purchasing privileges for a quarter, semester, or the entire year. All food and beverages are to be consumed in the Cafeteria. There are no open campus lunch privileges, students may **NOT** leave the campus during their lunch period. Students who walk through the food line without paying will be disciplined appropriately and may be referred to the Greenfield Police Department if the private food service provider chooses to press charges.

✓ **MESSAGES**

Messages are taken for students by the Office staff when emergencies or unforeseen events occur. Emergency messages are delivered immediately if the student can be located in a classroom.

✓ **PARKING & CAMPUS DRIVING PRIVILEGES**

Students driving cars or trucks to school must park in the student parking lot only. Cars are to be parked within the yellow lines and facing forward only. At no time during the school day may a student park anywhere except in the student parking lot. Improper parking, or parking in an area other than the student lot, or parking without a permit may result in school disciplinary measures and/or ticketing by the police and/or towing from WHS grounds. All cars and trucks driven to school MUST be registered in the Office at the beginning of the school year, purchase a permit, and have the permit properly displayed. Parking permits are not transferable to another student for any reason.

Students may not be in their cars during the school day. Upon arriving at school, students should lock their vehicle and leave the parking lot immediately. No student is permitted in the parking lot during school hours without a valid parking pass from the Office. Student vehicles on school district property may be searched if there is reasonable suspicion that something illegal is stored in the vehicle(s).

WHS and the school district are not responsible for any damage or loss to vehicles parked on school grounds. Driving to school and parking on school district property are privileges, not rights. Students who do not drive sensibly and carefully will have their driving and parking privileges revoked for all school district property. Violation of such revocation will result in tickets being issued by the Greenfield Police Department and further disciplinary action by the school district.

✓ SCHOOL EQUIPMENT

Whitnall High School provides a great deal of equipment for student use. This includes, but is not limited to, computers, calculators, general office equipment, general kitchen appliances, electronics equipment, technology education tools and equipment, athletic equipment, and library equipment.

Students are held responsible for any damage that occurs to the equipment he/she is using. If it is determined by the instructor, the administration, and/or police liaison officer that the student is responsible, the costs incurred in correcting the problem(s) will be charged to that student(s).

It is further understood that school-owned equipment is to be used for class-assigned, teacher approved work ONLY. Unauthorized use may result in said student being banned from further use of specific school equipment/property.

✓ SIGNS IN HALLS / HANDOUTS

Any signs or handouts must be approved by the administration before being put up in the hallways or distributed in school at any time. Signs may be placed only in approved areas with clear tape or thumb tacks.

✓ STUDY HALLS

Study Hall is regarded as part of the student's mandatory instructional time by the State of Wisconsin and the Whitnall School District. Therefore, students who are assigned to a Study Hall must attend or be subject to the same consequences as missing any other class. Students are expected to be on time for their Study Halls and engage in appropriate behavior while in the Study Hall.

The minimum Study Hall behavioral expectations are as follows: every student is expected to bring study or reading materials and use them; silence is expected at all times unless specific permission is granted by the supervisor for students to study quietly together; food and beverages are not permitted; established hall pass procedures are followed to other rooms or areas of the school. Not complying with Study Hall behavioral expectations will result in disciplinary consequences. Students wishing to leave study hall to work in another area of the building must have a pass from one of their existing teachers to sign out of study hall. This pass must be obtained prior to the study hall period.

✓ TELEPHONES

The Office provides a telephone for student use. Students must receive permission from a staff member before using a telephone. **These phones are for special situations and are not for general conversation during the school day.**

✓ VISITORS

Visitor Passes will be issued to guests, parents of WHS students, and WHS alumni if they want to visit during the school day with approval by the Administration. All visitors must report directly to the Reception Office when entering the school. Visitors will be required to present photo identification upon signing in.

DISCIPLINE

✓ CLASSROOM CODE OF CONDUCT

State Law (S. 118.164) provides for the permanent removal of a student from a class for certain types of disruptive and unacceptable behavior.

A student may be removed from class for conduct or behavior which: A) is incompatible with effective teaching and learning in the class; B) interferes with the ability of the teacher to teach effectively; C) is disruptive, dangerous or unruly; D) violates the behavioral rules and expectations set forth in the student handbooks and district policies; E) Violates the district's policies regarding suspension or expulsion

For the purposes of this code, a class is any class, meeting or activity, which students attend or in which they participate while in school under the control or direction of the district. "Class" also includes regularly scheduled district sponsored extracurricular activities.

A teacher of the class is defined as the regularly assigned teacher of the class, or any person assigned to teach, monitor, assist in or oversee the class. If there is more than one teacher in the class, it is advisable that all teachers of that class assent to the removal of the student. The parent/guardian of the student, and/or the student, shall have the right to meet with the building administrator and/or teachers who made the request for removal. Where possible, such meeting shall be scheduled within three days of the request for a meeting. At the meeting, the building administrator shall inform the parent/guardian and/or students as fully as possible the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this code shall prevent the building administrator from implementing a removal to another class, placement or setting, prior to any meeting, notwithstanding the objection of the parent/guardian or student. The parent/guardian may appeal this decision to the next highest level of administrative authority, be it building principal, district administrator or designee. [Whitnall School Board Policy 5500](#)

✓ DETENTION

Detentions, before/after school, lunch or Saturday morning, primarily serve as a reprimand and as a deterrent for further violation of school policies and procedures. Unless other arrangements are made, detention must be served at the time and place indicated when issued. A student who has not served all his/her detentions by the end of the semester may be prohibited from attending/participation in school activities or receive a truancy citation if detention is related to attendance. If a student fails to serve detention(s), in-school suspension or out of school suspension could result.

✓ IN-SCHOOL SUSPENSION

The in-school suspension is intended to provide the student with a time-out from the regular daily routine to focus on the choices the student has made that resulted in disciplinary action of this magnitude. Parents will be informed of the student's in-school suspension. The student will be provided with assignments from his/her classroom teachers and is expected to spend his/her time doing those assignments. **Violation of the in-school suspension rules and/or refusal to serve the in-school suspension is considered grounds for suspending the student out of school.** In these cases the student will return to complete the in-school suspension upon re-entry to school. [Whitnall School Board Policy 5610.02](#)

✓ OUT-OF-SCHOOL SUSPENSION

State statutes permit the out-of-school suspension of students (S. 120.13) for up to five days for misconduct. As a general rule, students may be suspended if they defy the authority of WHS staff, disrupt the orderly operation of the school, or interfere with the right of other students to learn. **Suspended students may not be on any school district property, nor attend any school function, or work in any Co-op or Work Experience Program, during the term of their suspension.** For the purposes of making up school work missed while suspended from school, suspensions are considered excused absences; however, assignments may not be provided to suspended students until after their return to school. Students who commit an illegal offense while at on school grounds or a school sponsored activity are subject to suspension from school as well as legal charges. [Whitnall School Board Policy 5610](#)

✓ EXPULSION

According to Wisconsin Statutes (S.120.13), the Whitnall Board of Education may, on referral from a school administrator and after an expulsion hearing, expel any student who is found to be a detriment to the school environment because of one of the following reasons: repeated refusal or neglect to obey the rules; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school or while under the supervision of school authority which endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of school authority which endangered the property, health, or safety of others at school or under the supervision of a school authority; endangers the property, health, or safety of any employee or school board member of the school district. Students who engage in such actions will be considered by the WHS administration for recommendation to the school district administration for expulsion from school. [Whitnall School Board Policy 5610](#)

CO-CURRICULARS

✓ CODE OF CONDUCT

All students who participate on athletic teams, performance activities, school clubs, and leadership positions, as listed in the Whitnall High School Athletics and Co-Curricular Code of Conduct, must adhere to the Whitnall High School's Code of Conduct. The Code of Conduct is available on the high school website under the Activities Tab under Resources. Both the student and his/her parent/guardian must sign the Code of Conduct annually.

✓ ATHLETIC TEAMS

Whitnall students have many opportunities to become involved in interscholastic athletic teams. All teams follow the rules of the Wisconsin Interscholastic Athletic Association (WIAA). Students are urged to listen to announcements and seek information from coaches for specific details about teams.

Fall Sports: Cheer Team, Boys Cross Country, Girls Cross Country, Dance Team, Football, Boys Soccer, Girls Tennis, Girls Volleyball, Boys Volleyball, and

Girls Swimming.

Winter Sports: Girls Basketball, Boys Basketball, Gymnastics, Boys Swimming, Wrestling, and Cheer Team.

Spring Sports: Boys Golf, Girls Soccer, Girls Softball, Coed Track/Field, Boys Baseball and Boys Tennis.

Club Sports: Powerlifting, Rugby and Bowling

✓ CLUBS AND ACTIVITIES

The following competitive activities are available to students with staff advisors/coaches: Forensics, DECA, Model UN, Mu Alpha Theta, Mock Trial, Robotics, and Academic Decathlon. Non-competitive options include: AFS, Art Club, DFC, FCA, French Club, Chess Club, School Newspaper, Student Council, Theater Productions, National Honor Society, Science Club, and Yearbook. Additional clubs and activities are announced from time to time during the year. Students are welcome to work with staff to develop clubs and activities that are of interest to them.

✓ SPECTATOR RULES

- No profanity or inflammatory speech
- No obscene gestures
- No noisemakers
- No taunting
- No alcohol – drugs – tobacco
- No pushing or fighting
- All spectators must be in bleachers
- No throwing items of any kind
- No walking on game floor
- No admittance to prohibited people
- No gambling
- No climbing or running (includes bleacher railing)
- All Woodland Conference and WIAA rules of conduct

Students who violate these rules, school rules, or directives from event staff – at WHS or at other schools – will be subject to disciplinary action, referral to police, and sanctions of the WHS Activities Code. Students may be denied admission to school sponsored events if they are not in “good standing” as a student because of disciplinary action; students who are suspended or absent for the entire day or any part of the day of an event, except when gone for a school-sponsored event. A student will become eligible and back in “good standing” after a period of time determined by the school administration.

✓ SPORTS PHYSICAL

Students who are interested in participating on an athletic team must have a completed sports physical card on file prior to practicing or trying out for any sport. The physical is valid for one year and may be followed for one year with the alternate physical form. Complete details and copies of the physical forms to take to the student’s physician are available in the Activities Office.

OFFICE DIRECTORY

Go to the ATTENDANCE OFFICE if you:

Want an appointment with an Administrator

Need to leave school early Need a Pre-Arranged Absence form

Have a question about your attendance

Need an Appointment form

Want an item placed in a staff member's mailbox

Want to report a problem or concern Have a question about your detention

Want to apply for a Dance Guest Pass

Want an appointment with the Police Liaison Office

IC login

Have a problem with your lock/locker

Want to pay fees or money owed to the school

Need a parking permit Arrive to school late

Have lost or found an items

Need to pick up a sick child

Go to the ATHLETIC OFFICE if you:

Want a sports physical forms and other sport related paperwork

Want an Athletic Handbook

Need a sports schedule

Go to the COUNSELING OFFICE if you:

Want to apply for a work permit

Have a question about your schedule

Want to add or drop a class

Have a question about your grades/credits

Want college or career information

Need PSAT/ACT/SAT testing information

Want an appointment to meet with your counselor

Are withdrawing or transferring from school

Have a friend you want to help

Want scholarship information

Go to the POLICE LIAISON OFFICER if you:

Want to report a crime

Have a question about a legal matter