



## Germantown High School

### School Song

*Oh Germantown, Our Germantown  
We're loyal to your name.  
Let's wave our banners gold and blue.  
March onward to your fame – U rah rah!  
Oh Germantown, Our Germantown,  
Forever we'll be true,  
We'll cheer you on to victory  
We'll fight, fight, fight for you.*

*Oh Germantown, Our Germantown  
We're right behind our team.  
You'll never let us down, we know,  
You're always on the beam – U rah rah!  
Oh Germantown, Our Germantown,  
We'll always do our best;  
We'll fight, fight, fight to meet our goal  
To rise above the rest.  
U-RAH RAH Germantown High!  
U-RAH RAH Germantown High!  
U-RAH RAH Germantown High!  
Yeah!!*

## **WELCOME TO GERMANTOWN HIGH SCHOOL**

Welcome back, Warhawks! A great education is the doorway to success, and such an education awaits you at Germantown High School. We hope that you look to challenge yourself and enjoy your high school experience. Remember: the more involved you become with your education and your school, the more success you will have; not only in high school, but also in life.

This handbook is designed to help you navigate through the rules and regulations used to govern the school. ***Read it carefully and refer to it often.*** Ask questions if necessary. By following the rules and taking responsibility for your education, you will ensure yourself a beneficial, rewarding year. We're here to help and encourage you in any way we can.

Your Germantown High School Administrative Team,

**Mr. Joel R. Farren**, Principal

**Mr. Marc Lehnerer**, Assistant Principal

**Mrs. Sara Unertl**, Student Activities

### ***Germantown School District Mission***

*The Mission of the Germantown School District is to empower and inspire every student to success.*

### ***Germantown School District Vision***

*The Germantown School District will be the premier district in Wisconsin.*

### ***Germantown High School Mission***

*The mission of Germantown High School, a learning community where all people are accepted and supported, is to guarantee that students are given the opportunity to become responsible, productive life-long learners. We will provide curriculum based on real-life applications, optimal use of technology, and instruction that accommodates varied learning styles. To accomplish this requires a shared commitment to education from students, their families, the staff, and the community at large.*

**NOTICE OF NONDISCRIMINATION POLICY**

The Germantown Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Germantown Board of Education that no person on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in its education programs or activities for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Federal Law and the Wisconsin Fair Employment Law also prohibit discrimination in employment on the basis of age, race, color, national origin, sex, or handicap.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to: **Mrs. Brenda O'Brien, Director of Teaching and Learning, Germantown Schools, N104 W13840 Donges Bay Rd. Germantown, WI, 53022. (262) 253-3900.**

Inquiries related to Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of handicap, should be directed to **Mr. Todd Lamb, Director of Pupil Services, Germantown Schools, N104 W13840 Donges Bay Rd. Germantown, WI, 53022. (262) 253-3900.**

Inquiries related to Title VI of The Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin, should be directed to: **Mr. Jeff Holmes, Superintendent of Schools, N104 W13840 Donges Bay Rd. Germantown, WI, 53022. (262) 253-3900.**

***The District shall not discriminate in standards or rules of behavior, including harassment, on the basis of sex, race, national origin, color, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established complaint procedures.***

**Students involved in the discrimination of others through harassment may be suspended from school and may be recommended for expulsion.**

*Please note that some information in this handbook references School Board policy as well as Wisconsin State Statutes. A full copy of the Board Policy and Administrative Guidelines can be found on the Germantown School District website.*

**TABLE OF CONTENTS**

**RIGHTS AND RESPONSIBILITIES**

NON-DISCRIMINATION POLICY .....	3
BOARD OF EDUCATION MEMBERS .....	7
PHONE SCHEDULE .....	7
OFFICE DIRECTORY .....	8
CODE OF RIGHTS .....	9
STUDENT RESPONSIBILITIES.....	9
PARENT RESPONSIBILITIES .....	10

**SCHOOL AND CLASS ATTENDANCE**

Absences from School.....	10
Attendance Definitions.....	11
Excused Absences.....	11
Unexcused Absences .....	12
Truancy.....	12
Tardiness .....	13
Enforcement .....	13
Habitual Truancy .....	13
Habitual Truancy and Open Enrollment.....	14
Intervention .....	14
Attendance Procedures .....	14
Early Release from School .....	15
Completing Missed Assignments.....	15
DISCIPLINE CODE/CODE OF CONDUCT .....	15
K-12 Code of Classroom Conduct.....	16
Classroom Discipline .....	17
STUDENT REMOVAL PROCEDURES.....	17
Student Behaviors Warranting Removal .....	17
Student Removal .....	18
Alternative Placement .....	19
Parent/Guardian Notification .....	20
General Guidelines.....	20
Detention or In-School Suspension.....	21
Out-of-School Suspension .....	21
Pre-Expulsion .....	22
Expulsion.....	22
STUDENT/PARENT GRIEVANCE PROCEDURES .....	23
WEAPONS OR FIREARMS IN SCHOOL .....	25

**ATHLETICS AND ACTIVITIES**

CLUBS, ORGANIZATIONS, AND SPORTS .....	27
SCHOOL ACTIVITY ATTENDANCE REQUIREMENT .....	28
SCHOOL SPIRIT .....	28

PEP ASSEMBLIES .....	28
STUDENT DANCES.....	29

**COMMUNICATION**

COMMUNICATION DEVICES / CELL PHONES .....	30
USE AND POSSESSION OF CELL PHONES PROHIBITED .....	30
MESSAGES .....	31

**GENERAL POLICIES, PROCEDURES AND RULES**

ACADEMIC DISHONESTY/PLAGIARISM .....	31
ALCOHOL AND OTHER DRUG USE .....	35
Enforcement Procedures .....	35
BUILDING ACCESS.....	36
BULLYING .....	36
CAFETERIA/COMMONS .....	37
CHROMEBOOKS.....	38
DRESS AND GROOMING .....	38
ELEVATOR KEYS.....	39
FINES AND FEES.....	39
FOOD AND DRINK.....	40
FOOD SERVICE OVERVIEW AND CHARGE POLICY.....	40
FORGERY.....	43
GANG ACTIVITY.....	43
GUEST STUDENTS.....	43
HALL MOVEMENT.....	43
HALL SWEEPS .....	43
HAND TOOLS/OBJECTS WITH BLADES .....	43
HARASSMENT AND INTIMIDATION.....	43
HAZING.....	44
ID CARDS .....	44
INTERNET ACCESS.....	45
LANGUAGE AND DEROGATORY COMMENTS .....	45
LASER POINTERS .....	45
LEWD, INDECENT, OFFENSIVE BEHAVIOR OR “SEXTING” .....	45
LOCKERS .....	46
MUSIC PLAYERS/CAMERAS/NOTEBOOK COMPUTERS .....	46
RECREATIONAL GAMES.....	46
SEARCH AND SEIZURE .....	47
SMOKING AND OTHER TOBACCO USE ON SCHOOL PREMISES .....	47
VAPING.....	47
VISITORS.....	48
WORK PERMITS.....	48

**HEALTH, SAFETY AND GENERAL WELFARE**

ACCIDENT / EMERGENCY .....48  
911 EMERGENCY .....48  
CAMERAS/SURVEILLANCE .....48  
CANINE SEARCHES .....49  
FALSE ALARMS .....49  
FIRE DRILL .....50  
HEALTH ROOM/MEDICATION POLICY .....50  
LOCK-DOWN DRILLS.....51  
SCHOOL CLOSING .....51  
SEVERE WEATHER DRILL.....52

**INSTRUCTION AND ASSISTANCE**

STUDENT SERVICES ..... 52  
ACADEMIC LETTER..... 53  
COURSE RETAKES ..... 53  
DROPPING OR ADDING COURSES ..... 53  
FIELD EXPERIENCES ..... 54  
GRADUATION REQUIREMENTS..... 54  
    Early Graduation ..... 54  
    Credit Requirements ..... 54  
COURSES TAKEN OUTSIDE OF GERMANTOWN SCHOOL DISTRICT ..... 55  
GRADE CLASSIFICATION ..... 57  
HOMEWORK POLICY ..... 57  
HONOR ROLL/HONORABLE MENTION..... 57  
LIBRARY MEDIA CENTER ..... 58  
NATIONAL HONOR SOCIETY ..... 58  
RESIDENCY REQUIREMENTS..... 58  
SEMESTER EXAM EXEMPTION POLICY ..... 58  
STUDY HALL PROCEDURES ..... 60  
VALEDICTORIAN HONORS..... 60  
WITHDRAWAL FROM SCHOOL ..... 60

**TRANSPORTATION**

BICYCLES..... 60  
BUS REGULATIONS ..... 60  
    Communications Procedures..... 62  
CLOSED CAMPUS ..... 62  
EXAM DAY, OPEN CAMPUS RULES ..... 62  
PARKING REGULATIONS..... 62

**GERMANTOWN SCHOOL DISTRICT BOARD OF EDUCATION MEMBERS**

**BOB SODERBERG – President** (Seat #5 Expires 2020)  
(262) 253-3900 [bsoderberg@germantown.k12.wi.us](mailto:bsoderberg@germantown.k12.wi.us)

**SARAH LARSON – Vice President** (Seat #1 Expires 2021)  
[slarson@germantown.k12.wi.us](mailto:slarson@germantown.k12.wi.us)

**MICHAEL LOTH – Treasurer** (Seat #6 Expires 2022)  
[mloth@germantown.k12.wi.us](mailto:mloth@germantown.k12.wi.us)

**LESTER SPIES – Clerk** (Seat # 3 Expires 2020)  
[lspies@germantown.k12.wi.us](mailto:lspies@germantown.k12.wi.us)

**THOMAS BARNEY – Director** (Seat #7 Expires 2021)  
[tbarney@germantown.k12.wi.us](mailto:tbarney@germantown.k12.wi.us)

**RAY BORDEN – Director** (Seat #2 Expires 2022)  
[rborden@germantown.k12.wi.us](mailto:rborden@germantown.k12.wi.us)

**BRIAN MEDVED – Director** (Seat #4 Expires 2022)  
[bmedved@germantown.k12.wi.us](mailto:bmedved@germantown.k12.wi.us)

**DISTRICT OFFICE ADMINISTRATION**  
**(262) 253-3900**

Superintendent of Schools.....Mr. Jeff Holmes  
Director of Human Resources.....Mr. Michael Nowak  
Director of Teaching and Learning.....Mrs. Brenda O'Brien  
Director of Pupil Services.....Mr. Todd Lamb  
Director of Business.....Mr. Ric Ericksen  
Director of Technology.....Mr. Marc Gabrysiak  
Director of Buildings and Grounds.....Mr. Don Erickson

**Germantown High School Tone Schedule**

<b>1<sup>st</sup> Lunch Schedule</b>	<b>2<sup>nd</sup> Lunch Schedule</b>
Period 1 7:20-8:08	Period 1 7:20-8:08
Period 2 8:13-9:01	Period 2 8:17-9:01
Period 3 9:06-9:54	Period 3 9:06-9:54
<b>Resource</b> 9:59-10:32	<b>Resource</b> 9:59-10:32
<b>1<sup>st</sup> Lunch</b> <b>10:32-11:02</b>	Period 4A 10:37-11:25
Period 4B 11:07-11:55	<b>2<sup>nd</sup> Lunch</b> <b>11:25-11:55</b>
Period 5 12:00-12:48	Period 5 12:00-12:48
Period 6 12:53-1:41	Period 6 12:53-1:41
Period 7 1:46-2:35	Period 7 1:46-2:35

*Student announcements are read at the start of the resource period.*

**GERMANTOWN HIGH SCHOOL ADMINISTRATION**

**MAIN OFFICE (262) 253-3400**

**FAX (262) 253-3494**

Principal.....Mr. Joel R. Farren  
Secretary.....Mrs. Julie Cull

**MAIN OFFICE**

**(262) 253-3400**

Assistant Principal (Students A-L).....To be Determined  
Assistant Principal (Students M-Z).....Mr. Marc Lehnerer  
Secretaries.....Mrs. Julie Restock  
Mrs. Laura Sprengeler

**HEALTH ROOM**

**(262) 502-7122**

Health Room Aide.....Mrs. Erika Inga

**STUDENT SERVICES OFFICE**

**(262) 502-7256**

Registrar.....Mrs. Melissa Timmerman  
Secretary.....Mrs. Christine Taylor

**ATHLETIC AND ACTIVIES OFFICE**

**(262) 502-7128**

Activities and Athletics Director.....Mrs. Sara Unertl  
Secretary.....Mrs. Diana Heinz

**FOOD SERVICE OFFICE**

**(262) 253-3420**

Director of Food Service.....Mrs. Shelley Juedes  
Secretary.....Mrs. Mary Wesolowski  
Secretary.....Mrs. Karen Pupak

**LIBRARY MEDIA CENTER**

**(262) 502-7263**

Librarian.....Mr. Jeff Schreiber  
Secretary.....Mrs. Jean Neumann



### **RIGHTS AND RESPONSIBILITIES – CODE OF RIGHTS**

1. Each student has a right to an education.
2. Each student has the right to utilize school facilities and programs according to established school regulations and procedures.
3. Each student has the right to expect courteous behavior from other students and school personnel, including freedom from verbal abuse, harassment, or intimidation.
4. Each student has the right to form, hold, and express opinions and beliefs so long as the expression does not disrupt the normal operation of school.
5. Each student has the right to hold property free from theft or damage.
6. Each student has the right to determine his or her own dress, so long as it is not distracting, inappropriate, indecent, or in other ways contrary to school policy.
7. Each student has the right to seek and obtain help from school staff members regarding such issues as personal problems, drugs, or alcohol.
8. The student body has the right to establish an elected student government.
9. Each student has the right to have access to all of the rules to which he/she is subject.
10. Each student has the right to due process in the application of the "Code of Student Rights and Responsibilities."
11. When a Germantown High School student reaches the age of majority, full adult status will be granted following parental contact with a school administrator. Adult status does not alter the student's responsibility toward school rules and regulations.
12. Each student has the right to confidentiality concerning his/her records. He/she, along with his/her parent/guardian has the right to inspect his/her records in accordance with state law.

### **STUDENT RESPONSIBILITIES**

Students have the responsibility to seek the maximum benefits from the educational process, to respect the rights of all persons who become a part of the educational environment, and to exercise the highest degree of self-discipline in observing and adhering to adopted rules and regulations. Responsibility accompanies every right. It is impossible to list all student responsibilities, but it must be emphasized that lack of responsibility means a weakening of rights. Therefore, the list of rights above shall not be constructed to deny or limit other rights retained by students in their capacity as members of the student body or as citizens. Proper behavior of students is the responsibility of both the students and their parents. Students must contribute to an environment of good citizenship and positive human relations in all aspects of the school program.

**PARENT RESPONSIBILITIES**

The ultimate responsibility for student’s behavior rests with parents. The following are among their specific responsibilities:

1. Comply with Wisconsin statutes in seeing that students attend school every day and notifying the school of legal absences **via phone and a parent note**, according to school attendance procedures, **within 48 hours**.
2. Support the school in requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior.
3. Send students to school with proper attention having been given to health, personal cleanliness, neatness, and appropriateness of dress.
4. Maintain an active interest in students’ daily work. Make it possible for them to complete assigned homework, particularly by providing a quiet place and suitable conditions for study.
5. Comply with the school’s requests. This includes carefully reading all communications and returning them as requested.
6. Cooperate with the school in attending parent/staff conferences set up for exchanging information on the student’s progress.

**\*\*\*\*\* SCHOOL AND CLASS ATTENDANCE \*\*\*\*\***

Board Policy 5200

- A. Absences from School  
POLICY: Students enrolled at GHS are expected to be in compliance with Wisconsin statutes that stipulate students are to be in school every day that school is in session.
- B. Definition of Wisconsin Statute:
  1. Compulsory Attendance  
Unless a student is excused or has graduated from high school, a parent/guardian is required by Wisconsin Law (Wisconsin Statutes 118.15 and 118.16) to compel regular school attendance between the age of 6 and the semester in which the student turns 18.
  2. Exemption from School/Classes  
A student not in proper physical or mental condition to attend school or specific courses may be excused upon presentation of a certificate from a licensed physician and a letter of request for exemption from the student’s parent/guardian. Letters are valid for not more than 30 days.
- C. Attendance Policy Copies:  
Copies of the Germantown School District attendance policies are available upon request or via the Germantown Schools website: Board Policy #5200.

D. Attendance Definitions:

Up to three periods absent is marked as one half-day absent. Four or more periods absent equals a full day of absence.

1. Absence from School

Regular attendance at school is necessary if a student is to achieve success in the learning process.

If parents wish their student to be absent, they must assume full responsibility for his/her activities. Requests are to be registered in advance with the principal/designee and must conform to Wisconsin Statutes.

The parent/guardian of a pupil absent from school must contact the school attendance officer via phone call at (262) 253-3411 and **present a written statement with valid signature** upon the student's return stating the reason and the time period covered for the absence before the pupil will be permitted to return to class. *Emailed statements from parents are not accepted.* Pupils absent for reasons other than those identified as excused by the Board of Education shall be considered unexcused or truant. **Frequent absences can seriously damage a student's academic standing.**

2. Excused Absences

A student is excused from regular school attendance if:

- a. The student is temporarily not in proper physical or mental condition to attend a school program.
- b. The student has his/her parent's or guardian's permission to be absent from school to obtain religious instruction under the "released time" statute.
- c. The student is excused by his/her parent/guardian before the absence for any or no reason. These absences are in addition to any absences that the School Board authorized the school attendance officer to excuse. A student may not be excused under this provision of state law for more than **10 days in a school year**. The School Board must require a student excused under this exemption to complete any course work missed.
- d. The student is participating in a religious holiday observance.
- e. The student is participating in a program or curriculum modification approved by the School Board.
- f. The student began a program leading to a high school equivalency diploma in a facility, secured child caring institution, secure detention facility or juvenile portion of a county officer or designee. Requests for waivers will be addressed by building administrators on a case by case basis.

Students and parents will be notified via Skyward Family/Student Access and by mail when a student reaches five (5) and ten (10) absences per school year. *This is an automated process created via Skyward.* Questions regarding absences can be directed to the attendance officer.

When anticipating an excused absence of **three days or more**, parents should request a Pre-Arranged Absence Form, which is available through the main office or on the GHS website. The form includes information from teachers about the dates of absence, as well as provisions for missed work.

### 3. Unexcused Absences

Unexcused absences are those absences not approved by School Board policy or those absences for which no parent/guardian excuse was provided. An absence is considered unexcused when it deviates from what has been established as a permissible absence. **Full credit for academic make-up work may not be granted when an absence is unexcused.** In accordance with State Statute, students will be allowed to take unit, quarter, or semester exams even if the absence was determined to be unexcused.

Examples of absences that are NOT excused:

- a. Care of younger siblings
- b. Preparation for co-curricular activities, i.e. prom, athletic events, co-curricular performances, and the like.
- c. "Skip days"
- d. Sporting events, i.e. baseball games, basketball games
- e. Driver's license exam
- f. Shopping, concerts, picnics, hair appointments
- g. Personal reasons: hunting, skiing, job interview, etc.
- h. Vehicle issues
- i. Unauthorized sit-ins or walk-outs, which may result in suspension

The school is responsible for students, so their whereabouts must be known at all times during the school day. Attendance is taken at the start of each class period.

### 4. Truancy

"Truancy" means any absence of part or all of one or more school days during which the school has NOT been notified of the legal cause of such absence by the parent/guardian of the absent student. Truancy also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. Parent/guardian notification of legal cause of absence shall be submitted in writing upon the day of return, unless the absence has received prior approval by the school attendance officer or designee.

Truancy also includes scheduled class cuts, study hall cuts, pass violations, partial day cuts, all day cuts, habitual tardiness, refusal to attend scheduled classes, or leaving the school building without permission. The penalty for

truancy will be detention, in-school suspension, or out-of-school suspension depending on the length and frequency of the truancy. This could also lead to police action, including citation.

#### 5. Tardiness to School and Class

The school recognizes that certain unavoidable issues may occur in the morning causing tardiness to first period classes. With this in mind, **students are granted three tardies to school per semester without penalty to cover extenuating circumstances.** Four or more tardies to first period classes will result detentions, suspension, revocation of parking privileges, and/or police action. Students who do not have parking privileges may lose the opportunity to apply for parking in the future.

In addition, the school believes that arriving to each class on time is important. For periods 2-7, the instructor is responsible for an oral definition of what constitutes tardiness to his or her class. The instructor is responsible for addressing tardiness during periods 2-7 and has the authorization to detain students after school for tardy violations. Detentions and other appropriate levels of discipline will be also implemented for repeated and/or habitual tardiness to classes other than first hour.

#### 6. Enforcement

The building principal is designated as the school attendance officer and shall ensure that the daily attendance of each Germantown student is recorded. The school attendance officer is responsible for matters related to school attendance and truancy and shall deal with these matters in accordance with Wisconsin law and the policies of the Board of Education. The assistant principals are designated as deputy school attendance officers. Each Germantown High School teacher is required to submit daily attendance reports on all pupils under his/her charge to the main office.

#### 7. Habitual Truancy

Wisconsin Statute defines a "habitual truant" as a pupil who is absent from school without an acceptable excuse for *part or all of five or more days* on which school is held during a school semester. For the purpose of this policy, part of a day is defined as one minute or more of unexcused absence.

The parent/guardian of a student who is a habitual truant shall be notified by mail when the student becomes a habitual truant. Proceedings may be brought against a parent/guardian in the form of a referral to the County Department of Social Services. Students may also be cited for habitual truancy by the Germantown Police Department. The Main office may conduct an administrative review of each student whose absences, excused or unexcused, exceed ten (10) days per year.

8. Habitual Truancy and Open Enrollment

2009 WI Act 304 provides that a nonresident school board may notify the parent of a habitual truant that the pupil may not attend the nonresident school district in the following semester or school year. "Habitual truant" means a pupil who is absent from school without an acceptable excuse for part or all of five or more school days on which school is held during a school semester.

9. Intervention

The parent/guardian of a student who is a habitual truant shall be notified by mail when the student initially becomes a habitual truant. Proceedings may be brought against a parent/guardian for those students identified as habitually truant.

Students who are designated habitual truants as defined above may have a school district truancy referral sent to the Germantown Police Department for review and/or appropriate action under Municipal Code 28-99. Also, the school administration may request that the Washington County District Attorney's office send a formal letter to the student's parent/guardian notifying them that they are not in compliance with the state compulsory attendance laws.

C. Attendance Procedure: If a Student is Absent for any Reason

1. All students are responsible for attending all classes and study halls each day. When it is necessary for a student of any age to be absent, he/she must have his/her parent/guardian call the school attendance officer, 24 hours a day, at (262) 253-3411 on the day of the absence(s). Upon their return, the student must bring a **signed note** from the parent/guardian that includes the date(s) of the excused absence(s) to the attendance officer before going to his/her first class. **All excused absence(s) need to be cleared within 48 hours of the absence(s). Excuse notes must be signed by the parent or guardian. Emailed notes are not accepted.**
2. Students are responsible for meeting with the instructor outside of the scheduled lesson time to receive make-up instructions. Absences may necessitate before and after school time for make-up.
3. In-school illness: Students who become ill during the school day are required to report to the health room. Attendance will be taken. In the event that the student requests to leave, a parent, legal guardian, or designee must excuse the student to ensure his/her health, safety and welfare. Periods missed will be considered unexcused if a student fails to sign out at the main office. Disciplinary action may be taken.
4. Pre-arranged absence: A student may ask for a pre-arranged absence form in the main office. This form must be signed by a parent/guardian and presented to the assistant principal/designee two days prior to a planned absence. An admit form for return to class must be obtained from the main office upon return to school.

5. In recognition of the importance of classroom attendance, every attempt should be made to schedule all medical, dental, and orthodontic appointments during vacations and non-school hours. Documentation of doctor and dentist appointments should include the name of the doctor or dentist and the time of the appointment. Signed appointment cards may be used for re-entrance to school after the specified appointment.
6. Age of majority students: Students who have reached the age of majority and have a parental release form on file at the main office may sign out of school only if they have verified appointments. Without proper verification, all absences will be considered unexcused and truancy procedures will be utilized in response.
7. Participation in student activities: **In order to be eligible for student activities, a student must be in attendance at school for at least one half-day on the day of the activity. Students who miss four periods or more will not be allowed to participate. If any part of the student's day is unexcused, the student will be prohibited from participating in any school activity or event.**
8. As a general rule, semester exams will be made up after return from planned absences.
9. Parents/guardians who believe that their student's attendance was erroneously marked as truant may contact the attendance officer. Parents/guardians are encouraged to check Skyward Family Access *frequently* to verify student attendance records.

D. Early Release from School

Pupils may be released from school before the end of the school day only with the written approval of parent/guardian. Exceptions to this can be granted in cases such as a parent/guardian coming to school or confirmed phone requests. The school administrator may release the pupil only to the parent, legal guardian, or designee approved by the parent. All students must exit the building only at the main office when leaving school during the school day. Students who leave without permission are subject to disciplinary action, including suspension.

E. Completing Missed Assignments

Students with excused absences are allowed one calendar day per day of absence, plus one additional day, to make up work missed; i.e., two days of excused absence would equal three days to make up all class work. Additional arrangements may be made by teachers for students with extenuating circumstances, such as hospitalization.

**DISCIPLINE CODE OF STUDENT CONDUCT** Board Policy 5600

The School Board believes that successful schools have a primary focus on student learning, a commitment to high expectations, and an environment of caring and mutual help between staff and students. Such a school culture can

only exist if it is based on a foundation of respect and effective discipline and a shared responsibility by all stakeholders.

**Students**

- ... must participate in developing for themselves the structure and control needed to promote a positive learning experience
- ... must learn to recognize relationships between their behavior and its consequences.
- ... must assume responsibility and the consequences for their actions.

**Teachers**

- ... are primarily instrumental in establishing the learning environments to which students respond.
- ... establish the atmosphere, the structure, and the activities that will secure for all students a positive learning experience.

**Building Principals**

- ... serve as the educational leader in individual school buildings.
- ... ensure that all building programs, practices and procedures establish a positive school culture and maintain a high quality learning experience for all students
- ... must participate in developing for themselves the structure and control needed to promote a positive learning experience.

**Parents**

- ... shall be involved in all aspects of maintaining the level of structure and control necessary for their student to learn.

**K-12 CODE OF CLASSROOM CONDUCT** Board Policy 5500

A primary goal of the district is to ensure effective schools that establish and maintain an academic school culture focused on teaching and learning. Effective learning can only occur in classrooms where student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that teachers are able to effectively teach all students and fellow students are able to participate in classroom activities. Inappropriate student behavior shall not be tolerated.

A teacher may remove a student from class for demonstrating behavior that is dangerous, disruptive, unruly, or that interferes with the teacher's ability to teach effectively. Such behaviors are outlined in this Code of Classroom Conduct. The building principal shall be accountable for the implementation of this Code in each school. It is recognized that the severity of some behaviors may warrant immediate removal from the classroom setting and may result in other disciplinary measures, i.e., behaviors that endanger the health and safety of others. However, it is expected that the classroom teacher will have



implemented prior behavioral interventions for lesser offenses before a student is removed under this policy.

While this Code of Conduct does allow for removal of a student from the classroom, the Code does not preclude other disciplinary measures or any staff member from sending a student to the office. Disciplinary measures, including but not limited to detentions, suspension, or expulsion may be pursued or implemented by administration for conduct for which the student has been removed. Such disciplinary measures may, at times, be considered an alternative placement option. A student with a disability may be removed from class and placed in an alternative setting to the extent authorized by state and federal laws and regulations.

The Code of Conduct is applicable to all students in all “classroom” situations of student participation under the control or direction of school authorities both in and out of school and during or outside of classroom hours. Any student who engages in behavior that is dangerous, disruptive, or unruly or that interferes with the teacher’s ability to teach effectively may be subject to removal from class and alternative placement.

#### **CLASSROOM DISCIPLINE**

It is the responsibility of the classroom teacher to have the classroom operating in an orderly manner. If all students and teachers emphasize and practice respect for one’s self, respect for others, and respect for property, classroom misconduct should be at a minimum. Evidence has shown that classroom management is most effective when the teacher handles breaches of conduct.

**Step 1** Teacher handles discipline in class

**Step 2** Teacher conferences with student before/during/after school

**Step 3** Teacher calls parent and discusses the problem (possible referral to counselor)

**Step 4** Teacher conferences with student and parent

**Step 5** Referral to assistant principal using disciplinary form (include documentation for steps 1-4). Parental contact by assistant principal either by phone or in writing

**Step 6** Conference with teacher, student, parent, and assistant principal

**Step 7** Possible referral to district office for further discipline

\*\* Serious acts, such as fighting, being under the influence of mood altering substances, or threats to harm self or others, should be referred to an assistant principal immediately.

#### **I. STUDENT REMOVAL PROCEDURES**

##### **A. Student Behaviors Warranting Removal**

Behaviors considered dangerous, disruptive or unruly, or behavior that interferes with the ability of the teacher to teach effectively include any of the following:

1. **Criminal acts and/or behaviors which endanger the health, safety or welfare of self and/or others.**

Examples of such behavior include but are not limited to the following:

- \* Alcohol, drug, tobacco/vaping, and/or weapons violations
- \* Violence toward others
- \* Causing bodily harm
- \* Starting fights
- \* Conspiring with other students with the intent to commit a crime
- \* Stalking a teacher/student
- \* Destruction of property
- \* Theft

2. **Harassment, hazing and/or acts of intimidation.**

Examples of such behavior include but are not limited to the following:

- \* Malicious verbal and/or online attacks
- \* Threats
- \* Bullying
- \* Gang activity
- \* Sexual misconduct

3. **Behavior that interferes with the ability to teach effectively.**

Examples of such behavior include, but are not limited to, the following:

- \* Repeated rules violations
- \* Continued disruptive behavior
- \* Acts intended to sabotage an activity
- \* Continual tardiness or truancy
- \* Persistent argumentation
- \* Refusal to comply with a direct request
- \* Disrespectfulness
- \* Vandalism
- \* Forgery of passes

4. **Inappropriate behavior**

Examples of such behavior include but are not limited to the following:

- \* Foul, inappropriate language
- \* Crude habits
- \* Obscene/inappropriate dress
- \* Public displays of affection

B. **Student Removal**

1. **Student Removal from Class**

- a. The teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class.
- b. When possible, the office shall be informed that the student is on the way to the office, or, if necessary, the student should be escorted.
- c. An explanation of the reasons for removal shall be sent with the student whenever possible.

- d. The teacher must notify the parents or guardians and document the issue in Skyward.

2. **Written Documentation and Due Process**

The building administrator or designee shall inform the student of the reason(s) for the removal from class and shall afford the student due process. In all cases the student shall be given the opportunity to present his/her version of the situation.

C. **Alternative Placement**

1. The building administrator or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:
  - a. Another class in the school or another appropriate place in the school.
  - b. Another instructional setting.
  - c. The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that re-admission to the class is the best or only alternative.
  - d. An alternative education program approved by the Board.
2. When making placement decisions, the building administrator or designee shall consider the following factors:
  - a. the reason the student was removed from class
  - b. the type of placement options available for students in that particular school and any limitation on such placement.
  - c. the estimated length of time of placement, the student's individual needs and interests.
  - d. the frequency of rules violations
  - e. the relationship of the placement to any disciplinary action
  - f. severity of offense
  - g. likelihood of student continuing to demonstrate inappropriate behaviors
3. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.
4. The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting as outlined below.

This Code recognizes that most student removals from a classroom setting will be for a short duration and may be considered as additional prior behavioral interventions. Removals for repeated rules violations may lead to consideration of a lengthier placement option.

The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or when required by law.

**D. Parent/Guardian Notification**

1. The building principal or designee will attempt to notify the parent/guardian as soon as possible that the student has been removed from the classroom.
2. The building principal or designee shall convey the teacher's written explanations as to reasons for removal under this policy and the administration placement decision within twenty four (24) hours of the removal.
3. The written explanation to the parent shall indicate which portion of the Conduct Code was violated.
4. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
5. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the students' parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

**Note:** Both regular and special education students are subject to disciplinary procedures. The behavioral expectations and disciplinary actions listed in the Handbook of Student Rights, Responsibilities and Discipline will continue to be enforced.

**II. GENERAL GUIDELINES**

**A. Definitions**

For the purpose of the code:

1. "Classroom" is defined as any class, meeting or activity which students attend, or in which they participate while in school or out of school, and under the control or direction of school authorities. This definition includes, without limitation, regular classes, special classes, resource room session, labs, library time, counseling groups, assemblies, study halls and co-curricular activities, field experiences, either during or outside of school hours.
2. "Teacher" is defined as a person holding a license or permit issued by the state superintendent whose employment by a school district requires that he or she hold that license or permit.
3. "Time Frame" – All time lines are considered school days in this policy.

**B. Out of School and/or Outside of School Hours**

Teachers who remove students from the "classroom" whenever "classroom" is an activity occurring under the control or direction of school authorities which occur out of school and/or outside of school hours shall implement fully the steps outlined in Section 1 of this Code immediately upon return to school. However, in situations involving serious behavioral misconduct, supervisory staff shall make every attempt to notify the parent by phone as soon as possible.

### **DETENTION**

Detention is a set amount of time to be made up by students who have misbehaved, been truant, or been tardy to school. Detention will be imposed by the administration or faculty and will be arranged at least one day prior to the beginning of the detention period to allow the student to make transportation arrangements. **It is the student's responsibility to make proper arrangements for transportation home.** Detentions missed will result in the detention being doubled, student privileges (parking, internet, library) being suspended, and/or the student being suspended from school with a parent conference requested.

*\*Office assigned detentions are served from 6:30-7:10 A.M. Monday through Friday and/or 2:30-3:15 P.M. Monday through Thursday in the Testing Center.*

**IN-SCHOOL SUSPENSION** – Students assigned to an in-school suspension will report to the office and be escorted to the in-school room for the duration of the time suspended. Students will not be allowed in the halls during passing periods. All lunches will be eaten in the in-school suspension room. Students will be required to work on class assignments during their stay in the in-school suspension room.

### **OUT-OF-SCHOOL SUSPENSION** Board Policy 5610

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 Germantown High School 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. Students are encouraged to keep up with their studies during the term of suspension. Teachers may choose not to extend full credit for work missed during the time of suspension. A suspension cannot last longer than five (5) school days unless an expulsion hearing notice has been sent, in which case the suspension may last up to fifteen (15) school days.

To suspend a student under the statute, the school must adhere to the following procedures:

1. Advise the student, prior to the suspension, of the reason for the proposed suspension.
2. Make a determination that the student is guilty of the violation charged and that the suspension is reasonably justified.
3. Give prompt notice to the parent of the suspension and the reason for it.
4. Provide the student with an opportunity for a conference with the district administrator within five (5) consecutive school days. The district administrator may designate someone else to conduct this conference, but it must not be someone from the suspended student's school. The purpose

of the conference is to give the administrator or his or her designee an opportunity to review the facts surrounding the suspension to determine if it was fair, just, and appropriate. If it is determined that the suspension was unfair, unjust, or inappropriate, reference to the suspension must be removed from the student's records. There is no statutory right to appeal a suspension to the Wisconsin State Superintendent.

Suspension may be given for the following offenses:

1. Use or possession of alcohol and other controlled substances, look-alike drugs, drug paraphernalia, or other illegal substances on school premises or at any school function, home or away. This includes coming to school or school functions under the influence of controlled substances. Violations may result in expulsion from school.
2. Vandalism to school property, including school pranks.
3. Theft.
4. Harassment.
5. Fighting.
6. Use or possession of tobacco products, including "e-cigarettes."
7. Possession of any weapon.
8. Setting off fire alarms or posing a bomb threat.
9. Inappropriate use of electronic communications devices, including, but not limited to, threats called in, posted, or shared via media.
10. Repeated infractions of the discipline procedures.
11. Leaving school without permission or the unauthorized taking of students from school.
12. Other acts which disregard school rules in the judgment of the administration, ***including insubordination to staff members***, are unacceptable. Police may be contacted and citations issued for any conduct considered disorderly. Students may be suspended from school for endangering the property, health, or safety of any employee or school Board member of the school district of which the pupil is enrolled.

**PRE-EXPULSION** -- At the discretion of the administrative team and district administration, a pre-expulsion hearing may be utilized. The purpose of a pre-expulsion hearing is to determine whether an issue should be forwarded to the Board of Education for consideration of expulsion or addressed by means of a pre-expulsion order, a set of conditions under which the student will be allowed to return to school.

**EXPULSION**– Is defined as the extended exclusion of a pupil from the school requiring School Board action.

A student may be expelled from school by the Board of Education whenever the Board finds:

- A. that if a student is guilty of repeated refusal or neglect to obey rules of the school or District: or

- B. that a student 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 school property by means of explosives; or
- C. that the student engaged in conduct while at or not at school or under or not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority; or
- D. that the student is at least 16 years of age and the pupil repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct does not constitute grounds for expulsion under existing law, and the School Board is satisfied that the interest of the school demands the pupil's expulsion; and
- E. that the school Board is satisfied that the interest of the school demands the student's expulsion.

If a student expulsion is recommended by the building principal or superintendent, the Board shall conduct a hearing on the matter in accordance with state law and established procedures.

**GRIEVANCE PROCEDURE** Board Policy 9130

The Board of Education recognizes that, as citizens, students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for and appropriate appeal procedures implemented. For purposes of this policy, a student complaint shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure. The Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to procedures established by the District Administrator.

**PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS:**

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board of Education. At the same time, the Board has a right to protect the staff from inappropriate harassment. It is the intent of this policy to provide guidelines for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 3122 and Policy 4122.

It is the desire of the Board to address any such matters through direct, informal discussions and other means. It is only when attempts at informal resolution fail that more formal procedures shall be used. Generally, requests,

suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Any individual presenting such a matter shall be provided with a copy of this policy.

*Guidelines for Matters Regarding a Staff Member*

A. First Level

Generally, if the matter concerns a professional staff member the individual(s) should discuss the matter with the staff member. The staff member shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter.

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member. As appropriate, the staff member shall report the matter and whatever action may have been taken to the Principal or their immediate supervisor.

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable.

Discussions with the supervisor shall occur promptly following any discussion with the staff member.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter.

Any such request must be submitted promptly after receiving the District Administrator's written response. The Board, after reviewing all material relating to the matter shall provide the individual(s) with a written response or grant a hearing, which may be held in closed session at the discretion of the Board when consistent with Wisconsin's Open Meetings law before the Board.



The individual(s) shall be advised, in writing, of the Board's decision no more than ten (10) business days following the next regular meeting. The Board's decision will be final on the matter, and it will not provide a hearing to other complainants on the same issue.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall inform the Individual that s/he has no authority to act in his/her individual capacity and may refer the individual(s) to this guideline or the District Administrator for further assistance

*Guidelines for Matters Regarding a Support Staff Member*

In the case of a support staff member, the matter is to be directed, initially, to the person's supervisor, and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Staff Member".

*Guidelines for Matters Regarding District Services or Operations*

If the matter relates to a District procedure or operation, it should be addressed, initially, to the Principal and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Staff Member".

*Guidelines for Matters Regarding the Educational Program*

If the matter relates to a District program, it should be addressed, initially, to the Principal and then in subsequently higher levels as prescribed in "Matters Regarding a Staff Member".

*Guidelines for Matters Regarding Instructional Materials*

The District Administrator shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 2414, AG 9130A and Form 9130 F3.

**WEAPONS IN SCHOOL** Board Policy 5772

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type

whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel; and
- B. theatrical props used in appropriate settings.

### **FIREARMS IN SCHOOL**

The Germantown School District prohibits any person from possessing or using weapons or firearms on school premises or on school buses at any time. The District further prohibits any person from possessing or using a firearm or weapon at any school-sponsored activity.

"*Weapons*" include, but are not limited to, the following:

1. Any device or instrumentality that (a) is designed as a weapon and capable of causing death or bodily harm, or (b) in the manner it is used or intended to be used, is calculated or likely to produce death or bodily harm. Such devices include, but are not limited to, martial arts instruments, instruments similar to martial arts instruments, knuckles, and instruments similar to knuckles, razors, knives, chains or clubs.
2. Devices designed for other purposes, but used in a manner that could inflict bodily harm or intimidate others. Such devices include, but are not limited to, belts, combs, pencils, files, compasses, aerosol sprays, and scissors.
3. Any BB, paint-ball, pellet-firing, or any other air gun that expels a projectile through the force of air pressure.
4. Any electric weapon (i.e., device that is designed, redesigned, used or intended to be used, offensively or defensively, to immobilize or incapacitate persons by the use of electric current); or
5. Look-alike weapons, including toy guns, water guns, replica non-guns, and air-soft guns firing nonmetallic projectiles.

"*Firearms*" are loaded or unloaded firearms, including, but not limited to:

1. any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
2. the frame or receiver or any such weapon
3. any firearm muffler or firearm silencer or any destructive device under Wis. Stat. 921 (a) (4); or

4. any destructive device, including, but not limited to, explosive, incendiary or poison gas devices (i.e., bombs, grenades, or similar devices), and any type of weapon that will or may be readily converted to expel a projectile by the action of an explosive or other propellant.

“School premises” include, but are not limited to, any school building, grounds, recreation area, athletic field, or any other property that the Germantown school district owns, uses, or operates.

Any student who violates this policy is subject to disciplinary action, including suspension and recommendation to the Germantown Board of Education for expulsion from the district. If a student violates this policy, district staff will confiscate the firearm or weapon and notify the student’s parents or guardians. Building administrators will determine the appropriate disciplinary action to take against a student who violates this policy and may notify law enforcement officials.

If a student possesses a firearm at school or while under the supervision of a school authority, district staff will confiscate the firearm and notify the student’s parents or guardians. The building administrator will suspend the student and recommend expulsion. The School Board will hold an expulsion hearing. If the School Board determines that the student possessed a firearm at school, or while under the supervision of a school authority, the School Board must expel the student for at least one year, unless it decides to modify the term of the expulsion on a case-by-case basis.

If a student brings a weapon or firearm to school, the district will report the student to the appropriate criminal justice authorities or the juvenile delinquency system. The district will also comply with applicable reporting requirements under the Gun Free Schools Acts, 20 U.S.C. § 8921.

\*\*\*\*\* **ATHLETICS AND ACTIVITIES** \*\*\*\*\*  
**Clubs and Organizations**

- |                         |                                  |
|-------------------------|----------------------------------|
| Battlebots              | National Honor Society           |
| Cheerleaders            | Peers for Peers                  |
| Cup of Controversy      | Pep Band                         |
| DECA                    | Political Science Club           |
| Destination Imagination | Dance Team                       |
| Drama Club              | Ski Club                         |
| Emerging Women’s Salon  | Spanish Honor Society            |
| Environmental Club      | Strategist Club                  |
| FBLA                    | Student Athletic Leadership Team |
| Forensics               | Student Council                  |
| German Club             | Tri-M Honor Society              |
| German Honor Society    |                                  |

Intramurals  
Key Club  
Math Club  
Men's Chorus

Varsity Singers  
VICA  
Wall of Sound  
Powerlifting  
Yearbook

### Sports

#### **BOYS**

Baseball  
Basketball  
Bowling  
Cross Country  
Football  
Golf  
Hockey (co-ed)  
Soccer  
Swimming  
Tennis  
Track  
Volleyball  
Wrestling

#### **GIRLS**

Basketball  
Bowling  
Cross Country  
Golf  
Gymnastics  
Soccer  
Softball  
Swimming  
Tennis  
Track  
Volleyball

All athletes must have a current physical card on file to participate in sports.

### SCHOOL ACTIVITY ATTENDANCE REQUIREMENT

For a student to participate in a school sponsored activity/event, **the student must be in attendance at school a minimum of ½ day, the day of the activity/event.** Should an activity/event take place on a weekend, the student must be in attendance at school preceding the activity/event. If any part of the day is unexcused, the student will be prohibited from participating in any activity.

### SCHOOL SPIRIT

1. Students are encouraged to attend school activities, i.e. athletic contests, music, or fine arts productions.
2. Sportsmanship can be best cultivated by engaging in school related co-curricular activities.
3. Demonstrate pride in Germantown High School in winning or losing at home or away. We will not sacrifice our good reputation by exhibiting poor sportsmanship. Never "boo" the officials or the players. Support any injured players with your cheers. Do not interfere with the cheering of your opponents.

### PEP ASSEMBLIES

As a means of further developing and encouraging school spirit, assemblies will be conducted occasionally during the school year. These activities are designed for all in attendance to enjoy. All students will adhere to the following guidelines:

1. For reasons of safety, no attempts may be made to rock or sway the bleachers.
2. All students present will refrain from throwing any item during the assembly, i.e., paper airplanes, confetti, water balloons, etc.
3. Items designed for malicious pranks such as shaving cream, water, etc., will not be permitted.
4. Disrespect or obscene language will not be tolerated.
5. All students will stand respectfully during the playing/singing of the national anthem and school song.
6. Possession or use of fireworks will not be tolerated. A referral will be made to the Germantown Police Department.
7. Disorderly conduct of any kind will not be tolerated. Students removed from the assembly will not be permitted to be in attendance at future assemblies. Anyone refusing to cooperate may be subject to police action.
8. All students not attending assembly programs are to report directly to the main office to be escorted to a supervised area.

### **SCHOOL DANCES**

All dances are open to students presently enrolled at Germantown High School. Student ID cards must be presented for admittance to the dance. Proper dress is mandatory. Once admitted to the dance, if a student chooses to leave, he/she will not be allowed to re-enter the building or loiter on school premises.

Participation in school sponsored dances and selection to a dance "court" is a co-curricular privilege. Any student receiving an AODA Co-curricular Code Violation as defined in the Co-Curricular Handbook will no longer be eligible to be elected and/or serve on a dance "court" for 12 months from the date of the offense. Students found to have a second AODA Co-curricular Code Violation will be permanently banned from selection to a dance "court." Students must also meet the Academic Standards as defined in the Co-Curricular Handbook to be eligible to serve on a dance "court."

If a student wishes to bring a student from a high school outside the district, he/she must obtain permission by filling out the form available through the assistant principal's office, which must be approved prior to the dance. A guest of a Germantown High School student may not be younger than 9<sup>th</sup> grade or older than 19 years of age and must have an ID with them to enter the event.

Forms of sexually suggestive dancing are prohibited. This includes any and all dance movements or practices that simulate sexual activity. Students who violate this standard may be asked to leave the dance. Other dance practices that are strictly prohibited include all forms of "grinding," body passing, "mosh pit" activity, or any form of dance that may impede physical safety.

\*\*\*\*\* COMMUNICATION \*\*\*\*\*

**COMMUNICATION DEVICES**

Cellular phones or other portable communication devices, including earbuds, wireless, or Bluetooth devices, are **prohibited** at school by **district policy, state statute, and Germantown municipal ordinance**. On the first occurrence, the device will be confiscated by school authorities. For additional instances of possession, suspension and/or police action may result pending parent conference.

**Use and Possession of Electronic Communication Devices** Student use or possession of an electronic communication device, such as a cell phone, is generally prohibited during the school day, in school buildings and vehicles, and at school-sponsored activities. However, the Board of Education recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety, and educational purposes, especially before and after established school hours. Use and possession of electronic communication devices may be permitted during school hours only if use and possession is determined by the administration to be for a medical, school, educational, vocational, or other legitimate use. Such use or possession of an electronic communication device may not, in any way:

- Disrupt the educational process in the school district
- Endanger the health or safety of the student or anyone else
- Invade the rights of others at school; or
- Involve illegal or prohibited conduct of any kind.

Devices that are not determined by the administration to fit the above exceptions shall be **stored in a locker and turned off**. If a question arises as to the compliance of a student with this policy, the determination of the administration shall be final regarding this issue. In arriving at this determination, the administration shall apply the standards that are stated in this policy in order to determine whether the use of the electronic communication device by the student in question violates the standards that are stated in this policy. If an electronic communication device is confiscated, the information and contents of the device may be reviewed by school officials at their discretion. Students who violate this policy shall be subject to appropriate disciplinary measures as determined to be appropriate by the administration and/or Board. Procedurally, the process for a cell phone violation is as follows:

**1<sup>st</sup> Offense:** The staff member will confiscate the electronic communication device and turn it in to the Main office, with the name of the student, as soon as possible.

Consequence(s): 1. Student will receive one (1) 45 minute detention, which will be documented on a detention form that will be sent home. **Once the detention has been served**, students may pick the phone up themselves.

2. Issue referred to SRO or other law enforcement for police action, which could include, but is not limited to a municipal citation.

**2<sup>nd</sup> Offense:** Confiscation by staff is the same as above.

Consequence(s): 1. Student will receive three (3) 45 minute detentions, which will be documented on a detention form that will be sent home. 2. A parent will be called and a parent will be the only one who can pick up the device from the Main office **once the detentions have been served**. 3. Issue referred to SRO or other law enforcement for police action, which could include, but is not limited to, a municipal citation.

**3<sup>rd</sup> Offense:** Confiscation by staff is the same as above.

Consequence(s): 1. Student will receive one (1) day of In-School Suspension, which will be documented on a formal disciplinary referral. 2. This will include a call to a parent and it will be mailed home. 3. Issue referred to SRO or other law enforcement will review for police action, which could include, but is not limited to a municipal citation. 4. The device will be kept until the end of the semester of the incident.

**4<sup>th</sup>+ Offenses:** Confiscation by staff is the same as above.

Consequences: 1. Out of school suspensions will begin. 2. The phone will be kept. 3. Issue referred to SRO or other law enforcement will for police action, which could include, but is not limited to a municipal citation. 4. Formal disciplinary referrals will be written and parents will be contacted.

This policy and its rules shall be published annually in student handbooks. Additionally, students who refuse to comply with this policy, and procedure, including, but not limited to, refusing to turn in all parts of the phone, will be disciplined for insubordination.

### **MESSAGES**

Parents should understand that only **emergency messages** will be delivered to their students during the regular school day. Parents calling or texting their students' cell phones during the school day could lead to a student being found in violation of state law, Germantown municipal code, Board of Education policy, and school rules. Parents who wish to contact their students should call the school office at (262) 253-3400.

### **\*\*\*\* GENERAL POLICIES, PROCEDURES AND RULES \*\*\*\***

#### **ACADEMIC DISHONESTY/PLAGIARISM POLICY**

Germantown High School expects faculty and students alike to understand that academic dishonesty/plagiarism is serious and is wrong in any form.

What is academic dishonesty?

Academic dishonesty is the act of using deception or breaking rules to gain an academic advantage. Germantown High School also deems the term "academic dishonesty" to include any intentional act that facilitates or enables another person's academic dishonesty. Examples of academic dishonesty include, but are not limited to, the following:

1. Turning in work that is not the individual's own.
2. Copying someone's work, test, or homework answers.
3. Intentionally allowing someone to copy your work, test, or homework answers. This includes sharing information electronically.
4. Using cheat sheets, crib notes, texts, or the like without authorization.
5. Handing out or using copies of tests or answer sheets without authorization.
6. Doing work for others, writing papers, or completing assignments for other student(s) without authorization.
7. Buying work and claiming it to be one's own.
8. Plagiarism of any form.
9. Use of any unauthorized communication device.

What is plagiarism?

Plagiarism is the act of using another person's work as your own without properly crediting that person. To plagiarize is to give the impression that you wrote or thought something that you in fact borrowed from someone, and to do so is a violation. Forms of plagiarism include the failure to give appropriate acknowledgment when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking. If the other person's work is protected by copyright, then in certain circumstances plagiarism also may be copyright infringement.

Examples of plagiarism include, but are not limited to, the following:

1. Turning in another person's work in place of your own (i.e., a term paper purchased on the internet, copied homework answers, "lifted" portions of another's work, unauthorized student collaboration via Google Docs, etc.)
2. Summarizing or paraphrasing, or using the exact words of another person's literary material, such as a book, essay, report, data or lab report, etc. or ideas without properly quoting and/or citing them.
3. Summarizing or paraphrasing, or using the words of any other material, such as song lyrics, lines from plays, or electronic recordings, without properly quoting and/or citing them.
4. Summarizing or paraphrasing, or using the words of any material obtained from Internet sites, encyclopedias, or students' assignments, or any other source without properly quoting and/or citing them.

What are the disciplinary procedures?

Procedures include, but are not limited to, the following:



1. Teacher will document the academic dishonesty or plagiarism to include all evidence and data.
  2. Teacher will confer with student and document the student's response.
  3. Teacher will contact parents with above information and document time, date, and sequence.
  4. Teacher will refer the student to school administration. Administration will ensure that due process has taken place.
  5. Refer to the applicable section under "consequences" that follows for each category of academic dishonesty:
- I. *Academic Dishonesty (Minor)*: Committing an act of academic dishonesty or plagiarism that the classroom teacher deems minor in scope, based on the severity of the infraction and/or significance of the task where the academic dishonesty occurred. In these cases, it is determined that the infraction can be addressed through classroom-based consequences and/or disciplinary measures. This category is applied at the discretion of the classroom teacher.
  - II. *Academic Dishonesty (Major)*: Committing an act of academic dishonesty or plagiarism that the classroom teacher, in conjunction with administration, deems to be major in scope based on the severity of the infraction and/or significance of the task where the academic dishonesty occurred. In these cases, it is determined that disciplinary measures will be assigned through administrative intervention and procedures.

What are the consequences of academic dishonesty/plagiarism?

If a student is found to have cheated or plagiarized, the appropriate consequences may be determined through the K-12 Code of Classroom Conduct. In those instances where plagiarism also is copyright infringement, the student may face consequences beyond those administered by Germantown High School, such as in certain circumstances, legal action by the copyright owner. Consequences at Germantown High School for academic dishonesty, plagiarism, or both may include, but are not limited to, the following:

*Academic Dishonesty (Minor)*:

- A. Disciplinary action determined by the classroom teacher, including, but not limited to, a documented warning or automatic zero on part or all of the assignment, quiz, or test.
- B. Notification to parents.
- C. Office referral, with documented disciplinary action and administrative warning.
- D. Possible removal from any privileged-based organizations, including, but not limited to, National Honor Society, German Honor Society, or Spanish Honor Society, pursuant to each society's constitution. Due

process procedures, in accordance with each honor society's bylaws, will be followed.

- E. A notation of academic dishonesty in the student's disciplinary record. Appeals may be made through the Student Grievance Procedure found in this handbook.
- F. Upon receiving a third Academic Dishonesty (Minor) offense, the offense will be documented as Academic Dishonesty (Major), and disciplinary action associated with that offense level will be applied. All additional offense(s) will be deemed Academic Dishonesty (Major) and progressive disciplinary action associated with that offense level will be applied.

*Academic Dishonesty (Major):*

**A. First Offense:**

- 1. An automatic zero on the assignment, quiz, or test
- 2. Notification of parents
- 3. A notation of academic dishonesty in the student's disciplinary record. Appeals may be made through the Student Grievance Procedure found in this handbook.
- 4. Ineligibility for exam exemptions in the course where the academic dishonesty took place.
- 5. Possible failing grade for the course, depending on the weight of the relevant assignment, quiz, or test, or whether academic dishonesty or plagiarism are recurring offenses.
- 6. Possible removal from any privileged-based organizations, including but not limited to: National Honor Society, German Honor Society, or Spanish Honor Society, pursuant to the Society's constitution. Due process procedures, in accordance with each honor society's bylaws, will be followed.

**B. Second Offense:**

- 1. An automatic zero on the assignment, quiz, or test.
- 2. Notification of parents.
- 3. A notation of academic dishonesty in the student's disciplinary record. Appeals may be made through the Student Grievance Procedure found in this handbook.
- 4. A second offense will result in the student being issued a maximum earned percent of 59% for the quarter grade in the course where the academic dishonesty occurred. Any additional offense(s) beyond the second will result in a failing grade for the semester and removal from the class(es) with an F.
- 5. Ineligibility for all exam exemptions during the academic year in which the second (or subsequent) offense occurred.
- 6. Possible removal from any privileged-based organizations, including but not limited to: National Honor Society, German Honor Society, or Spanish Honor Society, pursuant to each society's constitution. Due process

procedures, in accordance with each honor society's bylaws, will be followed.

All documented incidents of academic dishonesty will be cumulative over the course of a student's academic career while attending Germantown High School. All previously documented academic dishonesty offenses, prior to the 2018-19 school year, will constitute Academic Dishonesty (Major) offenses as defined by the stated policy, or will be defined at the discretion of the administration.

**ALCOHOL AND OTHER DRUG USE** Board Policy 5530

Students have the right to attend school in an environment that is free from the non-medical use of alcohol, drugs and mood-altering substances. A mood altering substance includes any substance that is transferred, used, or intended to be used inappropriately for the purpose of altering perception, behavior or any physiological or psychological process.

No student shall use, transfer, manufacture, sell, give away, dispense, possess, distribute or be under the influence of alcoholic beverages, controlled substances, mood-altering substances or drug paraphernalia (as defined by state statute and/or municipal ordinances) on school premises or while engaged in or attending school-sponsored activities.

Students who violate this policy shall be subject to disciplinary action in accordance with established procedures.

This prohibition does not apply to the authorized use of prescription and/or non-prescription drugs by a student with the permission of his parent/guardian and/or physician and in accordance with the District Policy 5330 regarding Administering Medication to Students.

**ALCOHOL AND OTHER DRUG USE POLICY VIOLATION ENFORCEMENT PROCEDURES** Board Policy 5530

In all cases, students in violation of the District's Alcohol and Other Drug Use Policy will be referred to the Student services Department or designee. The Student services Department will educate, assist, and support students who have alcohol or other drug related concerns.

**Use/Possession**

Any person who is involved in the use of, transfer, manufacture, sale, give away, dispense, possess, distribute or be under the influence of alcoholic beverages, controlled substances, mood-altering substances or drug paraphernalia on school premises or while engaged in or attending school-sponsored activities is in violation of school policy and disciplinary action will be taken.

This action will include the following:

- 1) Parental notification/conference
- 2) Student conference
- 3) Referral to law enforcement (charges may be as a result of this referral) and emergency medical assistance if necessary.

- 4) Suspension for up to five (5) school days  
AND
- 5) Petitioning the Board for consideration of expulsion.

**Sale/Transfer**

Any student who is involved in the sale of or intent to sell, the transfer of or the purchase of alcohol, controlled substances, mood-altering substances, look-alike drugs or drug paraphernalia (as defined by state statutes) is in violation of school policy and disciplinary action will be taken. This action will include the following:

- 1) Parental notification/conference
- 2) Student conferences
- 3) Referral to law enforcement (charges may be filed as a result of this referral)
- 4) Suspension from school for up to five (5) school days  
AND
- 5) Petitioning the Board for consideration of expulsion.

**BUILDING ACCESS**

Germantown High School is open to students from 6:45 AM until 3:15 PM. Students who stay in the building after hours must be under the direct supervision of a staff member or activity leader. After 3:15 PM, the “A Wing” of the building is closed. Parents are encouraged to pick their students up from school in a timely manner.

**BULLYING** Board Policy 5517 Wis. Stat. 118.46

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation.

This policy applies to all activities in the District, including activities on school property including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored 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.

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President. Complaints against a school board member should be filed with the District legal counsel.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

#### **CAFETERIA/COMMONS**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, well balanced meals are offered at reasonable prices. The food service staff and the rest of the student body appreciate cooperation by:

1. Being considerate of others who are still in class during this time by going to their locker and next destination quickly and quietly before and after their lunch periods.

2. Arriving in the cafeteria/commons no later than five minutes after the end of the previous class period.
3. Reporting to the cafeteria/commons whether they are eating or not.
4. Depositing all lunch litter in waste baskets and recycling as appropriate.
5. Leaving the table and floor in a clean condition for others.
6. Keeping food or drink in the cafeteria/commons; it is not permitted in classrooms.
7. Remaining seated until the tone sounds to dismiss students from the cafeteria/commons. Students are not permitted to line up at the doors.

Students who disrupt the lunch room process or commons environment will be subject to disciplinary action including detentions, suspension, or expulsion. Students are not allowed to order food from restaurants to be delivered during the school day.

### **CHROMEBOOKS**

Students will be issued a Chromebook for instructional use during the school year. The use of this device is an exciting opportunity for students to have access to digital learning resources both during and outside of the school day. Students are expected to follow the expectations for Chromebook use as outlined in the Germantown School District Parent/Student Chromebook Handbook. The Handbook may be found on the Germantown High School webpage and will be shared electronically with all students and parent(s)/guardian(s). Misuse of a Chromebook will be subject to discipline as outlined in the Chromebook Handbook as well as the Germantown School District Internet Acceptable Use Policy. Chromebooks must be returned upon the demand of the District. Chromebooks not returned will result in a fee placed upon the student's account.

### **DRESS AND GROOMING**

Good dress and conduct are a source of pride and self-respect for all and create a positive environment for learning.

It is this policy of the Germantown School District that all students are expected to dress and groom themselves neatly in a manner appropriate for school functions. Students may express themselves through their style of dress and personal appearance as long as it is not actually or potentially disruptive of school activities. We believe it is important to maintain an atmosphere conducive to learning.

Any article of clothing or accessory or manner of hairstyle or makeup that is determined by the administration to be actually or potentially disruptive of school activities is prohibited, including but not limited to, the following:

- \* Tops that expose a student's midriff or back, sleeveless tops with oversized armholes or spaghetti straps, or tops with low necklines.

- \* Short skirts or short shorts: examples of inappropriate skirts or shorts include those shorter than mid-thigh of the student.
- \* Clothing that is see-through or otherwise exposes undergarments. All undergarments must be completely covered at all times.
- \* Coats, jackets, or outerwear. Such items must be placed in a student's locker upon arrival to school.
- \* Long or heavy chains and accessories with sharp or pointed protrusions.
- \* Any head covering, including sweat bands, hooded shirts, hats and bandanas. Hats, hoods, headwear, bandanas, and sunglasses are not to be worn in the building at any time.
- \* Clothing or accessories that conceal one's identity, such as hoods.
- \* Clothing or accessories, which directly or through innuendo contain references to alcohol, tobacco, or illicit drugs, obscenities, profanity, weapons, or pornographic images; represent illegal behavior; harass or discriminate based on sex, race, national origin, ancestry, creed, pregnancy, marital, emotional or learning disability; or advocate pain, death, suicide, violence, or drug use.
- \* Loose clothing especially pants/jeans/shorts that expose undergarments. Pants are to be worn at the waist.
- \* Appropriate footwear must be worn at all times.
- \* The faculty reserves the right to use its discretion in determining the type of clothing appropriate for the school setting.

The student and his/her parents are responsible for the student's compliance with this policy. In the event that a student violates this policy, the student and his/her parent will be notified and the student will be required to change into appropriate attire. Recognized religious wear is exempt from these rules.

#### **ELEVATOR KEYS**

Students with a verified medical need may be issued a key to access the building elevator. The deposit for the key is \$10; however, the replacement cost for a lost or stolen key is \$200. Students are required sign a form that they will be responsible for the use of the key. The key must be returned upon request. Students without a medical need are not to utilize the elevators; violators will be subject to disciplinary action.

#### **FINES AND FEES**

Parents/guardians/students are responsible for school registration fees, fines for lost or damaged books, and fees for specific courses, i.e., art classes, technology education courses, and the like. However, economically disadvantaged families/students may request that registration fees only be waived. Contact the building principal for further information.

These guidelines shall be used for assessing textbook fines:

- A. Books in need of minor repair resulting from student's carelessness: \$10
- B. Serious damage, books in need of rebinding: \$30

- C. Damaged book, not repairable – 1<sup>st</sup> year, cost of textbook, 2<sup>nd</sup>-5<sup>th</sup> year, 60% of cost of textbook.
- D. Library will collect for lost books.
- E. **All fees and fines must be paid before a parking tag will be issued.**
- F. **All fees and fines must be paid before a diploma will be issued.**

### **FOOD AND DRINK**

Food and drink is not permitted in the classrooms at GHS, with the exception of water. There are filling stations located throughout the building for water bottles.

### **FOOD SERVICE PROGRAM OVERVIEW AND CHARGE POLICY**

The Germantown School District Food & Nutrition Department has created a school lunch program that is easy to use and provides your children with healthy and nutritious meal choices served every day. If you have any questions regarding the food service program, please feel free to contact the Food & Nutrition Department at 262-253-3420.

### **LUNCH PROGRAM**

- Every family in the District has a food service account.
- The account can be activated by depositing money.
- The Skyward Lunch System is a PREPAID system which relies on parents maintaining a positive balance in their family account.
- Each student is given a confidential four-digit lunch keypad number.
- This number is entered when going through the lunch line.
- THE LUNCH KEYPAD NUMBER IS DIFFERENT THAN THE STUDENT'S ID NUMBER.
- Both positive and negative family account balances remaining at the end of the school year will transfer with the family account to the next school year.

### **PAYMENT OPTIONS**

- Checks and money orders are preferred.
- All payments must be made payable to the Germantown Food & Nutrition Department.
- YOUR STUDENT'S NAME MUST BE ON EVERY PAYMENT AND IN THE MEMO SECTION OF THE CHECK.
- A cancelled check is your receipt.
- Checks will be collected in the morning at the elementary schools.
- Deposits turned in at elementary schools only allow the children at that school to eat. The deposit is credited to the family account early the next morning and it is not reflected in the family account until then.



- Deposits turned in at GHS before 8:30 a.m. will be credited to the family account the same morning and all students in that family may eat.
- A deposit box is located at the Food & Nutrition Department at GHS.
- Cash is accepted in the lunch lines.
- REVTRAK payments made to your family account will post immediately. A service charge will be assessed by the REVTRAK processor<sup>(subject to change)</sup>. Instructions on how to make REVTRAK payments can be found on the Germantown Schools website under the "Food & Nutrition" Tab.

#### **FREE/REDUCED MEAL PROGRAM**

- Families having financial difficulties are encouraged to apply for the Free/Reduced National School Lunch Program offered through our district. You may apply at any time during the school year.
- Applications are available at your student's School Office, the Food & Nutrition Department or the District webpage: [www.germantownschools.org](http://www.germantownschools.org).
- To see if you may qualify for benefits, review the application income guidelines which are found on the application.
- Completed applications are only acceptable in the original hard-copy form and must be signed. Emailed and faxed copies will not be accepted.
- Benefits must be renewed each school year via Direct Certification from the State of Wisconsin or by manually applying with a Free and Reduced application.
- Students who qualify for free or reduced lunch and take milk when bringing a bag lunch will be charged for milk.

#### **LOW & NEGATIVE BALANCES/UNPAID MEAL CHARGES**

- You will be notified that your account is low when it reaches \$15 or less via e-mail if you have an email in Skyward Family Access and have checked the box that you want to receive e-mail notification from Food and Nutrition. If your e-mail address changes, be sure to change it in Skyward Family Access.
- It is the parent's responsibility to monitor the account.
- If the account has a negative balance and your student wishes to eat lunch, you must deposit money in your account to cover the amount due plus the cost of meals.
- If your balance is negative and your student wishes to take lunch without paying the negative balance, you must send enough money to cover the cost of the meal.

- If your balance is negative and your student does not bring money for lunch that day, he/she will be offered a cheese sandwich for \$.50, baby carrots for \$.10, and a milk for \$ .35 and your account will be charged.
- Parent/guardians are responsible for the food service balance in your student's account.
- We will make every attempt to collect delinquent balances and work with each family to bring their accounts current. Money due will not automatically be eliminated, forgiven, or reduced at the end of the school year. The negative balance will roll over to the following school year.
- If your student is graduating, your negative balance must be paid before their diploma is released.
- You can monitor your family account activity and balance on-line at [www.germantownschoools.org](http://www.germantownschoools.org).

#### USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

**Germantown School District is an equal opportunity provider.**

**FORGERY**

Forgery of parent or staff signatures by students will result in appropriate disciplinary action, including loss of exam exemption(s).

**GANG ACTIVITY**

Any student representing a gang through gang symbols on materials, jewelry, clothing, or gang tattoos, or gang posturing which provokes an altercation, disruption of the school day, or intimidation of others, will be subject to disciplinary action including suspension, expulsion, and referral to police.

**GUEST STUDENTS**

Students are not allowed to bring visitors to school. Parents and students who wish to visit GHS while classes are in session for the purpose of determining whether to enroll should contact the Student Services Office to set up a tour.

**HALL MOVEMENT**

A five minute passing time is provided between classes. Students are to go to their lockers and use the rest rooms during this passing time. All students are expected to be in their assigned class prior to the tone. After passing time, no one is allowed in the halls without a proper pass from a teacher, staff member, or administrator.

**HALL SWEEPS**

"Hall sweeps" will be used to assist in keeping students in class and the halls clear. School supervisors staff will check students for passes and student ID's. Students without passes and/or ID's will receive appropriate disciplinary action.

**HAND TOOLS/OBJECTS WITH BLADES**

Box cutters, knives, hand tools, or any other object with a blade for cutting is prohibited on school premises except as specifically authorized by the building principal or designee. Any student found violating this policy is subject to appropriate disciplinary action, including referral to law enforcement.

**HARASSMENT AND INTIMIDATION**

Harassment and intimidation can arise from a broad range of physical or verbal behavior including, but not limited to, the following:

1. Physical or mental abuse.
2. Unwelcome sexual advances or touching.
3. Sexual comments, jokes, stories or innuendos.
4. Racial, ethnic or religious insults or slurs, jokes, comments, stories, or innuendo.
5. Display of sexually explicit or otherwise offensive images.
6. Sexual gestures with hands or body movements.

7. Display or distribution of racially, ethnically, or religiously offensive Materials.
8. Whistling or “cat calls.”
9. “Cyberbullying”
  - a. involves the use of information and communication technologies such as e-mail, cell phone text messages, instant messaging (IM), defamatory personal web sites or other accounts, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.
  - b. Cyberbullying includes, but is not limited to the following:
    1. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog
    2. Sending e-mail or instant messages that are mean or threatening
    3. Using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or posting these images on video sharing sites such as YouTube
    4. Posting misleading or fake photographs of students or school staff members on web sites

To the extent permitted by law, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. Reprisals, threats, or further intimidation toward the victim will be treated as a continuation of the original offense.

#### **HAZING**

State Statute 941.33 states that whoever engages in or incites hazing which results in or is likely to result in bodily harm to another in any school may be fined not more than \$200 or imprisoned not more than 60 days or both. The Germantown police will be contacted and involved in all hazing referrals. An act of hazing will result in disciplinary action and may result in a recommendation for expulsion.

#### **ID CARDS**

The Germantown School District has directed that all students are to wear an ID in order to promote a safe learning environment. All Students are issued a picture ID card which is to be worn on a lanyard on school days and carried at all school sponsored events. Students are required to present their student ID to any school personnel upon request. Replacement cards cost \$5. This picture ID will be necessary to gain admittance to the library and health room. The ID will also be utilized for attendance purposes. Students who fail to wear their ID as directed are subject to progressive discipline, including loss of privilege-based programs (parking, exam exemptions) and discipline under the Student Code of Conduct.

### **INTERNET ACCESS**

Students may use the Internet for educational purposes only after they and their parents have read the rules and guidelines and verified their consent. The rules and guidelines, access codes, and acceptable use policy are available from the main office. Student logins and passwords are to be kept confidential. Anyone found to be abusing the network/internet privileges is subject to loss of access to the system and possible disciplinary action.

The school district retains ownership and control of its networks, computers, peripheral hardware, and software at all times. To ensure that students are using the Internet responsibly, all electronic data is subject to the open records law. Any personal electronic hardware, including, but not limited to, cell phones, PDA, laptop computers/notebooks, iPods/music players, video recording devices, and graphing calculators are subject to search at school. District staff and/or network administrators may review student generated data files without student permission. Student generated files and information communicated or stored on District file servers, computers, or disks are not considered private.

### **LANGUAGE AND DEROGATORY COMMENTS**

Obscene or profane language, and inflammatory, provocative or derogatory comments, or actions based on race, sex, handicap, religion, or national origin on school premises, or while in transit to or from, engaged in, or attending school sponsored activities is prohibited. Any violation of these rules will result in disciplinary action.

Students shall behave in an orderly manner, observe common rules of decency and courtesy toward all members of the school community, and will not interfere with the rights of others to participate in the educational and co-curricular programs of the school district.

### **LASER POINTERS**

Laser pointers come in varying degrees of power and intensity – many are dangerous. Possession of laser pointers by students on school property is strictly prohibited unless otherwise authorized by the building principal or designee. If a student is found to be in possession of a laser pointer, disciplinary action will be taken and the laser pointer confiscated.

### **LEWD, INDECENT, OFFENSIVE BEHAVIOR, PORNOGRAPHIC MATERIALS, OR “SEXTING”**

Any behavior offensive to common propriety or decency, including, but not limited to, indecent exposure, offensive touching, possession, distribution, or display of obscene material, or similar behavior may result in a suspension and possible recommendation for expulsion. Possession of nude photos of underage individuals or any student, including but not limited to within electronic devices, will result in the incident being reported to the Germantown Police Department.

## **LOCKERS**

A corridor locker is assigned to each student. The following regulations apply to each locker, corridor or gym, which may be assigned.

1. **The student must assume all responsibility for the contents of the locker.** The Board of Education and Germantown High School are not liable for any losses that the student may incur. Therefore, the student should never leave the locker unlocked, tell another student the combination, or share the locker with another student. **Remember – the student assigned to the locker will be the one ultimately responsible.**
2. Book bags, purses, back packs, coats, and hats are not to be worn during the school day and must be left in lockers.
3. Glass or other breakable containers are not to be kept in student lockers.
4. Students are advised to keep the locker neat and clean at all times.
5. Because student lockers remain the property of the School District at all times, the school administration may inspect and search lockers and their contents to protect the best interests and welfare of students at any time.
6. To operate the combination locks, first turn right two or more whole turns and stop at the first number; turn left one whole turn past the first number and stop at the second number; turn right to the third number and lift the locker handle.
7. All personal belongings must be removed and all school materials returned before the closing of school. Unclaimed materials will be given to a charitable organization. Prior to the close of the school year, students are expected to remove all materials from their locker. Failure to do so will result in a fee assessment for clean-up.
8. Advertisements for alcohol and/or tobacco products are not appropriate for display in student lockers.
9. Pictures displaying nudity are not appropriate for display in student lockers.  
**Any items displayed within a locker must be in good taste.**

## **MUSIC PLAYERS/CAMERAS/NOTEBOOK COMPUTERS/VIDEO GAMES**

**Music players, headphones, earbuds, iPods, cell phones, personal computers, tablets, and video game systems of any type are not allowed to be used during the school day.** Such items are to be stored in the student's locker. *Personal* portable internet devices (i.e. laptops/netbooks) are not permitted in school. Unauthorized use of photographic devices is also prohibited. Video gaming systems of any type should not be brought to school. Any prohibited electronic devices will be confiscated and returned at the discretion of the administrative team. Students who refuse to surrender these items to staff will also be held for insubordination. All such devices are subject to search by the administration.

## **RECREATIONAL GAMES**

Games such as chess, checkers, and backgammon will be allowed during lunch periods and after school. However, gambling of any kind is prohibited.

### **SEARCH AND SEIZURE**

Courts have held that there does not need to be probable cause to believe that a rule or law is being violated before a student can be searched, though there does need to be some reasonable suspicion to justify searching a student. The courts grant even less protection when the issue pertains to the search of student lockers. Lockers are school property and may be searched at any time.

### **SMOKING AND OTHER TOBACCO USE ON SCHOOL PREMISES**

1. The Germantown School Board is dedicated to providing a healthy, comfortable environment for employees, students, spectators and visitors.
2. It is the intention of the School Board to carry out the law to provide a tobacco-free environment. The Board is concerned about the health and safety of its employees and students and recognizes, as a matter of educational policy and responsible administration, the importance of role modeling for students during elementary and secondary school years.
3. Student use and possession of tobacco product is prohibited on Germantown High School property at all times and while students are under the supervision of the school authority.
4. Police citations may be issued for each offense to student violators.
5. All tobacco products are subject to confiscation and disposal.
6. Continued refusal to obey the rule may lead to suspension and/or expulsion.

### **VAPING or "E-CIGARETTES"**

1. Student use and possession on vaping products, including, but not limited to, noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit, or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form, including "pods" are prohibited on Germantown High School property at all times and while students are under the supervision of the school authority.
2. Police citations may be issued for each offense to student violators.
3. All vaping products are subject to confiscation and disposal.
4. Students found to be in possession of vaping products will be referred to the activities director for a violation of the activities code.
5. Students found to have vaping devices or paraphernalia in their vehicle while on school property or at school sponsored events are subject to suspension or revocation of their parking privileges.
6. Students who are in possession of vaping products while at school or while under the supervision of the school authority will serve, at a minimum, an in-school suspension.
7. Additional instances of possession may result in out of school suspension, referral to law enforcement, sanctions under the activities code, and revocation of parking, exam exemptions, and other privilege-based programs, including removal from various honor societies.

8. Vaping devices that indicate the presence of THC or other prohibited substances will be addressed via the manner indicated under Board Policy 5530, Alcohol and Other Drug Use.

### **VISITORS**

All visitors must sign in and secure a visitor's pass. This will include an electronic background screening. A valid state ID must be presented. Former students or parents/guardians must set up an appointment ahead of time in order to see a staff member. No "drop-ins" will be allowed.

### **WORK PERMITS**

Students may obtain work permits from the Germantown Recreation Department, Jackson Town Hall, Richfield Town Hall, or Slinger Town Hall.

### **\*\*\*\* HEALTH, SAFETY, AND GENERAL WELFARE \*\*\*\***

Every school in the Germantown School District has a School Safety Plan for emergency situations. To view a copy of the GHS Safety Plan, contact the main office.

### **ACCIDENT / EMERGENCY**

If a serious student accident occurs, the school will contact the school resource officer, or if unavailable, the Germantown Police Department. If the school is unable to contact parents concerning a serious injury, a decision may be made by the administration/rescue squad to transport the student to a local hospital.

All fire departments servicing the Germantown School District have a policy which states that there is a charge for conveying any person to a hospital. This cost will be billed by the fire department directly to the student's family.

### **911 – EMERGENCY**

The Germantown High School community can benefit from the 911 emergency system when the need arises. It is extremely important that we respect this emergency system. False or prank calls can deny appropriate response to someone in need. **Students who improperly use the 911 emergency systems, call in false bomb threats, or active false fire alarms will be prosecuted to the fullest extent of the law.**

### **CAMERAS / SURVEILLANCE**

The Germantown School District has authorized the use of district operated surveillance cameras and recording devices in and around district buildings to provide a safe school environment. It is the objective of the Germantown School District to provide a safe and secure environment for all students, staff and visitors on its premises and to protect District property. To ensure this objective, the District may utilize video surveillance equipment to monitor school facilities. The following guidelines exist for the use of such equipment.



1. Camera placement and use allows for the recording of students, staff, faculty, authorized visitors, and other persons present on school grounds.
2. District approved cameras will only be placed in public areas such as hallways, classrooms, athletic areas, and parking lots. Areas such as bathrooms and locker rooms, where people assume they are in an area of privacy, do not have cameras.
3. School administrators may, in accordance with applicable Board policies, administrative guidelines, and state and federal law, use video images to investigate student behavior and support student discipline, including any suspension or expulsion proceedings. Only individuals authorized by the respective building principal, superintendent, or designee of the superintendent may view surveillance recordings.
4. When appropriate, video images may be disclosed to law enforcement officials in connection with the investigation and/or prosecution of suspected criminal activity. Disclosure of video images in a civil action or administrative proceedings shall not occur absent a valid subpoena.
5. The date, time, and location of each recorded session and the video images will be stored for at least seven (7) days. Selected data may be archived.
6. Recorded video images may be student records under state law (Wis. Stat. 118.125) and/or federal law (Family Educational Rights and Privacy Act – FERPA), Disclosure of any video image that is a confidential student record shall only be made in accordance with Board policies, applicable law, and administrative guidelines. Should surveillance recordings become a part of a student disciplinary action, they become part of that student's record and shall be dealt with consistent with the district's student records policy and procedures.
7. School shall include this policy in the student handbook that is distributed annually to each student enrolled in the district.

#### **CANINE SEARCHES**

In an attempt to ensure the health and safety of all students, staff, and faculty, canine searches of school lockers and their contents, all vehicles and school property, and any other area of the school property may be conducted throughout the school year.

#### **FALSE ALARMS**

State Statute – 941.13 states that whoever intentionally does any of the following may be fined not more than \$10,000 or imprisoned not more than nine months in county jail or both:

1. Interferes with the proper functioning of a fire alarm system; or,
2. Interferes with, tampers with, or removes, without authorization, any fire extinguisher.

**Students who improperly use the 911 emergency systems, call in false bomb threats, or active false fire alarms will be prosecuted to the fullest extent of the law.**

### **FIRE DRILL**

Fire drills are held at various times during the school year to train students to move out of the building quickly and quietly.

The exit used during a fire drill will depend on one's location in the building at the time of the drill. Each room will have a sign designating the direction and exit to use. When the alarm sounds, move quickly and quietly to the designated exit. All room doors will be closed. Preservation of life takes priority over preservation of property, so leave all class materials in the room.

Students must keep all FIRE LANES open to the building during any evacuation. Students and staff will be informed when to return to the building.

### **HEALTH ROOM/MEDICATION POLICY**

The school health room is available for students who become ill or injured at school until parents, guardians, or designated emergency persons can be contacted. The health room aide is not responsible for providing care for injuries that did not occur at school and should not be used in place of the family physician. A student must have a hall pass from his/her current teacher to see the health room aide. In an emergency, the hall pass is not necessary. Attendance will be taken via the student's ID card. An ill student will wait in the health room for the arrival of his/her parent, or if parents allow, the student may drive his/her own car home. If a parent feels the student should not be sent home, the student must return to class.

Students with specific health care needs should submit those needs in writing, and with proper documentation, by a physician. **Medications should be taken at home whenever possible.** When necessary, persons designated by the school principal or district nurse may administer medications to students under established conditions. Before any medication can be administered to a student in the Germantown School District, school personnel must receive written parental or legal guardianship consent. **Physician signature is required for all prescribed medications.** Parents or designated responsible adults are required to deliver medication to school. Students are prohibited from bringing medications for delivery to the school.

Parents are required to provide a maximum of a 4-week supply of medications if requesting medication to be administered at school. Therefore, periodic replenishment of medication may be needed. It is the responsibility of the parent/guardian to be aware of when replenishment may be necessary.

All prescription medications shall be in a pharmacy labeled container with the student's name, date, drug name, dosage, how often to be taken, prescribing physician, pharmacy name, and pharmacy phone number. Over-the-counter medications must in original bottle or packaging. Medication will **NOT** be

dispensed without written permission and instructions by the student's parent/guardian. If the dose requested is other than the recommended therapeutic dose, physician documentation will be required.

Students are not allowed to self-administer any medication, prescription or nonprescription, at school without parent consent on an approved Student Self-Administered form on file with the school office. **Students authorized for self-administration of medication are restricted to having only a one-day supply of medication on their person. Any student transferring medication to another student will be subject to disciplinary action including recommendation for expulsion.**

Parents/guardians are to pick up remaining medications at the end of the school year. If medications have not been picked up by the last day of school, the medications left will be properly discarded.

District procedures related to the administration of medication will be supervised by a designated health care professional. Should you have any questions regarding the district school medication administration policy, please contact the district nurse at **Kennedy Middle School, (262) 502-7436**.

#### **LOCK-DOWN DRILLS**

School lock-down drills will be held periodically. Public address announcements will provide detailed instructions to all staff and students. Students are to follow all announcements and instructions throughout the drill and wait until an announcement is given to return to normal class activities. The teacher shall remain with the class. All personnel are to remain out of the halls and in assigned rooms unless otherwise instructed.

#### **SCHOOL CLOSING**

In the event of inclement weather, Germantown public schools will be announced on the District's website ([www.germantown.12.wi.us](http://www.germantown.12.wi.us)) and on the following radio stations:

WBKC 1470 AM	WOKY 920 AM
WTMJ 620 AM	WEMP 1250 AM
WISN 1130 AM	WFMR 98.3 FM
WKTW 1540 AM	WRIT 95.7 FM

Closings will also be announced on television channels 4, 6, 12 and 58.

In addition, the Germantown School district utilizes a telephone messaging system which will call parents and guardians directly with a recorded message regarding closures and delays. The telephone system utilizes data in Skyward Family Access to contact parents and guardians. **Please ensure that your primary phone number and email address in Skyward Family Access are**

**up to date;** it will help to ensure that you are contacted in case a notification is necessary.

If the opening of school is delayed for a period of time, the same procedure will be followed and the school starting time will be announced. On days when school has been closed because of inclement weather, all co-curricular activities will be canceled.

If a sudden storm or other emergency forces the schools to close before the regular dismissal time, a similar announcement will be made.

**SEVERE WEATHER DRILL**

Severe weather drills will be held periodically. Public address announcements will signal classes to go to the posted protection area. When students arrive in the respective areas, they should sit on the floor, face the wall, and remain quiet until an announcement is given to return to class. The teacher shall remain with the class. All personnel shall stay out of the areas where there is the possibility of injury from broken glass.

\*\*\*\*\* **INSTRUCTION AND ASSISTANCE** \*\*\*\*\*

**STUDENT SERVICES DEPARTMENT**

The primary purpose of the student services program is to help students focus on academic, personal/social and career development so they achieve success in school and are prepared to lead fulfilling lives as responsible members of society. The student services program is an integral part of the overall educational mission of Germantown High School in that it supports the academic achievement of all students as they prepare for the ever-changing world of the 21<sup>st</sup> century.

The foundation of Germantown High School's student services program rests on the academic, career, and personal/social domains of the Wisconsin Comprehensive School Counseling Model and the American School Counselor Association National Standards. School counselors design, develop, implement and evaluate a comprehensive, development and systematic program. Through a combination of classroom activities, individual student planning, responsive services, and system support, the student services program helps students achieve optimal personal growth, acquire positive social skills and values, set appropriate career goals, and realize full academic potential to become productive, contributing members of the world community. School counselors also collaborate with parents, students, teachers, administrators and the community to meet the needs of students.

Students at Germantown High School are assigned to one of four school counselors. Students and their families will work with this counselor for all four

years of their high school career. As such, families are encouraged to get to know their son/daughter's school counselor as early as possible and utilize his or her expertise and resources throughout the high school years. Among other things, school counselors can help parent(s)/ guardian(s) with academic planning and support, post-secondary planning, the scholarship and financial aid process, crisis management, or any concerns related to students' personal or social adjustment.

### **ACADEMIC LETTER**

For each semester with a grade point average of 3.50 to 3.99, a student will earn one half (.5) point toward an academic letter. For each semester G.P.A. of 4.0, a student will earn one (1) point toward an academic letter. Upon accumulation of a total of two (2) points the student will be awarded an academic letter in recognition of academic excellence. Once a student has earned an academic letter, each subsequent accumulation of two (2) points will result in the award of an academic pin.

### **COURSE RETAKES**

Students must retake required classes for which they receive a failing grade. In addition, students may choose to retake a failed elective course. Any request to retake a course for which a student has already received a passing grade must be approved by the school counselor. If approved:

1. No additional credit will be granted.
2. The new grade will **not** be calculated into the student's semester or cumulative grade point average.
3. Both grades will appear on the student's transcript.

### **DROPPING OR ADDING OF COURSES OR STUDY HALLS**

Students are expected to abide by their course selection and the resulting class schedule. Schedule changes will not be granted for the following reasons:

1. Student desires to change his/her lunch period.
2. Student desires to enroll in a course with a friend.
3. Student desires to change instructors.
4. Student would drop below the required minimum credit requirement for the semester.

Any student carrying more than six (6) credits per year is considered to be taking a full course load. Students may drop their seventh class for a study hall, without penalty, if they provide parental permission and complete the process before the end of the fourth week of the semester. Any student dropping a seventh class after the fourth week will receive a grade of "F" for the semester in that course. Students will not be scheduled for two study hall periods in the same semester.

Any student needing to make a change in the courses they selected **for the following year** must schedule an appointment with their school counselor prior to the end of the second semester. The request will be accommodated if, and

only if, the **desired class section has seats available, written or oral parental permission supporting the change is provided and the schedule change is completed prior to the end of second semester. Requests for second semester changes must be made prior to December 13, 2019.**

### **FIELD EXPERIENCES / FIELD TRIPS**

It is the student's and parents' responsibility to be selective in choosing which field experiences will be most valuable. Students are not expected to participate in all field experiences offered. Students must have a signed permission slip to participate in any field experience. Students are responsible for any work missed. Once students have paid for a field experience, that fee is non-refundable. Electronic communications devices, including cell phones, two-way radios, and laptops/ Chromebooks, are prohibited during field experiences.

### **GRADUATION REQUIREMENTS**

**Early Graduation:** All students planning on early graduation must meet all of the requirements listed below. A conference with the student, parents, and student's counselor must be conducted, at which time course work for the student's final semester shall be selected. Students will also be provided with the necessary early graduation paperwork and expected to obtain the signatures of the school counselor, principal, and his/her parent/guardian.

**Credit Requirements:** In order to receive a diploma from Germantown High School, a student must satisfy the following minimum requirements:

1. Successfully complete 23 credits. One (1) credit is earned in a subject when the class meets daily and is passed for an entire year. One-half (1/2) credit is earned in a subject when the class meets daily and is passed for one semester.
2. All required courses must be completed successfully.
3. The normal class load for a full-time student is 6 classes per day, per semester. Seniors may be eligible for a five credit load.
4. Courses listed below are required of all students.

English	4 credits
Science	3 credits
Mathematics	3 credits
Physical Education – ½ credit of freshman phy ed.	1 ½ credits
Health	½ credit
Personal Financial Literacy	½ credit
Social Studies (Includes 1 credit of American History and 1 credit of World History)	3 credits

5. Credits earned at other high schools may be accepted for those students transferring to Germantown High School. Graduation requirements may be adjusted by the principal to allow for differences between schools.

6. All students will be required to successfully complete the prescribed course of study fifteen and one half (15.5) required credits and seven and one half (7.5) elective credits as outlined above to be eligible to receive a diploma and participate in the commencement exercises.
7. For students who are credit deficient, a maximum of 2 credits from programs outside the school district may be accepted for make-up purposes only. These programs, such as correspondence courses, must be approved by the administration. More information is available through the student services department.
8. Summer school opportunities are available. Since courses to be offered are decided late in the school year, contact the student services department for more information.
9. Credits earned through OdysseyWare or another program determined by the staff may be applied toward graduation.
10. Independent study is available on a case-by-case basis. Arrangements must be made with an individual teacher and the student services department and approved by administration.
11. Educational options are available for all students through the UW extension system. Contact the student services department for more information.
12. For any student 18 years of age or older, who is not properly enrolled in a public high school, but who has completed part of the educational requirements in Germantown High School, courses completed from Vocational, Technical and Adult Education schools under the jurisdiction of the State of Wisconsin or approved correspondence schools may be accepted as credits toward graduation from Germantown High School. Such courses must be approved prior to enrollment by the high school principal or designee as equivalent to high school course requirements.
13. Germantown High School diplomas will not be issued on the basis of General Education Development (GED) test results.
14. **All graduation requirements must be completed prior to graduation practice to be permitted to participate in the ceremony. A student may be denied participation in graduation activities for disciplinary reasons and for non-payment of fees.**

#### **COURSES TAKEN OUTSIDE OF GERMANTOWN SCHOOL DISTRICT**

##### **Courses Taken at Other High Schools**

1. The Part-time Open Enrollment program allows a student already enrolled in high school to take up to two courses in another Wisconsin public school district.
2. The high school principal shall determine whether the course taken in another Wisconsin public school district is comparable to a course offered in the district, whether it satisfies any graduation requirements, and what, if any, high school credits are to be awarded to the student. The high school principal or designee then sends all paperwork to the Director of Teaching

and Learning. There is an appeal process through the Part-time Open Enrollment process if a student is not satisfied with the Director's decision.

3. Transportation for this program is the responsibility of the parent/student. The application for Part-time Open Enrollment has information on reimbursement of the transportation costs if the student is unable to pay.
4. The deadline for notifying the Germantown School District of the intent to enroll in this program is no later than 4:00pm on the date that is six weeks prior to the start of the course for which the student is applying.

#### **Courses Taken Through Institutions of Higher Education**

1. Any 11th or 12th grade student may apply to attend an institution of higher education under the Early College Credit Program (ECCP) or Start College Now program for the purposes of taking nonsectarian courses in accordance with state law.
2. The high school principal shall determine whether the institution of higher education course is comparable to a course offered in the district, whether it satisfies any graduation requirements, and what, if any, high school credits are to be awarded to the student. The high school principal or designee then recommends the action to be taken by the Board. There is an appeal process through the ECCP and Start College Now program if a student is not satisfied with the Board's decision.
3. Courses taken at an institution of higher education as part of the ECCP or Start College Now program shall be paid as follows:
  - a. If the course is taken for high school credit and the course is not comparable to a course offered in the district, the Board shall pay as required by law.
  - b. If the course is taken for high school credit and the course is comparable to a course offered in the district, the student shall pay as required by law.
  - c. If the course is taken for post-secondary credit only and there is no comparable course offered in the district, the student shall be responsible for 25% of the cost of the course.
4. Transportation for this program is the responsibility of the parent/student. The application for Part-time Open Enrollment has information on reimbursement of the transportation costs if the student is unable to pay.
5. Students can take a maximum of 18 credits through any combination of the programs (Early College Credit Program and/or Start College Now). However, a student is not able to enroll in more than one program per semester.
6. The deadline for notifying the Germantown School District of the intent to enroll in ECCP and/or Start College Now for the fall semester or summer semester is March 1st. The deadline for notifying the district of the intent to



enroll in ECCP and/or Start College Now for the spring semester is October 1st.

### **GRADE CLASSIFICATION**

If it is determined that the student has earned the required number of credits, he/she will be promoted to the next grade. If not, the student will be retained. Parents and students will be informed of retention prior to the start of the next school year. This grade classification is for credit purposes and assignment to courses.

- 5 credits or more – promoted to 10<sup>th</sup> grade
- 10 credits or more – promoted to 11<sup>th</sup> grade
- 15 credits or more – promoted to 12<sup>th</sup> grade

### **HOMEWORK POLICY**

All homework assignments should have a specific purpose related to the learning objectives of a program or course. Homework assignments should be appropriate to the grade level and the abilities of the students involved. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time. Assignments should involve application of knowledge, reinforcement of communication, research and other skills, and should provide experiences which strengthen attitudes and allow for creativity. Assignments for the purpose of student discipline should never be given. The purpose of homework, in terms of the goals of a program, should be clear to the student when assigned, the work corrected when returned, and both the strengths and weaknesses of his/her work communicated in ways which provide for improved performance.

The time limits for the completion of homework should be reasonable and consistent with the nature of the assignments given; provide for formative appraisal of progress where assignments involve blocks of time; include a reasonable time for make-up of missed homework assignments and/or improvements based on teacher comments.

### **HONOR ROLL/HONORABLE MENTION**

Students are eligible for the school Honor Roll/Honorable Mention if they meet the following requirements:

1. Enrolled in at least six (6) subjects. (Exceptions – co-op students and students enrolled in two (2) or more advanced courses)
2. Achieve a grade point average of 3.5 or above for Honor Roll.
3. Achieve a grade point average of 3.0-3.49 for Honorable Mention.
4. Do not receive a grade of "F" or an "incomplete."

### **LIBRARY MEDIA CENTER**

The GHS Library/Media Center is an area designed for quiet study, reading, listening, viewing, computing, and creating. The library opens at 6:45 A.M. and is open until 3:15 P.M. Students may use the library before or after school, on a pass from a teacher, or with a class. Students are required to have a pass from an academic teacher (not a study hall) to work in the library.

The library has a vast array of reference/research and leisure materials available. There are over 100 different magazine subscriptions, newspapers, videos and other multimedia sources. Searching for materials is efficient via a wide-area network linking the six Germantown School District library-media centers together by an online catalog software package. We subscribe to several online research databases which provide full-text periodical, journal, and newspaper articles for research. The Google suite of tools is available via the Germantown school district network for all students.

Instruction in using the library and specific resources is given by the librarian in coordination with classroom teachers and on a one-on-one basis. Students are taught library skills throughout their high school experience to help them complete assignments, prepare them for college/technical school, and the world of work, and to encourage the use of libraries all of their lives. The library staff is available before, during and after school to assist students in locating and using materials. Students are encouraged to ask for help at any time.

### **NATIONAL HONOR SOCIETY**

Membership is open to juniors and seniors who have attained a 3.50 cumulative grade point average in all subjects taken in which credit toward graduation is earned. Attaining the 3.50 cumulative grade point average allows a student to apply for membership. Further evaluation is then made by faculty members who know the student. Character, leadership, and service are the basic criteria for evaluation. A faculty membership panel determines who will be accepted into the National Honor Society and would address any disciplinary issues that violate the GHS activities code, in consequences with the NHS by-laws.

### **RESIDENCY REQUIREMENTS**

A parent/guardian who is moving or has recently moved out of the Germantown School District and wishes the student to continue to attend in the district must contact the district office before the move to request consideration for a tuition waiver. The school district will then determine whether the student is eligible for a waiver for the remainder of that school year and/or for the following school year. The District reserves the right to verify a student's residency at any time.

### **SEMESTER EXAM EXEMPTION POLICY**

***Semester exam exemptions are a privilege for students who have done above average work and have shown a high quality work ethic.*** A student may qualify for two exam exemptions per semester. **Students with detentions**

owed must serve their detentions prior to the exam date or their exemptions may be revoked. *Students with an academic dishonesty offense may lose any or all exam exemptions, based upon the severity of the offense.*

The following criteria must be met for a student to qualify for a **General Exemption: The student has:**

1. Zero (0) unexcused absences and zero (0) trancies during the semester.
2. No more than five (5) days of excused absences—all or part of a day may count as an absence—excluding school related absences.
3. No more than two (2) office assigned detentions. Detentions assigned by and served with an individual teacher do not apply. All outstanding office detention time must be served prior to the start of exams.
4. Zero (0) in-school suspensions, zero (0) out-of-school suspensions.
5. Authentic, legible parent/guardian signature.
6. A grade of 'A', or 'A-' in the course to be exempted.

The following criteria must be met for a student to qualify for an **Honor Roll Exemption: The student has:**

1. A grade point average of 3.0 or better after quarter I for Semester I exemption.
2. A grade point average of 3.0 or better after quarters I, II and III for a Semester II exemption.
3. Zero (0) unexcused absences and zero (0) trancies during the semester.
4. No more than five (5) days of excused absences—all or part of a day may count as an absence—excluding school related absences.
5. No more than two (2) office assigned detentions. Detentions assigned by and served with an individual teacher do not apply. All outstanding office detention time must be served prior to the start of exams.
6. Zero (0) in-school suspensions, zero (0) out-of-school suspensions.
7. Authentic, legible parent signature.
8. A grade of 'A', or 'A-' in the course to be exempted.

The following criteria must be met for a student to qualify for a **State Testing (i.e., ASPIRE) Exemption: The student has:**

1. Scored above the benchmark score, as determined by the Germantown High School Building Leadership Team, on the corresponding portion of the test.
2. A passing grade ('D-' or better) for semester one and quarter three in the corresponding class that the student would like to exempt.
3. NO out-of-school suspensions.

State Testing Exemptions apply for a maximum of four exams. If a student has multiple classes in a given discipline, (i.e., science), the student may choose which class to exempt. The administrative team will address any issues about exam exemption eligibility, and their decision is final.

### **STUDY HALL PROCEDURES**

1. Students will report daily with study materials and will be expected to work quietly for the entire period. No games or card playing are allowed.  
**Food and beverages are not permitted in study halls.**
2. With a pass from one of their academic-area teachers, students have the option of utilizing the library media center. Students may enter the library media center by presenting their ID card to the person in charge. Student access to the library may be limited based on demand.
3. Students who abuse the privilege of the library will have their ID cards turned over to the administrative team and will not be allowed further admittance for a designated period of time.

### **VALEDICTORIAN HONORS**

Seven semesters of grades are used when computing the grade point average for determining Valedictorian honors. In computing grade point averages, all grades will be used. A student who receives a 4.0 grade point average for all seven semesters is identified as a Valedictorian. Germantown High School has had a long-standing tradition of the Valedictorian(s) presenting at the privileged based Graduation Ceremony. If a student who qualifies as a Valedictorian, based on the academic criteria, is subject to a Code of Conduct or Activities Code Violation, this privilege will be reviewed by the Administrative Team and may be revoked at their discretion.

### **WITHDRAWAL FROM SCHOOL**

When it is necessary for a student to withdraw from school, parent(s)/ guardian(s) should follow this procedure:

1. Obtain a withdrawal form from the student services department.
2. Have the student obtain signatures from his/her teachers, the library, the main office, and the bookstore.
3. Return a completed withdrawal form to the student services department.  
Germantown High School must receive a request for records from the student's new school before any information will be forwarded.

### **\*\*\*\*\* TRANSPORTATION INFORMATION \*\*\*\*\***

#### **BICYCLES**

Bicycles are to be parked only in the bike racks located near the Field House and the parking lots. Locks should be used to protect students' bikes. Students will operate their bicycles in a safe and appropriate manner at all times while on school property.

#### **BUS REGULATIONS**

All students attending Germantown High School are eligible to ride the bus. Full cooperation regarding the following rules is needed at all times to maintain safe, dependable bus service:

1. Only students who are eligible for transportation at their residence will be transported.
2. Students will only be dropped off or picked up at a specific building address within the Germantown School District.
3. Riding a bus to or from school is considered an extension of the school day and all school rules are applicable.
4. The student must be on time for morning and afternoon pick-ups.
5. The student should be careful in approaching bus stops and should walk on the left side of the road toward oncoming traffic. If it is necessary for the student to cross the road after he/she leaves the bus, he/she should always wait for a signal from the driver and then cross in front of the bus.
6. Standing in the bus is not allowed. Students must remain seated while the bus is in motion. When the bus reaches its destination, a student should wait his/her turn while the bus empties from front to back, then rise and leave.
7. The emergency door should be opened only in case of an emergency.
8. Smoking, vaping, or drinking alcoholic beverages is not permitted on the school bus at any time.
9. A student is expected to conduct himself/herself properly at all times and to treat the driver and other passengers with courtesy and respect. Loud talking or unnecessary confusion can divert the driver's attention and endanger the safety of the bus and its occupants.
10. While the student is in his/her care, the bus driver is in complete authority; the student should obey promptly. The driver is instructed to assign seats on the bus if it is deemed advisable. The driver may bring a student who violates a rule on the trip to or from school directly to the office or to the police department. Parents of a student who has violated a bus rule are notified by the school, and the student may not be permitted to ride a school bus until he/she is reinstated by the school administration.
11. It is the student's responsibility to assist in keeping the interior of the bus clean. Any damage done to a bus by a student will be paid for by the student.
12. Failure to comply with rules outlined for bus riders may result in revocation of bus rider privileges.

To help ensure that Germantown School District students have a safe and positive bus ride to and from school, the use of video cameras on buses is authorized for the express purpose of maintaining order, preventing vandalism, or other illegal activities.

Video recordings are only to be viewed by those with prior authorization of the District Administrator. Any observation will be done only by those who are authorized to view student records and is conducted in accord with AG 8330 - Student Records. Any disciplinary action resulting from the use of the video recording device shall be determined by the appropriate building principal who

shall ensure that due process is provided to the students involved, in accordance with Board policy and administrative guidelines relating to discipline. Any use of photographs obtained through the use of the video recording devices shall be in accordance with Federal and State law.

#### **COMMUNICATIONS PROCEDURES FOR BUS TRANSPORTATION**

Address Change: School Registrar (262) 502-7255

Student Behavior: School Office (262) 253-3400

Routing Problem: Riteway Bus Company (262) 677-3282

Bus Driver Concern: Riteway Bus Company (262) 677-3282

#### **CLOSED CAMPUS**

Germantown High School typically maintains a **closed campus**. Leaving the campus during the school day must be authorized by a building administrator prior to departure. Students leaving campus without proper authorization are subject to disciplinary action such as suspension, loss of campus parking privileges, and/or police action for truancy.

#### **EXAM DAY OPEN CAMPUS**

During semester final exams, Germantown High School may maintain an open campus. This means that students may leave the building during periods when they do not have a test scheduled. Following are the **Exam Day Open Campus**

##### **Rules:**

- \* Students must be on time for and attend all scheduled exams.
- \* All students on campus and not involved in an exam must be in and remain in the supervised cafeteria or library. No one is allowed in the halls during exam times.
- \* Students are not to appear at any other district school during the exam days.
- \* Exam schedules will be available on a semester by semester basis.

#### **MOTOR BIKES AND SNOWMOBILES**

Snowmobiles and motorized "dirt bikes" that are not street legal are not allowed on school grounds. Motor bikes, "scooters" or motorcycles brought to school must have a permit. Permits will be issued by the main office.

#### **PARKING REGULATIONS**

In an effort to provide orderliness and safety to all students, the following procedures will be followed by all students who want to drive to school:

1. Junior and Senior students who are granted permission to drive a motorized vehicle to school must have a completed "Student Parking Permit Privilege Request Form" on file with the main office.

**Parking Permit Fees are: \$100.00 per semester / \$200.00 per school year, per permit. All outstanding student fees, school and co-curricular, past and**

*present, must be paid before the student will be considered for a parking permit. Fee checks will be conducted throughout the year.*

Freshmen and sophomores are NOT permitted to park on school grounds. Junior and Senior students without a parking permit who require a one-day parking pass for unique, extenuating circumstances must request the pass **24 hours in advance** from the main office. Such temporary passes may be denied at the discretion of the administrative team.

2. Students MUST display the appropriate Parking Permit on their rear-view mirror, indicating school permission to park on school grounds. Any vehicle not registered or without a properly displayed permit may be ticketed at the owner's expense. Continued failure to not display a Parking Permit may result in revocation of parking privileges. The parking fee WILL NOT be refunded if revoked.
4. Drivers must observe the posted speed limit, drive safely and observe all other applicable driving regulations and parking restrictions, including safety barriers. Any inappropriate or unsafe driving behaviors may result in ticketing and/or revocation of parking privileges. The parking fee WILL NOT be refunded if revoked.
5. Student's vehicle must be parked in their individually designated spot only. Students who choose to park their vehicle in a lot other than their own, without Administrative approval, will be warned once and then ticketed. Parking privileges may be revoked. The parking fee WILL NOT be refunded if revoked.
6. Vehicles are to be locked and are not to be used for any other purpose during the school day without Administrative approval. Students are not to loiter in the parking lots at any time.
7. Students may not sell or give their parking permit to anyone else. Doing so may result in the revocation of parking privileges. The parking fee WILL NOT be refunded if revoked.
8. Student vehicles may be subject to search if there is reasonable suspicion of illegal items or activity.
9. Students will be subject to disciplinary action, which can include the loss of parking privileges, if it is found that students are leaving campus without Administrative approval and/or have attendance/tardy issues. Repeated unexcused tardies and/or absences may lead to suspension of parking privileges.