

# HORACE MANN HIGH SCHOOL

## STUDENT HANDBOOK

### 2018-2019



**Samantha McGill Freimund – Principal**  
**325 McKinley Street**  
**North Fond du Lac, WI 54937**  
**Telephone (920) 929-3740**      **Fax (920) 929-3664**

*August 2018*

*Dear Students:*

*Welcome to the 2018 school year! We look forward to an exciting year filled with opportunities for each of you. It is a privilege for us to get to know you and to support you in your future goals as well as an opportunity for you to learn and experience all that we have to offer at Horace Mann High School and in North Fond du Lac.*

*It is our desire that each of you reach your full potential in everything you do, that you will work hard and play hard, that you will form lasting friendships with both students and staff members and that you will look back on your years at Horace Mann as being rewarding and worthwhile.*

*Please share this handbook with your parents and read it carefully yourself. Everyone here at Horace Mann High School shares with you the highest expectations for the coming year, as we work together to continue the traditions and successes established at our school. We encourage you to get involved and take advantage of the many opportunities provided at Horace Mann. We remind you we are here for you anytime you have questions or are in need of help. **New this year to support instruction we will ask that all phones be kept out of sight and in lockers during class time. Students may use phones during lunch and in between classes.***

*Each year we look at ways to improve Horace Mann High School. We add new courses based on student interest. We have courses in which students may also earn credit from MPTC and UW-Oshkosh, Building and Construction hands on experience, ELL english courses, Project Lead the Way and a Cafe with hands on learning. All students also receive a Chromebook.*

*Again, welcome to Horace Mann High School. Returning students, we look forward to seeing you again; new students, we will enjoy getting to know you. Our goal is for every student to have at least one goal to go to person. Set your goals high and let nothing prevent you from achieving them.*

*Let's have a great year!!*

***Samantha McGill Freimund and the Horace Mann High School Staff***

## **Administration**

### **Board of Education**

Pete Chisholm, **President**  
Steve Hock, **Vice President**  
Vickie Goldapske, **Clerk**  
Melissa Will, **Treasurer**  
Shawn Pollack, **member**

**Superintendent** – Aaron Sadoff

**Director of Student Services** – Chris Schultz

**Principal** – Samantha McGill Freimund

**School Counselors** – Jill Goebel & Jenny Stahl

**Athletic Director/Dean of Students**- Matt Bertram

**Administrative Assistants** – Becky Marquardt & Linda Will

**Buildings and Grounds/Custodian:** Dave Mand, Rick Kreiter, Cliff Unertl, Kris Bartow and Ken Giebel

**IT Specialist** - Ivan Esquivel

## **Faculty**

Mr. Sam Bourassa

Mr. Jon Cary

Mrs. Becky Carmona

Mrs. Amy Coe

Mr. Jim Detert

Mrs. Samantha Flood

Mrs. Liz Forbes

Mr. Doug Forsythe

Mrs. Stephanie Fox

Mrs. Jill Goebel

Mr. Paul Helm

Mrs. Christine Hess

Mrs. Jean Hintze

Mr. Dan Hively

Mrs. Ramsey Immel

Mr. Brian Jagodzinski

Mrs. Michele Kirk

Ms. Krista Klanderaman

Mr. Jim Knowlton

Mr. Pat Kolbe

Mr. Gary Kuehl

Mrs. Pat Kulibert

Mrs. Mary Leicht

Mr. Curt Lock

Mr. Ryan Lyle

Mrs. Becky Marquardt

Mrs. Kelly Maurer

Mr. Tom Mauthe

Mrs. Linda McCullen

Mr. Mike McDowell

Mrs. Kim Orlebeke

Mr. Anthony Rasmussen

Mrs. Amy Sabel

Mr. Jim Sandstrom

Mr. Gerry Scudella

Mr. Dan Sitter

Mrs. Jenny Stahl

Mrs. Stacey Vigil

Mrs. Jana Weigandt

Mr. Kurt Wismer

Mrs. Kristy Zagar

Mrs. Keri Zank

## **DISTRICT MOTTO**

*“Working Together For the Success of All”*

## **NOTICE OF NONDISCRIMINATION POLICY**

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act

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of 1964, as amended by the Equal Employment Opportunity Act of 1975; and all other Federal, State, school rules, laws, regulations, and policies on the basis of sex, age race, color, national origin, religion or handicap in the educational programs or activities which it operates and in employment.

## **DISCRIMINATION COMPLAINT DISORDERS**

If any person believes that the School District or any part of the school organization has inadequately applied the principles and/or regulations of the Title VI, Title IX and Section 504 or in some way discriminates on the basis of sex, race, national origin, ancestry, age, creed, pregnancy, parental or marital status, sexual orientation, or physical, learning, mental or emotional disability, s/he may bring forward a complaint to the Title VI, Title IX, or Section 504 coordinator, Chris Schultz, at her office in the School District, North Fond du Lac, WI, or contact her by phone: (920) 929-3750.

## **DAILY SCHEDULE OF CLASSES**

### **Monday, Tuesday and Friday**

<b>PERIOD</b>	<b>TIME</b>	<b>LENGTH</b>
1	7:30 – 8:22 a.m.	52 minutes
2	8:26 – 9:18 a.m.	52 minutes
3	9:22 – 10:14 a.m.	52 minutes
4	10:18 - 11:10 a.m.	52 minutes
5	Lunch A 11:10 – 11:40	30 minutes
6	11:44 – 12:36 p.m.	52 minutes
5	11:14 – 12:06 p.m.	52 minutes
6	Lunch B 12:06 – 12:36 p.m.	30 minutes
7	12:41 – 1:33 p.m.	52 minutes
8	1:38 – 2:35 p.m.	57 minutes

Activities, meetings and mentoring can begin at 2:35. Athletic practices may not begin before 3:05.

### **Block Days Wednesday/Thursday**

#### **Wednesday**

1st hour 7:30-9:00 90 minutes  
3rd hour 9:05-10:35 90 minutes

Lunch A Oriole Time A  
10:40-11:10 10:40-11:25

Oriole Time B Lunch B  
11:15-12:00 11:30-12:00

5th or 6th hour Class  
12:05-12:55

7th hour 1:00-2:35

#### **Thursday**

2<sup>nd</sup> hour 7:30-9:00 a.m.  
4<sup>th</sup> hour 9:05-10:35 a.m.

Lunch A Oriole Time A  
10:40-11:10 10:40-11:25

Oriole Time B Lunch B  
11:15-12:00 11:30-12:00

Homeroom 12:04-12:16  
5<sup>th</sup> or 6<sup>th</sup> hour Class  
12:05-12:55

8<sup>th</sup> hour 1:00-2:35

### **Early Release Schedule (last day of the year)**

1	7:30-8:05
2	8:09-8:44
3	8:48-9:23
4	9:27-10:02
Lunch	11:14-11:39

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7	10:06-10:41
Lunch	12:07-12:37
5	10:45-11:20
6	11:24-11:59
8	12:03-12:37

**ACTIVITIES  
GENERAL INFORMATION REGARDING ACTIVITIES & Athletics**

We encourage you to take advantage of offered programs as well as the academic life at Horace Mann High School. Most students find time to participate in at least one club, organization, sport, or special activity during the school year. Join activities that interest you, be a “doer” and not a “watcher”. When you commit yourself to an activity, you owe it your best efforts, not only to benefit the club, but yourself.

**Academic Bowl**-Students are able to participate in a conference academic bowl-tests along with a quiz bowl.

**Drama/Musical** The Horace Mann Oriole Players is open to all students grades 9-12. In the fall we produce a musical, and in the spring we produce a play. Students can participate as actors, dancers, set builders/painters, technical crew, and/or musicians. Students will learn self-confidence, leadership, discipline, and collaboration skills while developing their creative talents. No experience is necessary.

**FBLA (Future Business Leaders of America)**

Future Business Leaders of America (FBLA) is the national organization for all secondary school students participating in business education programs. Our mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. Students have the opportunity to attend leadership conferences, compete in business, marketing, and information technology related events, and also participate in community service activities. FBLA is open to all students, not just those interested in Business, Marketing, or IT.

**Fishing/Ice Fishing**

Students are able to attend fishing tournaments and ice fishing experiences as well as learn from speakers and others regarding Ice Fishing.

**Forensics**

The Horace Mann High School Forensics Team is open to all students in grades 9 through 12. Forensics provides students with an opportunity to improve their public speaking skills. Students may participate in a number of events such as play-acting, prose, poetry, and extemporaneous speaking. Competition begins at the conference level with the most successful students competing at the state meet in Madison.

**Key Club**

Key Club is a high school service organization co-sponsored by the Fond du Lac Kiwanis Club and Horace Mann High School. The purpose of Key Club is to develop leadership and citizenship through service to the school and community. It is open to all high school students, led by elected officers, assisted by a faculty adviser and overseen by a Kiwanis member. The club establishes its own dues and determines its own service activities and service hour requirements.

**Math Team**

The Math Team is group of students who wish to further their math skills through conference competition. All students compete at their given grade levels (9-12).

**National Honor Society**

The purpose of the National Honor Society is to recognize and encourage scholastic achievement, to stimulate a desire to render service to one’s school and community, to promote leadership and to develop character and citizenship in oneself and their school. Membership in this organization has become recognized nationally as one of the highest honors that can be bestowed upon a high school student.

CRITERIA FOR SELECTION TO THE NATIONAL HONOR SOCIETY:

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1. Must be a member of the sophomore, junior or senior class.
2. Candidates must have a cumulative grade point average of at least a B+, or 3.5 (on a 4.0 scale).
3. Those students who meet the academic requirements will be invited to fill out a Student Activity Information Form that will be evaluated by the Faculty Council. The Student Activity Information Form is not an application form nor does it guarantee selection.
4. Students will be evaluated by the Faculty Council on the three other requirements for membership: leadership, character, and service. The selection of each candidate for membership to the chapter will be the majority of Faculty Council.
5. It is the policy of the National Council of the National Honor Society and the National Association of the Secondary School Principals, the sponsoring organization, not to review the judgment of the Faculty Council regarding selection of individual members to local chapters.

### **Project Grill**

Students are partnered up with a business from the Chamber of Commerce and work collaboratively to create a grill while learning manufacturing processes and skills.

### **Student Council**

The Student Council is organized to represent the entire student body. The major area of the Council's work is in the field of developing good citizenship in and out of school. It acts as a liaison between the student body and administration.

The Council is a member of the Wisconsin Association of Student Councils. The council assists in the selection of assembly programs. It coordinates all Homecoming activities such as hall decorating, etc. The council runs all elections, and conducts several projects annually. It concentrates on specific improvement campaigns whenever needed.

### **Student Ambassadors**

A group of student leaders who serve as a welcoming committee to students new to Horace Mann. The students not only help welcome our new students, but also guide the new students through traditions, activities, and more to better promote our school culture.

### **Show Choir**

Will meet in the Choir Room during **Oriole Time A** 2nd-4th Quarters and Monday and Wednesdays after school. Auditions for Show Choir will be the first week of 2nd Quarter. Performances include: Winter Concert, Choral Cabaret, Strizek, and auditioned group for Solo Ensemble.

### **STAAND (Students Taking Action Against Negative Decisions)**

Mrs. Maurer advises this group who look at positive decision making for students.

### **Trap Shooting**

Students have the opportunity to join a trap shooting club. Information will be posted in the school.

### **UBMS**

Upward Bound Math and Science Program (UBMS) is a part of the federally funded TRIO programs, whose purpose is to educate potential first generation college students and/or low income high school students in relation to graduation from high school, transition to college, and the pursuit of post-secondary degrees in mathematics and science. If interested, please talk to Mrs. Stahl or Mrs. Goebel.

### **VEX Robotics**

VEX Robotics is an extracurricular program that combines science, technology, engineering and math with hands-on mechanical construction. Team members design, document, build and program robots based on a set of rules to compete at doing specific tasks. In addition to competing against other robots, students must keep an engineering notebook that documents every aspect of their design and its construction as well as participate in a judge's interview process and collaborate with members of other teams at competition.

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## **Athletics**

### **Fall**

Cross Country  
Football  
Tennis CO-OP  
Volleyball  
Soccer Boys  
Cheer

### **Winter**

Basketball  
Hockey CO-OP  
Bowling Team  
Powerlifting  
Wrestling  
Cheer

### **Spring**

Baseball  
Cheer & Stunt  
Golf  
Soccer Girls  
Softball  
Track

### **Year Round Activity**

- Strength & Conditioning (Participation in athletics is not required; S&C meets in the gym after school).

## **ACADEMIC ELIGIBILITY EXTRA-CURRICULAR ACTIVITIES**

A student who has a failing grade for the last completed quarter, or is below a 1.50 for that quarter will be placed on academic probation. A student on academic probation will be **allowed to practice but not participate in scheduled games, contests or scrimmages**. The student may be assigned to after-school study time with teachers, coaches or a school approved tutor.

After fifteen days, the student will obtain his/her grades from his/her teachers on a school issued grade check card signed by the activities director. If the student is passing all classes and has a GPA of 1.5 or higher in his/her current classes, the student may resume full activity participation.

Students who become ineligible due to fourth quarter grades of GPA will serve their academic probation in the fall per WIAA regulations unless participation in approved summer courses renders them eligible.

## **ADULT STUDENTS (18 YEAR OLD)**

Students who reach the age of eighteen (18) will continue to be subject to all school rules and regulations. Reports on academic performances, absence and misbehavior will be sent to parents of those students who are living with or are being supported by their parents as well as notices of students' decisions made in lieu of parental consent.

Students who request to be emancipated must have a parent/guardian contact the Principal to discuss emancipation. Upon parent request a letter will be sent home stating they wish for their son/daughter to be emancipated and understand that all communications from the school will go directly to the student. Students will be expected to comply with all school rules including attendance. Failure to comply with the attendance policy will result in the requirement of a medical excuse in order for the absence to be excused. Failure to comply with other school rules may result in a meeting, detention, suspension or even withdrawal.

## **ALCOHOL AND OTHER DRUGS ABUSE POLICY**

The School District of North Fond du Lac recognizes that the use of alcohol and other drugs, and the problems associated with it, are becoming increasingly commonplace in society. The abuse of alcohol and other drugs is destructive and causes problems in the lives of the individuals involved. Where the capacity to make responsible decisions regarding alcohol and other drug use has been reduced and compromised, prompt and appropriate attention can help the vast majority of individuals involved.

The School District of North Fond du Lac believes that along with parents and other segments of the community, the school has a role to play in helping students make responsible decisions about the use of alcohol and other drugs.

The School District of North Fond du Lac regards alcohol and other drug abuse problems and chemical dependency as any other illness or behavior problem. Our primary purpose is to be helpful, not judgmental in dealing with these problems. The School District of North Fond du Lac encourages any student to participate in a student assistance program and follow the recommended course of action.

Any disclosure by students to others concerning participating in the Student Assistance Program, will be held with the greatest degree of confidence by all those involved. The above confidentiality will not be adhered to if the student's disclosure(s) did or could result in harm coming to self or others (S.S. 118.126).

The School District will attempt to offer referrals to students affected by a family member or significant other's chemical dependency and to students with alcohol or other drug problems.

The school will enforce violations of school rules and the appropriate authorities as pertaining to alcohol and other drug abuse enforce regulations and state and federal laws. The students' rights and responsibilities will be adhered to as the standard administration practice regarding students' discipline and rights.

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It is against school policy for any person in school, on school grounds, or at a school sponsored events to be under the influence of alcohol or other drugs except for the following: prescription medication used by the individual for whom it was prescribed and in the manner and amount prescribed. It is forbidden for any person to possess, manufacture, sell, use, and/or deliver alcohol or other drugs to anyone at school, on school grounds, or at school sponsored events. No person may use, possess with the sole intent to use, deliver, possess with the intent to deliver or manufacture drug paraphernalia in school, on school grounds, or at school-sponsored events.

According to state law, “drug paraphernalia” means all equipment, products and materials of any kind that are used or solely intended for use in planting, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packages, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance prohibited by state law.

## **ANNOUNCEMENTS**

Student organizations desiring to have an announcement made must have their items approved and given to HM Announcements of 4th hour. Oriole TV announcements are run 8<sup>th</sup> hour in classrooms.

## **ATTENDANCE POLICY (State Statute 118.15)**

All students, parents and staff of the Horace Mann High School are reminded that school attendance is compulsory and required by state law. Students are expected and required to be in their scheduled classes each school day.

It is the responsibility of the parents/guardians of the student to contact the High School office and provide the reason for the absence. **Please communicate any absence within two days in order for us to excuse.**

1. Students are expected to attend all of their classes daily and remain in the high school building from 7:30 a.m. until 2:35 p.m.
2. Students who are absent or tardy are to have a parent or guardian call the high school office at 929-3740 before 10:00 a.m. to inform school officials of the student’s absence and reason for it. An answering machine is available to leave a message before or after this time.
3. Students who are tardy to school are to immediately report to the high school office upon arrival. Students will call a parent/guardian to notify them they are late. Students are considered tardy if they arrive to school within five minutes of the bell. Arriving after five minutes without an approved excuse is considered truant. Students are allowed two “freebie” tardies. Students are issued a detention from their first hour teacher for every tardy after the second one.
4. Students who leave the building for medical/dental appointments during the school day must have written or phoned in parental permission to the school office and sign-out **before** leaving the building. Those students who become ill during the day will need parental /guardian permission **before** being signed out in the office.

### **ANTICIPATED ABSENCES**

Anticipated absences require students to bring a note from their parent or guardian to the office at least two (2) days prior to the scheduled absence(s). **Students must inform teachers of the anticipated absence. All assignments are the responsibility of the student.**

Anticipated absences are allowed for the following reasons: family trips and vacations, college visitations, funerals, driving tests, pressing personal business and deer hunting and school related absences (field trips, performances)

### **EXCUSED ABSENCES**

Absences because of illness, family emergency and/or approved school activities are excused if the school is notified by the parent/guardian as soon as practical of the absence. Absences because of medical appointments, family trips, etc. must be cleared prior to the absence. It is up to the students to arrange make-up of any schoolwork missed. Excused students will have two (2) days for each day they are absent in which to make up their missing work. After that time missing grades will revert to zeros. *The high school principal may extend the length of time allowed for make-up work in situations with extenuating circumstances.*

**Parent notification shall occur when a student accumulates an excessive number of excused absences (ten or more). A written statement from a doctor may be required in situations where a pattern of excessive excused absences from school has occurred. Absences not accounted for in this manner will be considered unexcused.**

### **UNEXCUSED ABSENCE:**

**Students may receive a truancy citation for any unexcused hour or day.**

Unexcused students may see teachers for assigned work from the period of absence and *have* the opportunity to do the make-up work.

Please note:

Class work missed during suspensions may be made up, and students will be able to take any test missed during the suspension.

It may be recommended by individual teachers that the student make up the time and/or the work missed in an attempt to help the student successfully pass the course.

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When a student has been absent a total of five (5) unexcused absences or ten (10) excused absences, an attendance notification letter will be sent to his/her parents or guardians. If necessary, a personal parent conference will be requested by the building principal or designee to discuss the situation.

**HABITUAL TRUANCY**

State Statues 118.16 and 118.163 defines HABITUAL TRUANCY as the following:

A child is absent from school without an acceptable excuse for part or all five (5) or more days on which school is being held during a school semester.

A certified letter will be sent and a truancy meeting held with parents and student regarding habitual truancy.

**TRUANCY**

A student will not be regarded as truant when parental explanation of an acceptable cause for the absence is given within **2 school days** of the pupil's return to school. If a student does not have parental explanation they are considered truant. Those students who miss a scheduled class, lunch or study hall without permission will be considered truant.

Parents of students who are truant will be contacted by phone or by mail. Truancy may result in detention, in/out of school suspension and possible referral to the Juvenile Intake Department of Fond du Lac County or North Fond du Lac Municipal Court for further action. Any truancy may result in the issuance of a **citation**.

**AUTOMOBILES AND OTHER MOTORIZED VEHICLES**

All vehicles used by students for transportation purposes to and from school **must** be registered in the office. A limited number of parking permits are available for \$20.00 in the office. (These are purchased at the beginning of the year when picking up student schedules.) It is the responsibility of the student to park in the McKinley Street parking lot and to display a school-parking sticker. Failure to comply may result in a parking citation issued by the North Fond du Lac Police Department. To ensure the safety of all students at Horace Mann:

1. Students must sign out in the office before leaving campus.
2. Students are to obey all state and local traffic laws.
3. Students will operate their automobiles at a controlled speed of 10 miles per hour in the parking area.

**BOOK BAGS/BACKPACKS**

All book bags or backpacks are to be stored in the student's locker during the school day. Time between classes is given to retrieve books and materials from lockers.

**BUS RIDERS**

Bus Routes: the bus company, with the approval of the school administration, will draw up Bus routes.

Pick-up Points: All pick-up points will be within one-half mile of the intersection of the home driveway and the road.

Inclement Weather: KFIZ (1450 am), WFDL (97.7FM), WFON, WPKR, WOSH, Fox 11 TV or TV 26 will give reports concerning school buses during inclement weather. Students or parents should not call Johnson Bus Company or the schools because the lines must be kept open.

Bus Students:

1. Only eligible students who have a current bus transportation form in a school office will be allowed to ride a bus.
2. If a change is requested for any reason, the parent/guardian must make the request *in writing* to the school office. The office(s) will make all arrangements and will notify all concerned persons.
3. Students must have written approval from the building principal to ride a bus route to which they are not assigned.
4. Students who wish to ride the late bus-must pick up a pass from the office and meet at BA or FLC.

Boarding and Leaving the Bus:

1. When it is necessary to cross the road, students are to wait for the bus driver's signal to cross and also personally check that no traffic is approaching from either direction. Riders should cross the road at least ten (10) feet in front of the bus.
2. Riders should form lines at the pick-up points and school-loading zones before the bus arrives. They should board the bus without pushing or shoving. Children should not run alongside of a moving bus.

Rider Rules:

1. The bus will stop at all established pick-up points but cannot wait for riders, except in unusual cases.
2. Be courteous to fellow riders, the bus driver and all others.
3. Riders should be very careful when entering and leaving the bus.
4. Riders are not allowed to leave their seats while the bus is in motion.
5. Foolishness will not be permitted around or on the bus.
6. Profanity or indecent language or indecent activity will not be tolerated.
7. Riders are not allowed to throw objects inside the bus or out of the windows.
8. Hands and heads are to be inside the bus at all times.
9. No loud talking, no loud laughing or unnecessary commotion that might divert the driver's attention and possibly cause



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- an accident will be permitted.
10. There must be absolute quiet when the bus approaches a railroad crossing and during the crossing.
  11. Any damage done to the seats or bus equipment must be paid for by the offender.
  12. Drivers are not responsible for any items left on the bus. (However, Johnson Bus Company does maintain a “lost and found” at their garage.)
  13. Animals or pets are not permitted on the bus.
  14. In cases of emergency, children are to remain in their seats until otherwise instructed by the driver or another responsible authority.
  15. Eating or drinking of any beverage is not permitted on the bus.
  16. Smoking and the use of tobacco in any form will not be permitted on the bus.
  17. The bus driver has the authority to assign riders to designated seats.
  18. While on the bus all riders are in the driver’s charge.
  19. Articles that may interfere with the pupils or driver, or block the aisle, step well, or seats will not be allowed on the bus.
  20. Riders are not to carry breakable containers on the bus.
  21. Opening or using the emergency door at any time other than in an emergency or without permission of the driver is prohibited.

Violation of Rules:

1. The bus driver will turn in the names of all riders who violate the rules to the appropriate building principal.
2. The building principal or designee will discipline a rider who fails to follow bus rules. The principal or designee may also reassign student(s) to a seating arrangement or suspend his/her or her riding privileges.

## **CLASSROOM RULES**

**We utilize a school-wide approach to discipline through positive reinforcement called the “Oriole Way.”** This will provide our students a safer more consistent and positive environment to learn in. You may be wondering, “What is The Oriole Way” and how will this affect me?

Let’s first start with the expectations of “The Oriole Way.”

**BE READY**

**BE RESPECTFUL**

**BE SAFE**

Each of these 3 expectations means different things, although they do all complement each other. First let’s start with BE READY.

**BE READY** Being Ready means no matter where you are or what you are doing you should have the appropriate materials ready for your day and that current part of your day. This includes but is not limited to clothing, planners, textbooks, assignments, writing utensils, paper, etc.

**BE RESPECTFUL** Being Respectful means showing yourself and others that you value yourself and them. You value your and their possessions and your and their surroundings. This includes but is not limited to being on time, using the appropriate voice levels and language, listening to others’, accepting others feelings and differences.

**BE SAFE** Being Safe means to create a place that you and others feel free from harm, danger, or risk of bullying and/or harassment. This includes but is not limited to walking in the hallways, staying seated at your desks, using supplies for their intended purpose, keeping hands and feet and negative comments to yourself, etc.

In addition to our 3 expectations there are 5 other components to “The Oriole Way.” Let’s first start with the Behavior Matrix

1: Behavior Matrix - As you move around your school you will find Behavior Matrix signs along with different signs around to help you remember what the expectations of the particular school area or setting that you are in. For example, you will see in the hallways different signs to help you remember to walk, to stay to the right, to keep your hands and feet to yourself, use a soft voice and so on. These signs are what are expected of you while you are in that area.

2: Direct Teaching - Throughout the year you will hear of different areas being “rolled out.” This means that at that time we as a staff will focus on that particular area. This could be done in many different ways...videos, practicing, an assembly and what other ways the staff finds helpful. All of us need reminding sometimes so the staff may need to reinforce the different expectations throughout the year by re-teaching the lesson.

3: “The Oriole Way” acknowledgment system – This system will recognize appropriate behaviors. “The Oriole Way” tickets called, Pride Points at Horace Mann, BAMS Bucks at Bessie Allen, and Terrific Tickets at Friendship Learning Center will be handed out to students by staff members when they see an appropriate behavior displayed by a student. These “tickets” can be redeemed for numerous items and privileges.

4: Behavior Reporting – With all systems there is always a need to report those behaviors that are not desirable. Sometimes even though clear expectations are taught some students will still choose to misbehave. When this occurs a Behavior Report is written to record the incident with follow up to include but not limited to, assisting or re-teaching the expectation, there may be a conference with the teacher reporting and meeting with staff and parents/guardians, etc.

There are two kinds infractions, Minor and Major.

A **Minor infraction** is disruptive to the learning environment and will be handled by the supervising staff member in the

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situation.

A **Major infraction** is much more serious or is a repeated inappropriate behavior and needs to be met by the principal and parent/guardians will receive notification.

Thank you for taking your time to listen to our brief explanation of “**The Oriole Way**.” We know that if we provide not only students but staff as well with a consistent environment from Kindergarten through 12<sup>th</sup> grade we can all expect a **READY, RESPECTFUL** and **SAFE** environment to learn and live in. If you have any questions please feel free to speak with myself or any of the North Fond du Lac School District staff members, we are here to help.

## **CLOSING OF SCHOOL/LATE STARTS**

In the event severe weather conditions require school to be called off before starting or through early dismissal, this information can be gained by listening to radio station: KFIZ 1450 AM, WFDL 97.7 FM, WFON, WPKR, WOSH, Fox 11 TV or TV 26.

## **COLLEGE VISITATION**

Visiting a college or vocational school is a privilege extended to students. Any time a student visits another school they are representing Horace Mann High School and their actions can affect the future acceptance of our students and their chances of receiving scholarships. College or vocational school visits give the student the chance to view the school and its programs. Students should make every effort to visit when Horace Mann High School is not in session. The principal reserves the right to limit the number of visits and will consider each request separately. Failure to obtain permission will result in the visit being considered unexcused and subject to the normal discipline procedure. When requesting time off from school, the following procedures must be followed:

1. Contact the office to receive an anticipated absence form. One to two days is required to make the necessary arrangements.

## **DANCES-GUIDELINES**

Dances following home football and basketball games are sponsored by various classes and organizations on rotating basis with the proceeds going to the treasury of that group. The following rules apply to all such dances:

1. Chaperones will include advisors, parents and an administrator. If an advisor cannot attend a dance, it is his/her responsibility to find another faculty member to replace them.
2. Only students attending the game preceding the dance will be admitted to the dance itself. You **MUST** have a game ticket for admittance to the dance.
3. Doors to the dance will be closed 15 minutes after the end of the contest; no one will be admitted after that time.
4. If a student is unable to attend the game or the start of the dance for an acceptable reason, he/she may sign up on the Late List by the end of the school day. Anyone not on the list will **NOT** be allowed into the dance.
5. If a Horace Mann student wishes to bring a guest to the dance, he/she may sign up the person(s) on the guest list in the office by the end of the day. All guests must follow high school rules. (All dances are for high school age or older students up to age 21.)
6. Any student who leaves the dance before its conclusion **WILL NOT** be re-admitted.
7. School policies regarding behavior will be enforced at the dance.
8. Dances will last 90 minutes from the end of the contest or no later than 11:30 p.m.
9. One chaperone will collect dance fees while another supervises the dance.
10. One chaperone will check hallways and bathrooms while another supervises the entrance to the dance.
11. Chaperones have the responsibility to refer any student they suspect of using alcohol or drugs to a building administrator.
12. Any student with an in-school suspension (ISS) or out-of-school suspension (OSS) the day of the dance **may** not be allowed to attend the dance. If the suspension is carried through to the following week the student is not allowed to attend any weekend school functions.
13. Dress at dances must be gender appropriate.

## **DEER HUNTING POLICY**

Students must secure an anticipated absence form from the office prior to date of absence. Anticipated absence forms must have parent or guardian signature before being signed by teachers. Each teacher will indicate assignments and completion time for their class and initial them. Students must register license in office and must have license number on anticipated absence form. Students who are not passing their courses will be encouraged to stay in school.

## **DEFACING OF PROPERTY**

Students who deface school district property will be required to replace the property at full value. Other consequences will be applied.

## **DETENTION**

Detentions may assigned by a high school teacher or the office. Detentions may be served mornings, at lunch or afternoon at the discretion of the teacher/office.

Rules and Regulations of the Detention Room:

1. Detention will be held in a teacher's classroom.
2. Detained students will remain in their seat for the entire detention.
3. The detention period will be a study period. Students in detention must bring enough study or reading material for the entire detention.

## **DIRECT SUPERVISION/SCHOOL HOURS**

Students not under the direct supervision of teacher, coach or another employee need to sit at a table in the commons or leave the building by 2:45 p.m. or 10 minutes after school has ended.

### **STUDENT CONDUCT**

Students and staff shall insure that proper "Oriole Way" conduct is maintained in classrooms, the halls, on school premises, on scheduled field trips and during school-sponsored activities.

A positive approach-The Oriole Way- in disciplinary measures shall be used, taking into account the dignity of the student, the seriousness of the infraction and the need for positive motivation of students.

Parents will be contacted when the situation warrants. Teachers and administrators are encouraged to maintain communications with parents regarding behavior problems.

All student behavior should be based on respect and consideration for the rights of others. Students have a responsibility to know and follow the rules and regulations of the school. The "Oriole Way" philosophy will be shared with all including our values of be ready, be respectful and be safe.

Students shall conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all District employees.

The School District shall not discriminate in standards and rules of behavior, including student harassment, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental or emotional disability.

## **DISCIPLINE**

### **OFFENSES/ACTIONS**

**The following is a list of major offenses with suggested actions to be followed, unless at the discretion of the administration the severity and /or frequency of the offense warrant immediate suspension and/or expulsion.**

- a. **Battery-** a student causing bodily harm to another by an act done with intent to cause bodily harm to that person harmed. Action- Parent notification, 3-5 day suspension, and legal referral.
- b. **Disorderly Conduct-** Students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct and tends to cause or provoke a disturbance is guilty of disorderly conduct. Action-Legal referral, suspension.
- c. **Gambling-**Whoever makes a bet in which the parties agree that, dependent upon chance even though accompanied by some skill, one stands to win or lose something of value specified in the agreement. Action- Warning, Parent Notification 3-5 day suspension, legal referral.
- d. **Harassment/Bullying-** a student who engages in repeated acts to intimidate a person by strikes, shoves, kicks, unwarranted or unwelcome sexual behavior or otherwise subjects the person to physical contact or threatens to do the same. Action-verbal warning, written warning, 1-5 day suspension, legal referral.
- e. **Hazing-** No person may intentionally or recklessly engage in acts of forced activity, which endangers the physical health or safety of the student for the purpose of initiation or admission with any organization. Action- verbal warning, written warning, 1-5 day suspension, legal referral.
- f. **Negligent Operation of Vehicle/parking-** Any student who endangers another's safety by creating a situation or unreasonable risk, high probability of death or great bodily harm. Action- verbal warning, written warning, 10-day loss of parking privilege, legal referral.
- g. **Obscenity-**A student who imports, prints, advertises, sells, has in possession, for sale, or publishes, exhibits, or transfers commercially any lewd, obscene or indecent written matter, picture, sound recording, or film or who has in possession with intent to transfer to a person under 18 years of age any of the above materials or whoever makes any lewd, obscene or indecent drawings or writings in school. Action- verbal warning, written warning, 1-5 day suspension, legal referral.
- h. **Possession of a Weapon-** No person shall possess a weapon or look-alike (e.g. guns, knives, and martial arts weapons) or

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- any item intended to be used as a weapon in any school building or on school property. Action- notification of parents 1-5 day suspension, expulsion procedures.
- i. **Possession/Discharge of Fireworks-** No person shall sell, use, possess, discharge or explode any fireworks in the school building or on school property. Action- notification of parent, 1-5 day suspension, expulsion procedures.
  - j. **Slander/Libel-**No person shall intentionally defame another whether a student or a staff member. This involves anything, which exposes the other to hatred, contempt, ridicule or disgrace in their line of work.
  - k. **Vandalism-** any student who intentionally causes damage to the school building and/or school property. Action-notification of parent, 1-5 day suspension, expulsion procedures.
  - l. **Possession/use of Alcohol/Drugs:** The use, possession, sale or intent to sell or transfer alcohol or other drugs, counterfeit drugs including so-called non-alcoholic beverages and drug paraphernalia is prohibited. Having illegal drugs or chemicals in a student system while at school or at school related activities while on school property is prohibited. Action- Notification of parent, 3-5 day suspension, legal referral, expulsion procedures.
  - m. **False Fire Alarm-** No person shall intentionally pull the fire alarm other than for emergency reasons. Action- notification of parent, 5-day suspension, legal referral, expulsion procedure.
  - n. **Theft-** Action-verbal warning, written warning, 1-5 day suspension, expulsion procedures, restitution.
  - o. **Possession/use of tobacco products/vaping devices-**The use of tobacco is prohibited on school property and/or school activities at all times. Action-Notification of parent, 1-5 day suspension, and legal referral.
  - p. **Improper Display of Affection-**Students must be aware of the perceptions created by inappropriate, distracting or disruptive displays of affection, which are deemed reasonable in a more private environment. Any willful and persistent displays of inappropriate behavior that interferes with the educational environment will result in disciplinary action. Actions may include, verbal warning, written warning, detention, and 1-5 day suspension.
  - q. **Criminal Gang Activity: Section 895.77 (2)** of the State Statutes authorizes a school district to bring an action in circuit court for any expenditure of money by the district as the result of criminal gang activity. State law defines “criminal gang activity” as the commission of, attempt to commit or solicitation to commit a crime for the specific intent to promote, or assist in any criminal conduct by gang members. Action—Verbal warning, written warning, notification of parent, detention, 1-5 days suspension, expulsion procedures.

It is understood that these rules are not all inclusive. Actions may be taken with respect to any offense, which interferes with the orderly operation of the school, including repeated refusal to follow school rules.

**IN-SCHOOL SUSPENSION (ISS)**

Students will report to the in-school suspension room (or area) in the student office at 7:30 a.m. with the following:

- All textbooks/workbooks/notebooks used for regular classes and paper and a pen or pencil.
- A lunch or enough money to buy a lunch. (ISS students must eat lunch in the ISS room or area.)
- Additional reading materials (books-magazines-newspapers) to be utilized if regular schoolwork is completed.

Students will receive 2 supervised bathroom breaks.

Students will be assigned a seat and will remain in that seat quietly doing homework or reading.

Failure to abide by the rules will result in an out of school suspension.

Failing to complete an in school suspension will result in an automatic out-of-school suspension.

**OUT-OF-SCHOOL SUSPENSION (OSS)**

1. Any student serving an out-of-school suspension is not allowed on School District of NFDL property or in/at school related activities during the suspension period. This includes weekends if the suspension carries over to the next school week. Suspensions that do not carry over to the next school day end at midnight. (The ban includes school busses.)
2. Out-of-school suspension will not exceed (5) days in duration without board approval.
3. Parents or guardians will be notified (if possible) by phone and in writing of the suspension.
4. Suspended students are not allowed to attend Horace Mann activities including those that are located in other communities during the time of suspension or the day of a suspension. Students who are under suspension may not be on any school district property nor attend any school function during the term of their suspension. Should a student be found on school property or attending a school-sponsored activity during a suspension, the student may be subject to further disciplinary action up to and including expulsion as well as civil action

All student behavior should be based on respect and consideration for the rights of others. Students have a responsibility to know and follow the rules and regulations of the school.

**SUSPENSION/EXPULSION**

The procedure for the implementation of suspensions is defined in (s.120.13 (1) (b)). The school district administrator or any principal or teacher designated by him...may suspend a pupil for not more than 5 days or, if a notice of expulsion hearing has been sent for not more than a total of 10 consecutive school days for noncompliance with...school board rules, or for conduct by the pupil while at school or while under the supervision of a school authority, which endangers the property, health or safety of others. Prior to any suspension, the pupil shall be advised of the reason for the proposed suspension. Students may also be suspended for incidents of misconduct, which occur near school.

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## **DRESS AND GROOMING CODE**

Neatness, cleanliness and appropriate dress are vital to the individual student and to those with whom he/she shares a classroom. Student dress must be appropriate and must not distract or offend students, staff or others within the school environment. Clothing must not cause a health or safety problem. Clothing must be clean.

The following are not acceptable.

1. **Pants revealing midriff, hips or undergarments including boxers.**
2. **Low Cut Tops revealing cleavage.**
3. **Clothing with obscene or sexually suggestive (example Hooters shirts) signs or sayings (example of obscene may be certain Marilyn Manson t-shirts.)**
4. **Clothing promoting drugs, alcoholic beverages, controlled substances or tobacco.**
5. **Hats/head coverings worn indoors. (Must be in your locker) Hoods must be worn off the head.**
6. **All undergarments must be covered.**
7. **Chains not considered jewelry.**
8. **Wallet chains.**
9. **In general, clothing that is too revealing, tight, and extremely oversized.**
10. **Backpacks must remain in the student's locker. Students are not allowed to carry them to and from classes.**
11. **Jackets worn indoors. (Jackets should be placed in the student's locker during the school day)**
12. **Extremely short shorts-the length of shorts must be past your palm when placed at your sides.**

Students not complying will be offered the following options:

1. **Correct the situation with additional clothing.**
2. **Contact parents or guardians to obtain appropriate clothing or go home to change.**

## **DRIVING TO ATHLETIC PRACTICES AND GAMES**

Student athletes are not allowed to drive to athletic practices and games that are held outside of the high school building. Parents must contact the coach to allow their son/daughter to accompany them from a sporting event.

## **ELECTRONIC COMMUNICATION DEVICES/CELL PHONES**

Cell phones,, iPods or other electronic devices are to be utilized only in hallways and in the lunchroom. If a student is sending inappropriate messages or listening to inappropriate music or viewing inappropriate pictures during lunch/passing time they will be asked to put their device away. **Students may not use cell phones in class without teacher permission. Cell phones should be out of sight in classrooms. If a cell phone is out during class students may be asked to give the device to the adult supervising and the first time they will receive it back at the end of the day. The second time a parent will have to come and retrieve the device.**

## **ELEVATOR**

Students should have permission from the office to use the elevator. Elevator use is limited to students who have permanent special needs or who have specific health concerns..

## **EMERGENCY DATA CARDS UPDATING**

An emergency data card must be on file in the office for every student *by the end of the first week of school.* The emergency data cards must be completed and signed by the parents so in the event of an emergency situation the school can take the correct action. A sample emergency card is printed near the end of the handbook. The card must be completed by the end of the first week of school. PLEASE CALL THE HIGH SCHOOL OFFICE IF CHANGES ARE MADE.

## **ENTRANCE /EXIT**

High School students will enter and leave the building from the high school entrance/exits only. **They are not allowed to enter or exit by walking through the middle school.** All doors to the high school are locked twenty-four hours a day. The exceptions are the time immediately before school, during lunch or during an activity.

## **FINAL EXAMS**

Final exams will count a minimum of 10% of a student's grade.

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## **FIRE EXIT PLANS**

Fire drills are conducted regularly, and students should learn the fire exit plan for each room in which they spend a part of their day. The fire signal is a continuous sounding of the fire alarm, which sounds until all students and teachers are out of the building. Everyone should move in a quick and orderly manner whenever the alarm is given. The fire exit route is posted in the front area of each classroom.

## **FOOD**

Students are allowed to have food in the classroom at teacher discretion.

## **Google G Suite**

**Students use Google apps for Education including a G suite. Information is listed below. Please review and inform the High School office if you do NOT wish for your student to have a G suite.**

[Google G Suite Information](#)

## **GRADES**

Grade point averages can affect future employment, scholarships, and admission to work experience and college or technical college. Your grades are important. The following is the Board of Education approved and mandated grading scale to be used for all classes without exception.

A+ 97-100 A 93-96 A- 90-92 B+ 87-89 B 83-86 B- 80-82 C+77-79  
C 73-76 C- 70-72 D+ 67-69 D 63-66 D- 60-62 F 0-59

A point system is used for calculating grade point averages.

A+/A=	4.00	B=	3.00	C=	2.00	D=	1.00
A-=	3.75	B-=	2.75	C-=	1.75	D-=	1.0
B+=	3.25	C+=	2.25	D+=	1.25		

Multiplying the grade point earned times the credit value of the class (per semester) then dividing by the total number of credits available to earn (per semester) equals the grade point average for the semester.

### **GRADE REPORTS**

Our grade reports are issued four (4) times a year using two formats; Quarter Grade Reports and Semester Report Cards. Mid-quarter progress reports will also be sent out 4 times during the year at mid-quarter (23 days into the quarter) showing your child's progress to that point.

### **QUARTER GRADE REPORTS**

These reports are issued at mid-semester. Depending on when Parent Teacher Conferences are scheduled, these reports will either be available at the conferences or be able to be viewed on skyward. If you wish to have a paper copy please request one from the High School office.. These reports are intended to inform the student and parents of the progress at the mid-point of the semester. These grades are not recorded on the student's transcript.

### **SEMESTER REPORT CARDS**

Semester report cards are issued at the end of the semester. The grades listed on the report card are the official grades for each class and reflect the achievement of the student. They will be recorded on the transcript of the student.

## **GRADUATION REQUIREMENTS**

It is the student's responsibility to keep an accurate count of their credits and to ensure that they meet the graduation requirements, if in doubt, check with the guidance office.

The intent of these requirements is to broaden the educational experience of Horace Mann High School students.

Required Courses:

- 24 credits required
- 4 credits of English
- 3 credits of social science
- 3 credits of math
- 3 credits of science
- 1 1/2 credits of physical education
- 1/2 credit of health

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- ½ credit or Personal Finance
- 8.5 credits of elective

To earn 1/2 credit, a course must be pursued for the entire semester; a quarter grade is simply a progress report and does not give credit. Failure in required subjects must be made up in the following year. Students must carry at least six credits each year. Any exception requires the permission of the building principal. **Students must be in good standing to participate in the graduation ceremony-this includes all fines and monies owed paid, all credits earned, attendance at school until the last day and following behavior guidelines.**

## **GRADUATION RULES**

1. Caps must be worn as is-no writing or pictures on them.
2. Long pants and leather shoes should be worn by males. (No jeans, shorts, athletic shoes or athletic sandals.)
3. Long pants or dresses should be worn by females. (No jeans, shorts, sports shoes, or athletic sandals.)
4. Graduation is a formal ceremony with appropriate behavior..
5. Graduates should arrive at Horace Mann High School at noon.
6. Students must attend graduation practice to participate in the graduation ceremony.
7. **A student must complete all coursework within their four years of high school in order to participate in the graduation ceremony.**

**NOTE: A senior's school year is not complete until the conclusion of the graduation ceremony. All school rules apply until the end of the ceremony.**

## **GUEST PASS**

*High school age students from other schools, who intend to participate in a dance or other activity at Horace Mann, need to obtain a guest pass from the high school office, complete that form and return it to the office for approval. The same rule applies to students who have graduated in the past school year.*

## **SCHOOL COUNSELING DEPARTMENT**

Counselors are trained in the Wisconsin Comprehensive School Counseling model, providing academic and career counseling to all students. Counselors are also trained to provide personal support to students in various situations, and/or refer mental health concerns to outside agencies.

Information regarding programs, admission, and costs associated with a 4 year university or 2 year technical college can be discussed with any of the counselors in the Counseling Department. Students may also obtain information about Youth Apprenticeships or Military service opportunities. Counselors assist students in making decisions regarding appropriate high school coursework that will best help them prepare for the post-secondary plans they are pursuing.

School counselors aid in the financial aid and scholarship process, providing information to students and families via the school web-site and scheduled group meeting nights.

The school counseling services listed above are delivered to students through both individual and group contacts. Students may see a school counselor by making an appointment during the student's study hall time or other time mutually agreed upon by the student, counselor and teacher if necessary.

The goal of the school counseling department is to provide the most comprehensive program, which includes supporting the academic, career, personal, and social development needs of all students.

## **HARASSMENT/BULLYING AND HAZING**

Students are not allowed to harass, bully or haze other students, by any means including but not limited to verbal, written or implied threats. Students who feel they are being harassed should report incidents to the high school principal or another staff member. Students who harass other students will receive consequences.

The District is dedicated to creating authentic, positive relationships through the "Oriole Way," which is focused on being Ready, Respectful and Safe. Positive relationships and the Oriole Way is the key to making everyone feel as safe as possible.

The word respect has many definitions, but the one we use in our District is "treating someone as they are valuable." Sometimes people forget this definition and are purposefully mean to others and treat them very poorly. These actions sometimes rise to the level of "Bullying." Our Board policies define bullying as "deliberate or intentional behavior that involves an imbalance of power. Bullying 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."

The difference between someone being mean and inconsiderate and bullying is sometimes blurred and difficult to distinguish. It is a sad reality of life that people have been, are and will continue to use mean bullying tactics. The District wants to make sure that we can address all instances of bullying and have created another way for people to report bullying incidents. With information, we can then work together with the victim, families, the "bully" and community to hold people accountable, protect

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all and foster a culture that is Ready, Respectful and Safe!

The District has developed and uses a new form called the “Bullying Confidential Online Incident Report.” The form is available on the District website ([www.nfdlschools.org](http://www.nfdlschools.org)) and in the building offices. We hope this form helps people feel more comfortable reporting incidents if bullying is taking place. Please also know that at any time if a student is feeling bullied in school that he/she, the parents, friends, or anyone can always report these incidents to an adult in the school and the situation will be addressed.

Together we can make a difference and create a culture that does not tolerate bullying and support the respectful, caring relationships that are essential to learning and growing!

## HOMECOMING

All attendants and the King and Queen must:

1. Have a minimum GPA of 1.50 from the spring semester.
2. Not have failing grades from the previous semester and no failure notices in the current semester.
3. Not have any suspensions in the current semester.
4. Not have a felony conviction record.
5. Not have unexcused absences in the current semester.
6. Have no serious violations of school or classroom rules.
7. Be a member of a fall athletic team. Managers are eligible if they manage a team for two years.

The procedure:

- a. Each class 9-11 will elect 1 male and 1 female attendant. The attendants will be those who receive the highest number of votes from their classmates.
- b. Students who are elected as attendants in grades 9 & 10 are not eligible for the homecoming court again until their senior year.
- c. The senior class will elect 5 male and 5 female attendants not counting the King and Queen.
- d. The King and Queen will be from the senior class. All senior females who meet the criteria above will be eligible to be the Queen; all senior males who meet the criteria above will be eligible to be King. A second vote will be taken from the top ten in each area. The King and Queen will be the male and female who receive the highest number of votes from their classmates.
- e. The King must be male; the Queen must be female.

Members of their class will elect attendants and the King and Queen.

The high school homecoming is for students or others who are in grades 9-12 (or older). The homecoming dance is not intended for younger students. They will not be admitted to the dance as dates.

Homecoming is held in the high school commons.

The senior class advisors, the high school principal, the athletic director and the football coach set the homecoming date.

Dress must be gender appropriate and semi-formal. (Jeans and recreational dress are not allowed)

Students must register non-HMHS guests in the high school office by the Wednesday before the dance.

## HONOR ROLL

We will post an honor roll at the conclusion of each semester. We consider all course work as honor points and credits of work are determined by the amount of class time. The honor roll is determined as follows: 3.5 to 4.0 High Honors, 3.2 to 3.499 Honors and 3.0 to 3.199 Honorable Mention. Honor roll is determined by dividing the number of credits into the total number of grade points, giving you your grade point average.

## INCOMPLETE

From time to time, the work needed to complete a course may not be done in time for the grade reports. A teacher may choose to assign an incomplete to the student until all make up work is completed and a regular letter grade is assigned. The student has 10 school days to complete the work and receive credit. All work not completed will receive an F and the final grade will be computed. It is the student's responsibility to get the work that needs to be made up. The building principal must approve any exceptions.

## The School District of North Fond du Lac Internet - Acceptable Use Policy

Computer (including handhelds and peripherals), network, and Internet access is a privilege available to students in the School District of North Fond du Lac. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The following guidelines are provided so that students are aware of the responsibilities required to use this technology. Please read this document carefully and sign at the bottom. Computer use at school may be revoked (and other disciplinary action can be administered) if a student does not adhere to the guidelines below.

1. Acceptable Use: My use of computers, the Internet, and the school network must be in support of education and research



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within the educational goals and objectives of the North Fond du Lac School District. Transmission of any material in violation of any U.S., state, or school regulations are prohibited. This includes copyrighted material, threatening or obscene material, or material restricted by school policy or staff. The school network includes the use of school computers (including handhelds), and computer peripherals, as well as the use of school network services such as the Internet, school e-mail / web services accounts, and network file folders.

Students should have no expectation of computer privacy, as the school may monitor computer, e-mail, and Internet use.

2. Personal Responsibility: As a member of my school community, I will accept responsibility for proper use of school technology and for reporting any misuse of technology. My use of school technology will meet the guidelines below:

- I will respect the privacy and dignity of students and teachers at all times. I will not use, copy, or delete another user's files, folders, or passwords.
- I will keep my own passwords private and I will not share passwords with a friend.
- I will use appropriate language by refraining from the use of profanity or insulting language. Offensive messages that originate outside of school, but disrupt the school's educational process may be subject to school consequences.
- I will respect school equipment, including an absence of vandalism or computer viruses.
- I will only use software that is pre-approved by the administration of The School District of North Fond du Lac.

3. Internet Safety: the Internet provides opportunities to access new resources, but it also provides unique risks to students. The School District of North Fond du Lac provides filtered access to the Internet on nearly all school computers, but to ensure my safety on the Internet, I will follow the guidelines below:

- I will not give out on the Internet personal information such as my full name, phone number, or address.
- I will not give out on the Internet personal information about someone else such as his or her name, phone number, or address.
- I will not correspond or meet with someone through the Internet without the pre-approval of a teacher.
- I will only access or download sites appropriate for school classes or activities.
- I will immediately report any technology use that makes me uncomfortable or violates school policies.

4. E-Mail/Communication Safety: E-mail and other online communication services provide opportunities for students, but they require careful use. I will follow the guidelines below when using school computers/accounts:

- I will only use an e-mail account at school with the prior permission of a teacher. Instant messaging and chat rooms are prohibited.
- I will adhere to all of the guidelines in this Acceptable Use Policy when using a school provided e-mail account or other school provided computer service at school or another location in the School District.
- I understand that my activity on the internet and e-mail is filtered and monitored – I take full accountability for the emails I send or receive and the websites that I access.

## **LOCKERS**

The school for the convenience of the student provides student lockers. They will be used solely and exclusively for the storage of outer garments, footwear and school related materials.

**\*\*NOTE: Students should only use their assigned lockers during the school year.**

The school will not be responsible for lost or stolen items.

The locker assigned to a student is not his/her private property and may be opened and inspected by school authorities at any time. Any unauthorized item found in the locker will be removed. Items removed from the locker may be held by the school officials for return to the parent or guardian of the student, without liability to the school for safekeeping. If the inspecting authority suspects that the item(s) found in the locker involve a violation of law, the confiscated material will be turned over to law enforcement officials. The inspecting authority of items removed from the locker shall notify the student and his/her parent or guardian.

## **LUNCH**

A la Carte items are available for purchase from the concession area during the lunch periods. A hot lunch meal is also available at the high school (a hot lunch meal consists of a main entree, two of either fruit or vegetable selections and milk). All students, when soup is served, are eligible for free soup.

All high school students eating inside must eat in the commons. Ninth, tenth and eleventh graders must eat in the commons due to the fact that they have a closed campus. **STUDENTS MUST HAVE A PASS FROM A STAFF MEMBER IN ORDER TO LEAVE THE LUNCH ROOM.**

Administrators or other lunchtime supervisors may limit the number of students eating at one table for management purposes or disciplinary reasons. Students who eat or visit in the commons during lunch must be seated at a table.

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## **PARENT INFORMATION for MEDICATION ADMINISTRATION at SCHOOL**

In compliance with Wisconsin State Statute, the North Fond du Lac School District has adopted a policy for the administration of medications in the school setting. For school personnel to administer medication safely and efficiently, parents/guardians and/or adult students must comply with the District policy.

225 McKinley St. North Fond du Lac, WI 54937  
Telephone: 920-929-3750 FAX 920-929-3664

### **MEDICATIONS AT SCHOOL**

**Medications should be administered at home whenever possible.** Parents/guardians are urged to consult with the prescribing physician to determine if medications can be scheduled outside school hours. In the event that this is not possible, designated District staff will administer medication according to District policy.

#### PRESCRIPTION and OVER-THE-COUNTER MEDICATIONS

1. **Current Physician's Order for Administration of Medication form must be on file at school for any medication given at school.** This form may be obtained from the school office. This form requires both the physician and parent's signatures.
2. The prescription medication must be supplied in the *original pharmacy-labeled bottle* indicating the correct dosage and frequency of administration. This information must be the same as written on the medication form. Only the amount of medication needed at school shall be contained in the bottle.
3. Over-the-Counter medication must be in its original container, with the correct dosage and frequency of administration on the medication form. **Smaller bottles/packages should be sent.**
4. If changes in the dosage take place, an updated physician's order form (as stated above), and an updated pharmacy-labeled bottle will be required.

#### SELF-MEDICATION

1.      Responsible students (mainly those in middle and high school, occasionally students in elementary grades) may be given authorization to self-administer inhalers for asthma. A current physician's Order for Administration of Medication must be on file and indicate that the student has been instructed by the physician on how to use the inhaler properly.
2.      Students may **not** dispense any medication to other students.

#### HELPEFUL HINTS

1.      Ask your pharmacist for a second empty labeled container for prescriptions so that you will have containers for both home and school. **Medication will not be given if it is in an unmarked container (i.e. plastic baggie, envelope).**
2.      When you know your child will be taking medication, discuss the hours of administration with the doctor. **It may be possible to regulate the dosage so that medication can be given at home and not at school. (I.e. antibiotics given three (3) times a day).**
3.      Parents are to deliver the container of medication to the school office to prevent tampering by the child and other students.
4. **Unused portions of medications after the completion of the school year or when discontinued will be disposed of after seven (7) days if not picked up by the parent.**

Parent attention to and support of these requirements is very much appreciated. If you have any questions, please contact your school nurse and/or your school secretary.

## **MIDDLE SCHOOL**

High school students are allowed in the middle school only when they have classes scheduled in Family and Consumer Education or Technology Education. High school students are not allowed in any other area of the middle school.

When high school students need to use the restroom during a time they have a class scheduled in the middle school, they should walk down the hallway to the restrooms by the library.

## **OPEN CAMPUS**

*Open campus during lunch is reserved for seniors. Seniors must meet the following guidelines to be eligible: (1) have passing grades in all classes at the end of their junior year and maintain that status throughout their senior year (2) not have any referrals to the office during their senior year (3) not have any traffic citations over the noon hour during their senior year, and (4) be free of problems in the community during the noon hour during the senior year and (5) not have any outstanding detention. Students must be on time to their next class. Seniors must sign in and out for lunch and must only use the main front doors.*

*Juniors have a trial open campus. Juniors must have a "C" or better in each class and must meet all the other senior lunch guidelines. Applications will be handed out during first quarter. Failure to abide by any of the above conditions will result in immediate forfeiture of the open campus privilege and the building entry card.*

*Students may have their status reviewed at the end of the semester for possible reinstatement of the privilege. The decision of the*

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*principal will be final on all such requests.*

## **PARKING**

High School students are encouraged to park in the McKinley Street parking lot located in front of the building. Students must use parking stickers for the front or park on the street where allowed. Vehicles parked on school property are subject to search, if the administration has reason to believe the vehicle contains drugs, weapons or other illegal or dangerous items. Vehicles may be subject to search for other reasons including regular inspections for illegal items. Students are required to cooperate with any search and not allowed to interfere or leave during a search. All student driven vehicles parked in the high school lot must have a parking sticker sold by the office displayed in a window facing the aisle. The NFDL Police Department routinely patrols the parking lot and issues parking tickets to violators (additional stickers may be purchased for \$5.00). Temporary day passes are issued for temporary vehicles in case your vehicle is in for car repairs etc. if the student already has an issued sticker. If the temporary pass is not returned there will be a charge of \$5.00.

## **PHOTO POLICY**

### **Students to be Featured by the News Media**

#### **Our policy for exclusion of children from news media has changed – PLEASE READ!**

Occasionally the news media (radio, television and the newspaper) visit the schools to take photographs, make videos, do interviews and/or write articles relating to special events, programs and projects. These media activities in the schools are conducted with the supervision of school personnel.

This publicity is welcomed since we are proud of our school events and interested in sharing positive news with the public.

If for any reason you do not wish to have your son or daughter featured by the media, or on the school's website, or on other web media, please notify the school office. Kindly send a letter to the principal to indicate that you do not wish to have your child included in the publicity.

## **PHYSICAL EDUCATION NON-PARTICIPATION POLICY**

Every student is expected to dress for physical education in the prescribed uniform and participate at all times. **All valuables should be either locked in a student locker or turned into the physical education instructor.** Valuables placed in a student locker are at the student's risk. No one is allowed in the locker room while class is in progress.

Every effort should be made to have parents call the school to excuse their child from Physical-Education class.

The following are rules that have been incorporated into the Physical-Education program regarding those students who do not participate or dress for physical education without a legitimate and acceptable excuse.

### **PHYSICAL EDUCATION/MEDICAL EXCUSE**

The high school principal may grant a medical excuse from physical education for a term, semester or school year due to an injury or illness. The injury or illness does not excuse the student from the physical education requirement. Other coursework including substantial research, correspondence or other arrangements must be substituted for the missed time in class.

## **PROM**

1. All Horace Mann students may attend Prom. The dance is a Junior Prom. Juniors must be current with their class due payment
2. There will be a minimum of 5 chaperones (All at least 21 years of age), 3 advisors, 3 parent(if available), one administrator, one police officer if available.
3. If a Horace Mann student wishes to bring a guest (up to age 21) to the dance, he/she must sign up the person on the guest list in the office by the end of the Wednesday before Prom..
4. Any student who leaves the dance before its conclusion will not be re-admitted.
5. School policies regarding behavior are in force at the dance.
6. Any student with an OSS or ISS on the Friday before and/or the Monday after the dance will not be allowed to attend the Saturday dance.
7. Students with status lower than 9th grade will not be permitted to Prom. Younger students will be admitted during the crowning.
8. The area for spectators during the crowning is the seating in the auditorium.
9. Attire for Prom will be formal or semi-formal including a tux, suit, sport coat and a tie for males. Dresses or dressy pantsuits are required for females. Dress shoes are required for everyone. Jeans will not be allowed. Attire will be gender appropriate.
10. The King and Queen will have crowns. The Junior Class will purchase the crowns.
11. The King and Queen will be juniors. The King will be the male who receives the highest total number of votes. The Queen will be the female who receives the highest number of votes.
12. Only Juniors will vote for Prom court.
13. The court will be announced in advance.
14. Seven couples may be elected including the King and Queen.

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15. The couples will be those that receive the highest total number of votes. (Seven females and seven males).
16. In case of a tie those that are elected will stay elected.
17. To be eligible for Prom court:
  - a. Juniors must have passed all classes at the end of the most recent grading period.
  - b. Juniors must have a minimum grade point average of 1.50.
  - c. Juniors may not have any warning slips for failure in the fourth and current quarter.
  - d. **Junior athletes may not have any athletic code violation during their junior year. Non-athletes may be reported for conduct violations including drinking, smoking or other illegal activities. Any reported information will be given to the Principal before the ballots are distributed.**
  - d. Juniors cannot have a felony conviction record.
18. The class advisors will determine the ticket price for Prom.
19. Two advisors will count the votes.
20. The selection of the court will be at least two weeks before Prom.
21. Ticket sales will begin one week before Prom. Advisors will have a list of students who can attend Prom. The names of all Horace Mann High School students, who purchase tickets, will be recorded.
22. Decoration time will be Thursday afternoon and all day Friday.
23. Clean-up time will be after the dance and on Sunday. The clean-up crew will be the court and class officers.
24. The advisors will pair the court. The former King and Queen or a class advisor will crown the King and Queen.
25. Information about Prom will be placed in the April or May newsletter or Newspaper.
26. Junior couples will be announced at 10:00 p.m. and the court at 10:30 p.m.

## **PUBLIC CONDUCT**

Students are not allowed to engage in a public display of affection on school grounds. This would include kissing, groping or any inappropriate contact. When this is observed or reported, a warning will be given. If this behavior is observed again, corrective action will be taken, including the notification of parents. BE RESPECTFUL

## **SCHEDULE CHANGES**

Schedule changes (adding/dropping courses) must be made by March 30<sup>th</sup>. Students are asked to look at their course selections with their parents. Students are allowed to drop classes, but not add, after the first week of each semester. Dropped courses after that time period will be replaced with a study hall. Students who drop a course after fifteen school days may receive a WF.

## **SENIOR BANQUET RULES**

1. Seniors will decorate when a chaperone is present.
2. Any damages to the banquet hall will be paid for from the senior class treasury or responsible party.
3. Senior class officers may be asked to stay to the end of the banquet and supervise clean up.
4. Seniors will not bring personal beverages to the banquet.
5. Senior class wills, prophecies or awards must be submitted for administrative approval two weeks before the date of the banquet. Statements in wills, prophecies or awards will not be critical of other students or school employees. They will also not be sexual in nature or describe any illegal activities.
6. Students are not allowed in any area of the banquet hall that serves alcohol.
7. If a student leaves the banquet hall without permission, he/she is not allowed to return.
8. All school rules apply at the banquet.
9. All dress or attire at the banquet should be respectable especially when the banquet is held in a formal setting. Administration will determine levels of acceptability.

## **SEXUAL HARASSMENT POLICY**

### Declaration of Policy

It is the policy of the School Board of the School District of North Fond du Lac to provide a work and learning environment free from all forms of discrimination including incidents of sexual harassment or intimidation. No employee or student shall be subjected to unsolicited and/or unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical. The School Board will not tolerate any form of sexual harassment. Any employee, including a supervisory employee, who violates this policy, is subject to disciplinary action up to and including discharge. Disciplinary action against an employee shall be in accordance with applicable administrative rules and collective bargaining agreements. Any student who violates this policy is subject to disciplinary action.

### Prohibited Conduct

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals; or

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Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or learning environment.

Examples of prohibited conduct include, but are not limited to, lewd or sexually suggestive comments; sexual flirtations, touching, advances, or propositions; off-color language or jokes of a sexual nature; slurs and other verbal, graphic, or physical conduct relating to an individual's gender; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos or cartoons.

**Reporting Procedure**

An employee who believes he or she has been subjected to sexual harassment by anyone, including supervisors, co-workers, students or school board members shall immediately report the sexual harassment to either the principal of the employee's building or to the district administrator. If an employee's complaint involves someone in the employee's direct line of supervision, or if the employee is uncomfortable discussing the matter with either of the designated person, the employee is urged to report to any other supervisor with the complaint.

A student who believes he or she has been subjected to sexual harassment by anyone shall immediately report the sexual harassment to the principal, a guidance counselor or any other adult employee.

Any district employee, who is aware of sexual harassment, whether or not that employee is a victim of harassment, has an obligation to report such harassment to either the school principal or the district administrator.

Any student who is aware of sexual harassment whether or not that student is a victim of harassment, has an obligation to report such harassment to whether the school principal, a guidance counselor or any other adult employee.

While complaints can be filed orally or in writing, they should be placed in writing and signed and should include the specific nature of the harassment and corresponding dates and also include the name(s) of the harasser and any witnesses.

**Confidentiality and Non-Retaliation**

The identities of the parties involved shall be kept confidential to the extent possible.

No District employee or student shall attempt to restrain, interfere with, coerce, discriminate or take reprisal action against the complainant or their witnesses during or after the presentation, processing and resolution of a complaint.

**Investigation of the Complaint**

The District shall provide prompt, complete, independent and impartial investigation of the complaint. The District Administrator or his designee will conduct the investigation.

The investigator shall, in accordance with existing District policies, thoroughly investigate the complaint, notify the person who has been accused of harassment, and obtain a response to the allegation. If possible, the investigation shall be completed within ten (10) working days after receipt of the written complaint. The investigator shall prepare a written report summarizing the finding of the investigation within fifteen (15) working days after completion of the investigation.

The objective of the investigation shall be:

- a) To establish, if possible, whether the allegations are true.
- b) To determine whether the alleged conduct constitutes sexual harassment.
- c) To determine whether remedial action is needed, and if so, to act promptly.
- d) To maintain confidentiality the greatest extent possible. However, there shall be no promise or guarantee of strict or absolute confidentiality.

The investigator shall prepare a written report, which shall include:

- a) A summary of the allegations and the accused response;
- b) A summary of the persons interviewed and an assessment of their credibility;
- c) A presentation of the findings of fact;
- d) A discussion of the conclusions about the allegation; and
- e) A discussion of the recommendations for the remedial or other corrective action.

The complainant and the alleged harasser will be advised as quickly as possible of the specific findings and conclusions of the investigation.

If a conclusion is reached that harassment occurred, the harasser shall be subject to such disciplinary action up to and including discharge, as shall be deemed appropriate by the District.

If the conclusion is reached that no harassment has occurred, the alleged harasser should be informed that no disciplinary action will occur and that no documentation of the complaint or the investigation will be placed in his or her personnel or student file.

If the complainant wishes to appeal the decision of the investigator, he/she may submit a signed statement of appeal to the School District Administrator within five (5) school/business days after receipt of the investigator's response. The School District Administrator shall review the investigator's report and all supporting documentation, formulate a conclusion, and respond in writing to the appeal within ten (10) school/business days.

If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the board within five (5) school/business days of his/her receipt of the School District Administrator's response. The School Board will review the investigator's report and any supporting documentation at the next regular School Board Meeting or within twenty (20) days of the receipt of such

appeal. A copy of the Board's disposition of the appeal shall be sent by the Board to each concerned party within ten (10) school/business days of this meeting.

**Monitoring**

The District will, at periodic intervals, follow-up to make sure that any sexual harassment that has been found to have occurred

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has not been repeated and insure that no retaliatory action has been taken against the complainant.

Dissemination of Policy

Every employee will receive a copy of the policy and procedures upon hiring.

Every school board member will receive a copy of the policy and procedures upon or before taking the oath of office.

The policy will be incorporated in student handbooks.

Discussion of sexual harassment will be included at an age appropriate level and in the proper context as part of the curriculum.

Information will be posted at each workplace advising employees and volunteers of the policy and the procedures for filing a complaint.

This policy will be reviewed annually with the supervisory staff in which an understanding of sexual harassment, the board's policies and complaint procedures and the importance of vigilance will be emphasized.

## **SIGNING IN AND OUT OF THE OFFICE**

Students who leave the building during the school day **MUST** sign out in the office and sign in when they return. This includes students in Youth Option classes, Distance Learning Classes and Youth Tutors. Parental or the Principal's permission may be required. Students requesting to go to their vehicle during school hours must have the Principal's permission to leave the building and need to sign out and sign in when they return.

## **STUDENT AWARDS AND SCHOLARSHIPS**

Students in the School District shall be informed by the administration of any available academic scholarships.

Literature concerning available scholarships shall be posted in the school building and on the website. The high school counselor shall maintain records of available scholarships and shall notify students of such scholarships opportunities.

The School District shall not discriminate against students in acceptance and administration of gifts, requests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

## **STUDENT COMPLAINT PROCEDURE**

If any student wishes to file a complaint against the consequences issued as discipline, or any perceived unfair treatment, he/she should speak to the building principal regarding the situation

## **STUDENT COUNCIL**

### **HORACE MANN HIGH SCHOOL**

- 1) The Student Council shall consist of:
  - a. Five Freshman representatives
  - b. Five Sophomore representatives
  - c. Five Junior representatives
  - d. Five Senior representatives
  - e. Class Presidents
  - f. Class Vice-Presidents
  - g. Class Secretaries
  - h. Class Treasurers
  - i. All Foreign Exchange Students may choose to be honorary members of the Student Council for the duration of their stay.

#### **Qualifications for Representatives and Officers**

- 1) Any student of Horace Mann High School is eligible for election to the Student Council.
- 2) Any student who has served on Student Council for at least two years, and attends WASC Level III Summer Camp is eligible for election as Council President.
- 3) Any student who has served on Student Council for at least two years is eligible for election as Council Vice-President.
- 4) Any student on Student Council is eligible for election as Council Secretary or Treasurer or Historian.

The full student council constitution is available upon request and is shared with all student council members.

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## **TARDINESS**

**A tardy is defined as arriving up to five minutes after the class period has begun.**

Students are expected to be on time for school in the morning and to each of their classes during the school day. Employers expect employees to be on time!

### **Consequences for tardiness:**

- 1- Students have **two freebie tardies per class per semester.**
- 2- Teacher will issue a detention for third and subsequent tardies.  
Teacher will have student sit 30-minute detention with them.
- 3- Detentions not served –will be forwarded to the office for further consequences.

Students who arrive late to school **will** need to call a parent and notify the parent they are tardy to school or bring in a note.

## **TORNADO PLAN**

In case the school receives a warning or if threatening weather exists, a watch is initiated. If a tornado is sighted the alarm will be sounded. Students with their teacher will move to the pre-designated area and remain until they are recalled at which time they will return to their classrooms. All practice drills will be conducted in a serious manner. Detailed instructions concerning the tornado alert plan are posted in classrooms.

## **VISITORS**

All visitors must report to the student office upon entering the building during school hours and sign in on a log sheet. All guests must wear a “visitor” identification sticker. In addition, the building principal must approve high school age visitors during school hours.





**Horace Mann High School  
HANDBOOK POLICY FORM  
2018 - 2019**

**Please sign and return this form to school by the end of the first full week of the school year. By signing and returning this page, you and your child are stating:**

- **We have read and understood the contents of the Student Handbook.**
- **Both the parent/guardian and student understand the contents and agree to assist in the enforcement of rules and regulations set forth in the High School Student Handbook.**

**Signature of Student** \_\_\_\_\_

**Print Name of Student** \_\_\_\_\_

**Signature of Parent/Guardian** \_\_\_\_\_

**Print Name of Parent/Guardian** \_\_\_\_\_

**Date** \_\_\_\_\_

**This handbook is approved annually by the School District of North Fond du Lac Board of Education at a regular Board of Education meeting.**