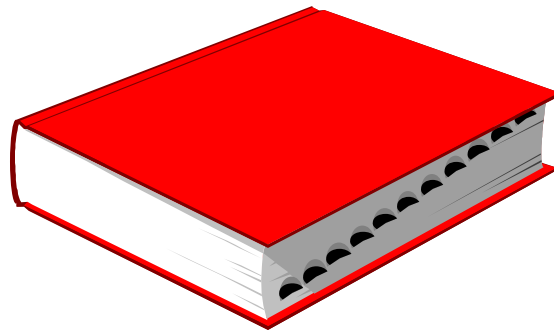


# COLFAX MIDDLE / HIGH SCHOOL



# STUDENT HANDBOOK

An Equal Opportunity Employer

The School District of Colfax prohibits discrimination against any person in employment, educational programs and activities on the basis of race, religion, gender, color, ancestry or national origin, age, political opinion, sexual orientation, marital status, veteran status, genetic information, or physical or mental disability or any other basis prohibited by applicable law.

Revised June 2012

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## **STUDENT EXPECTATIONS - FIRST DAY OF SCHOOL**

All high school students in grades 9-12 will report to their first hour classes. There will be a welcome by the student council president and the high school principal when classes have their meetings in September. After the presentations each class will have class meetings. The Freshmen will probably stay in the gym. Your class meetings will include:

- (1) Election of officers:
  - President
  - Vice President
  - Secretary
  - Treasurer
- (2) Sign up for Homecoming committees
- (3) Class dues established
- (4) Other business that needs to be taken care of

The class advisors will answer any questions towards:

- (1) Hand out your first semester schedules
- (2) Hand out locker assignments with your locker combination

All high school students 9-12 will report to their first period classes. Class meetings will be scheduled by advisors to select class officers, sign up for Homecoming activities, establish class dues, and any other business that needs to be taken care of.

## **COLFAX SENIOR HIGH SCHOOL** **PLANNING HANDBOOK**

Welcome to Colfax High School. As a High School Student you are living "The Best Years of Your Life - So Far". We want to make these four years the BEST for you. As faculty and support staff of Colfax High School we want you to come here to learn, to get to know us and to prepare for your future career and post secondary training.

The next four years will include many life-long decisions. The classes you take, the grades you receive, the activities that you become involved in, and the leadership positions you are elected to or selected for will have a lot of impact on your future.

In the next four years you will become familiar with such abbreviations as ACT, G.P.A., B.A. degree, B.S. degree, and others. Many seniors did very well on their ACT college entrance test and had respectable G.P.A.'s to get into the post-secondary institution of their choice.

In addition to the 24 credit requirement for graduation, you will need to attend a CPR training course offered by the district during your senior year.

Good luck to each of you and may you reach for many rainbows in your search for your future goals.

## GRADUATION REQUIREMENTS

Twenty-four credits (24) in high school subjects are required to earn a Colfax High School diploma. Required courses are listed as follows:

English 4 credits required which incorporate instruction in written communication, oral communications, grammar and usage of the English language and literature.

Social 3 credits of social studies required which incorporate instruction in state studies and local government.

1 year required:	American History	1 credit
1 year required:	World History	1 credit

Mathematics 2 credits required which incorporate instruction in the properties, processes, and symbols of arithmetic and the elements of Algebra, Geometry.

1 year required:	Algebra Math I	1 credit
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Science 2 credits required which incorporate instruction in the biological sciences and physical sciences.

1 year required:	Biology or General Science	1 credit
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Physical Education 1 1/2 credits required which incorporate instruction in the effects of exercise on the human body, health-related physical fitness, and activities for lifetime use.

1 year required:	Freshman year	1/2 credit
1 year required:	Sophomore year	1 credit.

## COURSE AND GRADUATION REQUIREMENTS

The following 13 credits are required for graduation:

4 credits English  
3 credits Social Studies

2 credits Mathematics  
2 credits Science  
1 1/2 credits Physical Education  
1/2 credit Health - C.P.R. Training  
13

Minimum of 13 credits required by D.P.I.

Additional credits suggested to boards:

11 credits in Vocational Education, Foreign Language, Fine Arts, or other courses

Total credits required for graduation-24.

No diploma unless enrolled in a class or has participated in an activity approved by the board during each class period of each school day.

### Schedule Changes

Students are strongly discouraged from changing schedules. If a teacher feels a schedule change would definitely benefit the student, this matter should be referred to the Guidance Counselor. Under no circumstance should a teacher change a student's schedule unless permission is received from the counselor and/or principal and appropriate changes made in office records.

Courses can be added the first three days of school. Courses may not be dropped after ten days without receiving a grade of "F" (refer to board policy).

1. Possible in terms of your existing schedule and the changes will not overload a particular class.
2. The change results in a reasonable program of studies in terms of the established curriculum.
3. The change is approved by parent, teacher, counselor, and principal.

### G.P.A.

The G.P.A. (Grade Point Average) is based on the 12.00 scale:

A+ = 12.00  
A = 11.00  
A- = 10.00  
B+ = 9.00  
B = 8.00  
B- = 7.00  
C+ = 6.00  
C = 5.00  
C- = 4.00  
D+ = 3.00  
D = 2.00

D- = 1.00

F = 0

You might also need to know your G.P.A. on the 4.00 scale for scholarships and other awards. The high school principal and high school guidance counselor have these conversion charts for you.

*The District shall not discriminate in the methods, practices and materials used for evaluating students on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students. Discrimination complaints shall be handled in accordance with established procedures.*

### **Class Rank**

You will have your first class rank at the end of first semester. Your rank will be determined by the number of classes you take and the grades you get in these classes as compared to everyone else in your class. Your rank is available at the end of each semester. Colleges will be very interested in your rank. The number one rank is best. Good luck.

### **ACADEMIC**

(A) Must maintain a 9.00 GPA for two (2) nine weeks in a row.

1. A letter will be awarded for the first requirement achieved.
2. A bar will be awarded for each year beyond the initial.

(B) The academic (or) scholar letter will be red with white background, and "Scholar" in script written in the chenille on the lower part of the block "C".

(C) The academic letter and bar will be presented at Awards Day and will entitle the students to acquire a jacket if they choose upon approval of the principal.

### **ACTIVITIES**

<b><u>ACTIVITY</u></b>	<b><u>SEASON (WHEN)</u></b>	<b><u>WHAT YOU DO</u></b>
All School Dance	Homecoming, Winter Carnival & others scheduled by classes & organizations.	All dances end by 12:00 mid-night. Visitor's passes are needed for anyone who is not a student at CHS--Colfax Middle School students are not allowed.
Athletics	All year	
Chamber Choir	All year	Be in choir, perform in the community and at concerts.
Cheerleading	Football, Basketball, and Pep Fests.	Cheer at all games.

FBLA (Future Business Leaders of America)	All year	Go on trips to conferences, compete at regionals & state competitions, participate in FBLA week, service projects, and many other things.
FFA (Agriculture Youth Group)	All year	Go on trips, participate in FFA Week, and many other things.
FCCLA (Family Career And Community Leaders Of America)	All year	Go on trips, participate in FCCLA Week, go to conferences, & many other things.
Forensics	November-April	Participate in public speaking contests, with a selection from many different categories.
Jazz Band	All year	Be in band, compete in contests, perform at concerts.
Marching Band	May-Sept	March in area parades and Homecoming
National Honor Society	Spring of sophomore year - senior year	You must have a 9.25 GPA to be accepted.
Pep Band	Football & Basketball	Perform at home games.
Dance Team	Football & Basketball	Perform at all home games and at Pep Fests.
Quiz Bowl	January-March	Pick a team of four people and compete against other teams for the school championship.
School Play	Spring	Perform the play for the community.
Student Council	All year (elected)	Host dances, attend meetings, work with school projects, host Homecoming & Winter Carnival festivals, & many, many other things.

Yearbook

September-March

Put together the yearbook by writing copy and designing pages.

*The District shall not discriminate in admission to any program or activity, standards and rules of behavior, disciplinary actions or facilities usage on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. This policy does not, however, prohibit the district from placing a student in an activity based on objective standards of performance, from providing separate programs in interscholastic athletics for males and females if such programs are comparable in type, scope and support from the District, or from providing separate toilet, locker and shower facilities. Discrimination complaints shall be handled in accordance with established procedures.*

### **FEES**

#### **Jersey Fees:**

Football	\$13.00
Volleyball	\$10.00
Cross Country jersey (Boys)	\$16.00
Cross Country shorts “	\$13.00
Cross Country jersey (Girls)	\$16.50
Cross Country shorts “	\$10.00
Boys Basketball Jersey	\$20.00
Boys Basketball Shorts	\$15.00
Girls Basketball Jersey	\$17.00
Girls Basketball Shorts	\$15.00
Track Jersey	\$16.50
Track Shorts	\$10.00
Baseball Cap	\$14.00
Baseball Socks	\$ 4.00
Softball Sweatshirt	\$19.00
Softball Cap	\$12.00

**NOTE: PRICES ARE SUBJECT TO CHANGE.**

### **VARSITY LETTER REQUIREMENTS**

The following are the criteria for earning a varsity letter at Colfax High School.

#### **GENERAL REQUIREMENTS**



Each athlete must participate during the entire season. An athlete who quits will not receive a varsity letter. Special consideration shall be given to an athlete injured during the season and because of the injury does not meet the minimum requirements.

NOTE: (a) Excused absences will be permitted if the coach is notified prior to practice or performance. The coach will determine whether an absence is excused or unexcused.

(b) The coaching staff reserves the right to award a letter to any individual that displays exceptional dedication and desire but fails to meet the minimum requirements.

### BASEBALL

1. Must participate in 1/2 of the varsity games.

### BOYS BASKETBALL

1. Must participate in 1/4 of the total quarters during the season.

### GIRLS BASKETBALL

1. Must participate in 1/4 of the total quarters during the season.

### CHEERLEADING

1. Must be a varsity cheerleader.
2. Must attend 90% of all practice sessions.
3. Must attend all games/matches unless excused by coach.

### FOOTBALL

1. An athlete must play in at least 1/4 of the quarters of varsity competition.

### DANCE TEAM

1. Must complete one full year on the squad.
2. Must attend all required practices unless excused by the coach.
3. Must have participated in all required performances unless excused by the coach.

### SOFTBALL

1. Must have competed in one half of all varsity games.

### TRACK

1. Must participate in 70% of all varsity track meets.

2. The athlete must participate in the Conference or Regional meets.
3. The athlete must attend 90% of the practices.
4. Must earn 20 points or more per season.

**VOLLEYBALL**

1. The athlete must play in at least one game in half the total matches. For example; if there are 12 matches during the season, the athlete must play in at least 6 games.
2. Attend 90% of the scheduled practices.
3. Coaching staff evaluation for those not meeting the above.

**CROSS COUNTRY**

1. Must participate in 70% of all varsity meets.
2. Must attend practices.
3. Must earn 20 points or more in varsity.

**OTHER LETTERS:**

**DRAMA**

1. A student receives his/her drama letter after three years of participation in drama productions while in high school.
2. Two middle school productions = 1 high school production.

**FORENSICS**

1. Must attend two tournaments and all levels of competition.
2. Must attend all practices.
3. Must qualify for and compete at state competition in Madison.

*The District shall not discriminate in the opportunity for participation in athletic programs or activities, standards and rules of behavior, disciplinary actions or facilities usage on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. This policy does not, however, prohibit the district from placing a student in an athletic program or activity based on objective standards of individual performance, from providing separate programs in interscholastic athletics for males and females if such programs are comparable in type, scope and support from the District, or from providing separate toilet, locker and shower facilities. Discrimination complaints shall be handled in accordance with established procedures.*

**TARDINESS**  
**(GRADES 9-12)**

If a student arrives late to class without a make-up or tardy slip, he/she should be sent to the office for an admit slip. In the case of repeated tardiness, the student will be referred to the High School Principal for truancy.

Unexcused Absences and/or Tardies will be dealt with according to the student discipline plan as follows.

- |                                           |   |                |
|-------------------------------------------|---|----------------|
| 1 <sup>st</sup> Unexcused Tardy / Absence | - | Warning letter |
| 2 <sup>nd</sup> Unexcused Tardy / Absence | - | Warning letter |

3 <sup>rd</sup> Unexcused Tardy / Absence	-	One (1) Detention
4 <sup>th</sup> Unexcused Tardy / Absence	-	Two (2) Detentions
5 <sup>th</sup> Unexcused Tardy / Absence	-	Three (3) Detentions
6 <sup>th</sup> Unexcused Tardy / Absence	-	One (1) Day In-School Suspension
7 <sup>th</sup> Unexcused Tardy / Absence	-	Two (2) Day In-School Suspension
8 <sup>th</sup> Unexcused Tardy / Absence	-	Three (3) Day In-School Suspension
9 <sup>th</sup> & Beyond Unexcused Tardy / Absence	-	Out of School Suspensions

- Detentions will be served on Wednesdays throughout the school year from 3:15–4:00 p.m.
- Students will be assigned a date for the detention to be served.
- Dates for detentions will not be changed unless approved by the H.S. Principal.
- Any detention missed will result in an additional detention being added on.
- Students will begin each semester at Step 1 of the behavior plan for unexcused tardies/absences.

### **BUS RIDER RULES**

In the interest of maximum safety of our students while they are riding as a passenger of a school bus, or during the time of leading and unloading of a school bus, the following regulations have been adopted to prevent tragic and unnecessary accidents while they are riding to and from school; during athletic trips, or on other school-sponsored trips.

#### **A. Prior to loading (on the road and at school)**

1. Be on time at the designated school bus stops to keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
3. Do not move towards the bus at the school loading zone until the buses have been brought to a complete stop.
4. Wait until the bus comes to a complete stop before attempting to enter the bus.

#### **B. While on the bus**

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.

2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
5. Never tamper with the bus or any of its equipment.
6. Keep books, packages, coats, and all other objects out of the aisles.
7. Leave no books, lunches, or other articles on the bus.
8. Remain in your seats while the bus is in motion.
9. Do not throw anything out of the bus window. Also, do not throw any objects around on the bus.
10. Students should move to the front of the bus when unloading at night and when getting on the bus, students should fill the front seats first.
11. Remain in the bus in case of a road emergency, unless directed by the driver to do otherwise.
12. Keep absolutely quiet when approaching a railroad crossing stop.

#### C. After leaving the bus

1. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus) but only after the bus horn signal has been given by the driver, indicating that no traffic is approaching from either direction.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver. This signal is a long continuous sounding of the bus horn.
4. Do not leave the bus at places other than the regular bus stop, unless proper authorization has been given in advance by parent and school officials.

#### D. Extracurricular trips

1. The above rules and regulations would apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of a competent chaperone appointed by the school.
3. Cheerleaders must ride the school bus to all out-of-town games.

#### E. Bus passes

1. All students must ride assigned buses. If you are going home with a friend on some bus other than yours, you must have a note from your parents and have it signed in the office. These permits are good only if there is room on the bus.

### LOCKERS

Students will be assigned to a locker at the beginning of the school year and it will be the responsibility of that student to keep it looking neat and clean at all times. Locker checks may be made occasionally and school officials have a right to inspect a locker if there is good reason to suspect library books, drugs, liquor, etc. are being hidden there. Lockers are school property.

### VANDALISM

Any student caught damaging school property or stealing any equipment or materials from the school or taking part in any act of vandalism will be reported to the administrator's office. A complaint shall be filed so that the courts can take proper legal action if deemed necessary in the dispensation of the case. In every case all stolen articles are to be

returned or restitution will be made to the school to cover the cost of replacing such articles that are damaged or no longer usable. In cases involving building damage restitution will be made to cover the cost of all labor and materials to return the building to its original condition.

Any student caught damaging material, hardware, glassware, etc. due to inappropriate behavior will be required to pay for replacement up to \$25/event/person involved. Cost beyond this figure will be administered as stated in paragraph one and brought before the Board of Education for review and assessment.

### **CONDUCT IN HALL AND CLASSROOMS**

It is of utmost importance that proper behavior be maintained everywhere in the school, or on school property, or at school activities. Running in the hallways cannot be allowed because of the danger to other individuals. Any type of horseplay and mischievous conduct could lead to accidents and are therefore against the rules because of the need to assure safety to all users of public buildings. We must be especially careful because we do have many younger children using the building.

### **VALUABLES**

Students are requested not to bring valuables to school. The school cannot be responsible for lost or stolen articles. If you must bring money or other valuables to school, ask to leave them at the office for safe keeping until needed.

### **CLASS RINGS**

Class rings may be ordered by interested students during February of their Sophomore year. Students will choose the ring style and individual ideas can be added. No one is required to buy a class ring.

### **ANNUAL**

A yearbook will be published each year and may be ordered by students in the fall. This is a fine souvenir for later reunions.

### **PHONES**

A phone is available for student use in the high school lobby with permission. Ask in the office for a phone only in an emergency. We will not call students to answer phones except in an emergency. Students will not be allowed to carry their cell phones during the school day and also in the Locker Rooms during practices or games. This is in accordance with State Statute 118.258 and District Policy #4045.

### **School Discipline Plan:**

- 1st Infraction           Warning Letter
- 2nd Infraction         Warning Letter
- 3rd Infraction One Day In School Suspension
- 4th Infraction Two Day In School Suspension
- 5<sup>th</sup> Infraction         Three Day In School Suspension
- 6<sup>th</sup> Infraction         One day Out of School Suspension
- 7<sup>th</sup> Infraction Two Day Out Of School Suspension
- 8<sup>th</sup> Infraction         Three Day Out Of School Suspension

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### **STUDENT ASSURANCE BENEFIT INSURANCE**

This insurance for boys and girls in athletics, is meant only to supplement whatever other insurance the parents have in case of injury. It covers only injuries sustained in an active sport covered by W.I.A.A. A physical is required for alternate years and a parent permission slip on the off years.

### **LOST AND FOUND**

Lost articles are brought to the office by the finders and the owners may claim them upon identification.

### **NOON HOURS**

High School noon hour is from 12:11 to 12:41. We have a closed campus, therefore, students will be allowed to be in one of three places: H.S. Cafeteria, H.S. Lobby or Martin Anderson Gym. Students are not allowed to leave school grounds or loiter in hallways or parking lots.

### **LUNCH PROGRAM**

High School meals are \$2.00 per day. Money is to be deposited into the family account prior to the students eating lunch.

#### **LUNCH CARDS**

- At the beginning of the school year EACH student will receive a lunch card.
- This card is to be used by only by the student whose name is printed on the card.
- This card must be with you in order to be scanned and allow you to use the hot lunch services each day. Students that do not have their lunch cards with them, will wait at the end of the line until all students with cards have been scanned.
- Students will be charged \$1.00 for a replacement card if the original is defaced, destroyed or lost.

#### **MILK / SANDWICHES**

- Students will be given one 1/2 pint of milk with their meal and if they want a second milk, they must have a milk ticket which can be purchased with lunch tickets for \$.35. Students bringing sack lunches may also purchase the milk tickets if they want to have a milk with their lunch.
- Extra sandwiches may be purchased for \$1.00.

The District shall not discriminate in school-sponsored food services programs on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be handled in accordance with established procedures.

### **THROWING THINGS AND LITTER**

We must have rules against throwing things such as clay, water, paper clips, pencils, etc. because of the extreme danger to others. Take pride in your school and keep it looking great. Please keep the hallways clean and respect the school. It is your school, be proud of it.

### **LEAVING THE BUILDING**

Students are not allowed to leave the building, other than for P.E. without permission from the office. Study hall is not a reason to be gone from school. By law, students must be in a board approved activity during regular school designated hours.

### **CARS**

Cars may be brought to school if your conduct with them is not hazardous to others. Park in the east or southeast lots and drive in and out of the nearest exits so we do not have accidents due to criss-crossing in the lots. You must stay away from the cars during the day. No one is to sit in them at noon. Cars are not to leave during noon hour as we have a closed campus.

### **CLASSES**

Students are required to be enrolled in 6 daily classes other than P.E. even if they have enough credits to graduate lined up without that. Make good use of your time here. Students wishing to have work study or post high school work must still be taking 6-7 classes. Athletes must be passing in 20 hours of classes each grading period.

### **STUDENT INSURANCE**

Our school district does not provide any type of health or accident insurance for injuries incurred by your child at school, except for interscholastic sports. Please review your present health and accident policy to make sure it covers doctors, hospital or dental bills which may result from an accident at school. As a service to parents, our school makes available an insurance coverage they may choose at the beginning of each school year. Forms will be available in the high school office. If you have any questions, please feel free to call.

### **DAMAGED TEXTBOOK POLICY**

The cost of a school book will be depreciated at 10% per year. When a book is returned, a teacher will determine if there is excessive damage and assess a fee, in accordance with damaged textbook policy #4013.

When a book is lost or totally destroyed the student will pay for the book based on the year and condition of the book.

### **TRANSFER TO OTHER SCHOOLS**

If it becomes necessary for you to transfer from this school, be sure to notify the office.

You must get a check out form filled out by each teacher when you turn in your books, and get an updated grade.

### **SCHOOL FEES**

We try hard not to charge fees here at Colfax but over time there have been a few charges, so the users pay philosophy exists to some extent.

Drivers Ed: \$325.00

P.E. Fee: \$5.00 per semester. PE Uniform: \$17.00

Late Bus: There will be no late bus for any students at Colfax Schools

Athletic Fee: Each sport will have a charge for a practice jersey at least once while the student participates. If the jersey remains in good shape, it may be reused another year.

Art and Shop Fees: To be charged according to project cost incurred by the student.

### **WORK PERMITS**

Students under 18 who are working at non-agricultural jobs must have official work permits. Work permits may be obtained through the office. You must bring a written statement from your employer (preferable on letterhead) stating the type of work you will be doing, a letter from your parents granting permission, a filing fee of \$10.00 proof of birth date, birth place, and your social security number. Employers are required by law to insist on a work permit and must abide by Child labor laws.

### **RESPECT FOR THE FLAG, NATIONAL ANTHEM, AND SCHOOL SONG**

At the beginning of sporting events and at other times when the flag is passing in a parade or other activity, we must all show respect by standing at attention, men taking off hats, hand to chest in salute. Be proud to sing the National Anthem and the School Song. Know it!

School Song: (Go U Northwestern)

Go, Colfax High School  
Break right through that line  
With your colors flying  
We will cheer you all the time

U, Rah! Rah!

Go, Colfax High School  
Fight for victory  
Fight for the fame  
Of our dear name oh Colfax High School  
Win this game!

### **VISITOR'S PERMIT**

Guests at dances must have a permit issued from the principal. The student from our school should pick up these passes two days in advance in order to prevent any unnecessary embarrassment.

### **NATIONAL HONOR SOCIETY**

This organization is intended for the finest of students throughout the country. To be eligible for nomination to this group, a student must first maintain a grade point average of 9.25 (B+) or better at the end of 1<sup>st</sup> semester sophomore year. This grade point average must be maintained in order to continue to be a member. Induction into NHS occurs in April of each year. Attendance is mandatory. To become a member, candidates must submit a typed application and write a 250 word essay explaining why they want to be a part of this organization. Members must volunteer three (3) hours of community service each quarter.

### **STUDENT COUNCIL**

To become a member of the Council, any interested students must fill out an application that includes two (2) questions to be answered, a pledge to sign, signatures from classmates, teacher signatures, and at least one (1) non-relative



community member signature. (This application form may be modified by the entire council at any time as long as it follows this basic structure.) This application must be turned in to the Student Council Advisor no later than the end of the school day on a predetermined date. **NO EXCEPTIONS.**

After the applications have been turned in, the Advisor and senior members of the current-year's council along with the President-elect shall go over the applications so the Advisor and President-elect can get a feeling of the type of people who want to be on the council. After this preliminary screening of the applications, the Advisor and faculty will go over the applications and the faculty will inform the advisor of any problems they have with a student.

After both screenings, the Advisor shall ultimately decide who will be accepted onto the Council and who will not. The Advisor does not have to explain his/her decisions unless requested to by individual students who were not accepted. To protect any teacher or students who informed the Advisor or any problems, the Advisor may only explain his/her decision in the broadest of terms.

#### **WHAT TO DO IF:**

- If you do not have at least seven classes listed (one study hall is all that is allowed), see the high school principal or the high school guidance counselor.
- If you got the wrong classes, do the same as above.
- If your locker combination does not work, tell the high school secretary.
- If you get lost ask a fellow class member, faculty member, counselor, principal, or high school secretary. **DO NOT** ask an upper classman--especially if it is a brother or sister as they are known to send freshmen the wrong direction.
- If you are late for a class and have been lost, had trouble with the locker, or some other happening that is approved, please get a late pass from the high school office.

## GUIDELINES FOR PERSONAL APPEARANCE

Students and parents/guardians have the responsibility of exercising good judgment in maintaining an atmosphere for positive total education. Because appearance, proper behavior, and academic progress are individually and collectively important in the school community, students attending school should always appear neat, clean, and well groomed.

Wisconsin State Statute 120.13(1)(a) grants express authority to school boards to adopt rules regulating student dress and grooming. Incases of extreme temperature variations, unique classroom activities, or other situations impacting the educational environment, individual teachers may allow for variations. Failure to comply with reasonable directives will be considered acts of insubordination, and appropriate disciplinary action will be taken.

1. **Health and Safety:** Students should not wear clothing or hairstyles that are a threat to their safety or the welfare of others.
2. **Excessive Maintenance:** Articles of clothing which cause excessive maintenance problems such as cleats on boots, shoes that scratch or mark floors or furniture will not be allowed
3. **Vulgarity/Obscenity/Advertising:** Any article of clothing or accessories such as shirts, hats, caps, etc., that have vulgar, obscene, or other inappropriate pictures, words, or symbols on them are not to be worn during the regular school day or at any school sponsored activity. This includes anything that advertises, depicts, or otherwise promotes tobacco, alcohol, or illegal drugs. Students may be required to obtain a change of clothes if it is deemed necessary. Also, slogans that insult cultural groups or individuals are not allowed. Further disciplinary action, including suspension, may result from such behavior.
4. **Coats/Jackets/Hats/Caps:** Students shall leave their coats, jackets, hats, and caps in their lockers during the school day. No headgear will be allowed in school. (Students are allowed to wear hooded sweatshirts, however, students are not allowed to wear them with hoods up in school.)
5. **Baggy and/or saggy pants, oversized shirts, or sheer clothing** which show the bare midriff, backside, or underwear will not be allowed. Tank tops (one or two straps), tube tops, spaghetti strap tops, and halter-tops will not be allowed. This includes any tops that expose backs, stomachs, shoulders, or cleavage. Skirts must be long enough to touch student's fingertips when their arms are straight down at their sides.

Students are expected to follow the guidelines for personal appearance. Students not following the guidelines for personal appearance will be expected to change their attire or be sent home from school with parent notification. If parents cannot be notified, students will be placed on an in-school suspension.

**BEHAVIORAL IMPROVEMENT PLAN**  
**(Grades 9-12)**  
**School Board Policy #4017**

**Preface:**

The School District of Colfax expects a certain standard of conduct from all students. The standard of conduct expected is such that all students act appropriately and thus creates a safe and productive learning environment for everyone. This discipline plan has been developed to help staff and administration deal with inappropriate behaviors in a consistent and fair manner. Inappropriate behaviors and the consequences for them are listed below.

**Unacceptable Behaviors**

Below are three lists of unacceptable behaviors. The unacceptable behaviors have been divided into three categories. Level #1 infractions are lesser violations of school rules while Level #2 infractions are more serious. Level #3 infractions are severe and require a separate set of consequences. Not all unacceptable behaviors are listed. Those listed should help staff and administration with identifying and dealing with all unacceptable behaviors.

**Level #1:**

- being anywhere in the school or on school grounds without permission or pass other than assigned classes or supervised areas
- leaving school grounds without permission (School Board Policy #4031)
- cheating or being untruthful (includes plagiarism)
- repeatedly failing to do as directed by staff member
- using profanity (written or oral)
- possess or display pornographic materials
- no pop is allowed in the school except in the lunchroom and lobby areas
- unexcused tardies
- throwing things (food, snowballs, spitwads etc.)
- general roughhousing resulting in injury
- altering a hall pass from a teacher or note from parent/guardian
- wearing inappropriate clothing or accessories (School Board Policy #4033)
- exhibiting behaviors which are physically dangerous to others
- wearing coats, jackets, or hooded garments during the school day (School Board Policy #4033)
- wearing hats, caps or bandannas in school (School Board Policy #4033)
- displaying affection in public
- skipping classes

**Level #2:**

- vandalizing school or personal property (School Board Policy #4014)
- theft of or stealing school or personal property on school grounds
- sexually harassing others (School Board Policy #1025)
- swearing at a staff member
- using or possessing fireworks on school property

**Level #2 (Continued)**

- possessing dangerous weapons on school property (see Level #3)
- violence, aggression, and threatening behavior toward staff members or other students (see Level #3)

- skipping after-school detention
- being on school grounds during a suspension
- using, possessing or distributing tobacco products
- discriminating against someone by using the following forms of harassment: sexual, racial, verbal, physical, and intimidation (see Level #3)

### **Level #3**

- using, possessing or distributing alcohol or other drugs (School Board Policy #4003)
- violence, aggression, and threatening behavior toward staff members or other students (School Board Policy #4034)
- possessing dangerous weapons on school property (School Board Policy #4012)
- discriminating against someone by using the following forms of harassment: sexual, racial, verbal, physical, and intimidation (School Board Policy #1022)

### **Other Applicable School Board Policies & Procedures**

- Bus rider rule violations (School Board Policy #4032)
- Acceptable internet use (School Board Policy #2010)
- Code of Student Conduct-Removal from class (School Board Policy #2011)
- Locker searches (School Board Policy #4036)
- Police interrogation & apprehension of students (School Board Policy #4026)
- Student parking regulations & procedures (School Board Policy #2017)
- Use of skateboards, roller blades, & scooters on school property (School Board Policy #4043)

### **Steps for Dealing with Inappropriate Behaviors:**

- Step #1 Teacher conferences with student individually
- Step #2 Behavioral referral slips are filled out and turned into the principal by staff
- Step #3 Conference with student, parent, staff, administration, and law enforcement personnel may be required for more serious violations and investigative purposes.
- Step #4 Principal will contact the parent/guardian in writing. The communication to parents/guardians will include the rule violation(s) and consequence(s) and which step the student is on. It will also include any potential consequences that fall outside the jurisdiction of the school. (i.e law enforcement or human services referrals)
- Step #5 Principal has discretion in determining the appropriateness of detentions, in and out-of school suspensions, referrals for expulsion hearing, human services referrals, law enforcement referrals, etc. based on the frequency and severity of inappropriate behaviors exhibited by students.
- Step #6 Any behavior resulting in injury must be reported to the principal in writing even if it was accidental.

The principal will follow school board policies and administrative procedures in enforcing any rule violations. The principal will make the final determination as to the consequence(s) for any inappropriate behaviors exhibited by students that are referred to the principal.

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

ADD YOUR QUESTIONS HERE TO ASK BEFORE THE END OF THE YEAR OR ASK.

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I have read and understand the information that is presented in the Student Handbook. I also understand that all School Districts Policies are to be followed during the school year.

(Please sign and date in the blanks below and return the signed sheet to the High School Office.)

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature : \_\_\_\_\_

Date: \_\_\_\_\_