

# ***Central High School***

## ***Student-Parent Handbook 2015-2016***



## TABLE OF CONTENTS

2015-2016 School Calendar .....	9
Administrative E-Mail Addresses .....	3
Alternative Pathways .....	30
Assemblies .....	14
Attendance .....	25-27
Audit Policy.....	23
Board of Education Members.....	5
Bus Rider Safety.....	13
Cell Phone Policy.....	11
Closing of School for Emergencies .....	18
Co-Curricular Activities .....	34-35
Core Values.....	20
Course Guides.....	34
Curriculum .....	20
Daily Schedule.....	10
Dances .....	14
Early Graduation.....	23-24
ELL .....	29
Field Trips.....	19
Fire Drills .....	13-14
Grades.....	21-22
Graduation Requirements.....	21
Grievances .....	34
High Performance Learning .....	30
Hogan Administrative Staff .....	5
Homebound.....	30
Honor Roll.....	22
Incompletes .....	23
Inter-District Choice Program.....	27
Internet Usage .....	28
LaCrossroads .....	28-29
Leaving the Building .....	25
LMC.....	12
Lockers.....	11-12
Lost and Found.....	12-13
Make-Up Credits.....	24
Make-Up Policy.....	22-23
Mission Statement .....	5
Non Discrimination Policy .....	19-20
Parking Lot/Driving to School.....	13
P.A.S.S.....	28
Personal Dress .....	11
Police-Liaison Program.....	12
Problem-Solving Suggestions for Parents.....	17
Progress Reports.....	22
Request to Add/Drop Classes.....	23
Request to Withdraw .....	23

Resource Center.....	12
Responsibility Release Expectations .....	18-19
Rights and Responsibility of Parents, Teachers, Students and Administrators.....	15-17
School Nutrition Program.....	19
School Psychologist.....	29
School Safety Plan .....	14
Smoking .....	11
Social Worker .....	29
Special Education .....	29-30
Staff Roster.....	6-8
Steps Toward Problem-Solving.....	17
Student Accident Insurance .....	12
Student Directory Data.....	15
Student Discipline & Conduct Policies .....	30-34
Student Identification Cards.....	18
Student Records .....	18
Student Senate.....	14
Student Services.....	29
Student Transfers .....	18
Students Eligible for Transportation .....	13
Success Center .....	30
Tardiness.....	27
Tornado Drills .....	14
Trespassing/Loitering.....	15
Truancy .....	26-27
Youth Options.....	24
Village Shopping Center .....	17-18
Visitor's Passes .....	15
Welcome.....	4

## **ADMINISTRATOR'S E-MAIL ADDRESSES**

**Jeffrey Fleig**

**Principal..... jfleig@lacrossesd.org**

**Troy McDonald**

**Associate Principal.....tmcdonal@lacrossesd.org**

**Jeffrey Axness**

**Dean of Students .....jaxness@lacrossesd.org**

**Joe Beran**

**Activities Director .....jberan@lacrossesd.org**

## **CENTRAL HIGH SCHOOL WEBSITE**

[www.lacrosseschools.org/central](http://www.lacrosseschools.org/central)

# **WELCOME TO CENTRAL HIGH SCHOOL**

It is our pleasure to welcome all of you and to extend a special welcome to new students at Central High School. Your school has developed a reputation for being an outstanding high school. We hope that Central will become an important part of your life and that you will become an important part of the fine tradition that has been developed here.

We have an excellent teaching and support staff, dedicated to providing the best education possible for you. Your success as a student is our primary concern. Instructional programs are provided which are designed to meet your individual needs and interests. Our staff is willing to help you when you have difficulty and we hope you will call on us when help is needed.

Many different co-curricular activities are offered at Central. Involvement provides a means for you to explore your interests and test your limits. We encourage you to become involved in the school beyond your course work.

This Student/Parent Handbook is designed to serve as a guide for you. We want you to know what is expected of you and to be aware of the opportunities available to you. Our goal is to insure that each student who comes to this school receives the best possible education. If we can be of assistance to you at any time, please stop in at school or call 789-7900.

Mr. Fleig  
Mr. McDonald  
Mr. Axness  
Mr. Beran

# **MISSION STATEMENT**

*We serve the community by preparing ALL students for post-secondary success.*

## **BOARD OF EDUCATION AND ADMINISTRATIVE STAFF**

### **2015-2016 SCHOOL YEAR**

#### **Board of Education Members**

Connie Troyanek, President  
David Rudolph, Vice-President  
Bill Oldenburg, Treasurer  
Mary Larson, Clerk  
Ken French  
Jeff Meyer  
Brad Quarberg  
Debra Suchla  
Tom Thompson  
Skylar Dannhoff, Central High Student Representative

#### **Hogan Administrative Staff:**

Superintendent of Schools	Randy Nelson
Associate Superintendent	Dr. Troy Harcey
Associate Superintendent	Dr. Steve Salerno
Associate Superintendent	Janet Rosseter
Supervisor of Science	TBA
Supervisor of Standards/Assessment	Dr. Michael Lichucki
Director of Special Education	Amy Zabrowski
Supervisor of Social Studies/World Languages	Sandy Brauer
Supervisor of Fine Arts	Steve Michaels
Director of Information & Technology	Vicki Lyons
Supervisor of Building and Grounds	Joe Ledvina
Manager of Building & Grounds	Jason Showen
Supervisor of School Nutrition Programs	Lyn Halvorson
Manager of Financial Services	Joyce Smalley
Supervisor of Physical Education/Health	Jon Baudek
Director of Pupil Services	Regina Siegel

# **CENTRAL HIGH SCHOOL STAFF ROSTER**

## **2015-2016 SCHOOL YEAR**

### **CENTRAL HIGH SCHOOL ADMINISTRATION**

Mr. Jeffrey Fleig, Principal  
Mr. Troy McDonald, Associate Principal  
Mr. Jeffrey Axness, Dean of Students  
Mr. Joe Beran, Activities Director

### **STUDENT SERVICES DEPARTMENT**

Hannah Bertram, Chair  
Thomas Schmidt  
Alli Thompson  
Meredith Tomesh

### **LIBRARY MEDIA CENTER**

Cindy Halter, Chair

### **ART DEPARTMENT**

Lori Aschenbrener, Chair

### **BUSINESS EDUCATION DEPARTMENT**

Lisa Colburn  
Nicole Hinkel  
Andrea Hoesley-Washa

### **ENGLISH DEPARTMENT**

Kurt Strainis, Chair  
Susan Beauchamp  
Kim Butterfield  
Matt Gordy  
Colleen Jarchow  
Ellen Koelbl  
Tom Lawrynk  
Gina Luy  
Erin O'Connor  
Amy Schwarz

### **ELL**

Danette Tritch

### **FAMILY & CONSUMER EDUCATION**

Courtney Samplawski

### **MATHEMATICS DEPARTMENT**

Tim Hill, Chair  
John Crayton  
Richard Harned  
Jessica Hutschenreuter  
Dan Kaczmarowski  
Isaac Pischke  
John Schmidt  
Tony Servais  
Josephine Steele  
TBA

### **MUSIC DEPARTMENT**

Mike Esser, Chair  
Cameron Arndt  
Micah Averbeck  
Stephanie Maletz  
Bix Swerman

### **PHYSICAL EDUCATION/HEALTH DEPARTMENT**

Dave Cayler, Chair  
Ryan Bott  
Nahmie George  
Chris Kjos  
Mitchell Olson  
Jennifer Schieldt

### **SCIENCE DEPARTMENT**

Joe Anglehart, Chair  
Sam Clausen  
Naomi Golden  
Scott Linssen  
Joanne Morgan  
Charlie Stoflet  
Jennifer Voigt  
Chad Wilkinson

# **CENTRAL HIGH SCHOOL STAFF ROSTER**

## **2015-2016 SCHOOL YEAR**

### **SOCIAL STUDIES DEPARTMENT**

Kevin Colburn, Chair  
Mark Ambrose  
Jim Berns  
Joe Czerniak  
Todd Fergot  
Bobbi Gillitzer  
Greg Schams

### **SUCCESS CENTER**

Tony Lyga

### **TECHNOLOGY DEPARTMENT**

Doug Dammen, Chair  
Lucas Jandrin  
Nicholas Kalina

### **WORLD LANGUAGE DEPARTMENT**

John Havlicek, Chair  
Stephanie Bauer  
Jen Bolen  
Shu Li  
Jennifer McMahon  
Rita Murphy  
Jennifer Wilkinson

### **LACROSSROADS**

Quartell Roberson, Coordinator

### **SPECIAL EDUCATION EMOTIONAL/ LEARNING DISABILITIES**

Josh Buxton, Chair  
David Aponte  
Craig Dittman  
Kristin Dittman  
Christie Eubanks

Jennifer Lawrence  
Dawn Martin  
Jessica Pfennig  
Aimee Roth  
Nicholas Schellenger  
John White

### **SPEECH/LANGUAGE PATHOLOGIST**

Amy Bantle

### **SCHOOL PSYCHOLOGIST**

Ben Burns

### **SCHOOL SOCIAL WORKER**

Kathryn Hietbrink

### **SPECIALLY DESIGNED PHYSICAL EDUCATION**

Jessica Pfennig

### **THERAPISTS**

Carol Bloom, Physical Therapist  
Jenny Leren, Occupational Therapist

### **POLICE LIAISON**

Rick Pfennig



# **CENTRAL HIGH SCHOOL STAFF ROSTER**

## **2015-2016 SCHOOL YEAR**

### **ADMINISTRATIVE ASSISTANTS**

Allison Bergemann, Principal  
Lana Beyer, Activities Director  
Susan Foster, Attendance  
Jolene Goodman, Dean of Students  
Paula Krings, Associate Principal  
Diane Silha, Student Services

### **TEACHER ASSISTANTS**

Peggy Baumler  
Marilynn Hinman  
Kala Justin  
Barb Lanzel

### **P.A.S.S. COORDINATOR**

Linda Brown

### **CD ASSISTANTS**

Joe Branson  
Nancy Doucet  
Linda Faherty  
Penelope Johnston  
Breana Mickelson

### **ELL ASSISTANT**

Cher Vang

### **HEALTH ASSISTANT**

Lisa Selberg

### **SUPERVISION ASSISTANTS**

Bonnie Schubert  
Lester Simpson  
Fong Vang

### **HMONG LIAISON**

Tony Yang

### **AFRICAN AMERICAN LIAISON**

TBA

### **CUSTODIANS**

John Miller, Head Engineer  
Dan Duncanson, Night Engineer  
Wayne Jensen, Groundskeeper  
Ron Bagniefski  
Jim Barrett  
Ernie Harter  
Nao Moua  
Bill Paulson  
Tracy Pintz  
Steve Speer

### **COOKS**

Jeanette Wuensch, Manager  
Francis Edwards  
Lisa Hammond  
Shirley Hayes  
Michele Larson  
Rhonda Rosenau  
Kim Sather

# 2015-2016 School Year Calendar

SCHOOL DISTRICT OF  
**LA CROSSE**



<b>STAFF DEVELOPMENT/TEACHER PREPARATION DAYS</b> .....	AUGUST 25, 26 AND 27, 2015 - Schools not in session.
<b>NON-WORK DAY</b> .....	AUGUST 28-31, 2015 (Non-Work Day for Teachers, Teacher Assistants, Cooks)
<b>FIRST DAY OF SCHOOL</b> .....	SEPTEMBER 1, 2015
<b>LABOR DAY</b> .....	SEPTEMBER 7, 2015- Schools not in session.
<b>EARLY RELEASE DAY</b> .....	OCTOBER 9, 2015 – Students dismissed early.
<b>PUPIL PROGRESS CONFERENCE</b> .....	OCTOBER 12, 2015 (all schools) 12:00 – 8:00 P.M. Schools not in session. AND OCTOBER 14, 2015 (high schools) 4:00 – 8:00 P.M. OCTOBER 8, 2015 (middle schools) 4:00 – 8:00 P.M. OCTOBER 15, 2015 (elementary schools) 4:00 – 8:00 P.M.
<b>STAFF DEVELOPMENT DAY</b> .....	OCTOBER 29, 2015- Schools not in session.
<b>NO SCHOOL</b> .....	OCTOBER 30, 2015 - Schools not in session.
<b>EARLY RELEASE DAY</b> .....	NOVEMBER 13, 2015 – Students dismissed early.
<b>NO SCHOOL</b> .....	NOVEMBER 25, 2015 - Schools not in session.
<b>THANKSGIVING</b> .....	NOVEMBER 26 AND 27, 2015 - Schools not in session.
<b>EARLY RELEASE DAY</b> .....	DECEMBER 11, 2015 – Students dismissed early.
<b>WINTER BREAK</b> .....	DECEMBER 24, 2015, TO JANUARY 1, 2016- Schools not in session. Schools resume January 4, 2016.
<b>EARLY RELEASE DAY</b> .....	JANUARY 15, 2016 – Students dismissed early.
<b>STAFF DEVELOPMENT DAY</b> .....	JANUARY 18, 2016- Schools not in session.
<b>EARLY RELEASE DAY</b> .....	FEBRUARY 12, 2016 – Students dismissed early.
<b>CONVENTION</b> .....	FEBRUARY 19, 2016 – Schools not in session.
<b>EARLY RELEASE DAY</b> .....	MARCH 11, 2016 – Students dismissed early.
<b>PUPIL PROGRESS CONFERENCE</b> .....	MARCH 14, 2016 (all schools) 12:00 – 8:00 P.M. Schools not in session. AND MARCH 16, 2016 (high schools) 4:00 – 8:00 PM MARCH 10, 2016 (middle schools and Hamilton Elementary) 4:00 – 8:00 P.M. MARCH 17, 2016 (all other elementary schools) 4:00 – 8:00 P.M.
<b>SPRING BREAK</b> .....	MARCH 24-28, 2016 - Schools not in session. Classes resume March 29, 2016.
<b>EARLY RELEASE DAY</b> .....	APRIL 8, 2016- Students released early.
<b>STAFF DEVELOPMENT DAY</b> .....	APRIL 11, 2016- Schools not in session.
<b>EARLY RELEASE DAY</b> .....	MAY 13, 2016- Students released early.
<b>MEMORIAL DAY</b> .....	MAY 30, 2016 - Schools not in session.
<b>LAST DAY OF SCHOOL</b> .....	JUNE 2, 2016

REV. 2/5/2015

**2015-16**  
**Central High School**  
**Daily Schedule**

<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
<b>Collaboration</b> 7:40-8:20	<b>Period 1</b> 7:40-8:25	<b>Meeting Time</b> 7:40-7:55	<b>Meeting Time</b> 7:40-7:55	<b>Period 1</b> 7:40-8:25
<b>Period 1</b> 8:24-9:09	<b>Period 2</b> 8:30-9:15	<b>Period 1</b> 8:00-9:30	<b>Period 2</b> 8:00-9:30	<b>Period 2</b> 8:30-9:15
<b>Period 2</b> 9:13-9:58	<b>Period 3</b> 9:20-10:05	<b>Period 3</b> 9:35-11:05	<b>Period 4</b> 9:35-11:05	<b>Period 3</b> 9:20-10:05
<b>Period 3</b> 10:02-10:47	<b>MLT</b> <b>10:10-10:40</b>	<b>Period 5</b>	<b>Period 6</b>	<b>MLT</b> <b>10:10-10:40</b>
<b>Period 4</b> 10:51-11:36	<b>Period 4</b> 10:45-11:30	<b>1st Lunch</b> Lunch-11:05-11:40 Class-11:40-1:10	<b>1st Lunch</b> Lunch-11:05-11:40 Class-11:40-1:10	<b>Period 4</b> 10:45-11:30
<b>Period 5</b>	<b>Period 5</b>	<b>2nd Lunch</b> Class-11:10-12:40 Lunch-12:40-1:15	<b>2nd Lunch</b> Class-11:10-12:40 Lunch-12:40-1:15	<b>Period 5</b>
<b>1st Lunch-11:36-12:08</b> <b>Class 12:08-12:53</b>	<b>1st Lunch-11:30-12:05</b> <b>Class 12:05-12:50</b>	<b>Period 7</b> 1:15-2:45	<b>Period 8</b> 1:15-2:45	<b>1st Lunch-11:30-12:05</b> <b>Class 12:05-12:50</b>
<b>Class 11:40-12:25</b> <b>2nd Lunch 12:25-12:57</b>	<b>Class 11:35-12:20</b> <b>2nd Lunch 12:20-12:55</b>	<b>MLT</b> 2:50-3:20	<b>MLT</b> 2:50-3:20	<b>Class 11:35-12:20</b> <b>2nd Lunch 12:20-12:55</b>
<b>1st Lunch</b> =All 3rd Floor Classes, LaCrossroads, and All Unscheduled Students & ALL Study Halls		<b>2nd Lunch</b> =All 1st and 2nd Floor Classes		
<b>Period 6</b> 12:57-1:42	<b>Period 6</b> 12:55-1:40	Mastery Learning Time (MLT) is a required intervention time for students who are not earning at least a C or above in their classes. Attendance will be taken. Students who are not required to attend MLT are encouraged to use this time to see their teacher(s) if they need assistance. The LMC and Commons will be available as places for students to study.		<b>Period 6</b> 12:55-1:40
<b>Period 7</b> 1:46-2:31	<b>Period 7</b> 1:45-2:30			<b>Period 7</b> 1:45-2:30
<b>Period 8</b> 2:35-3:20	<b>Period 8</b> 2:35-3:20			<b>Period 8</b> 2:35-3:20

## **Cell Phones (Legal Reference: 118.258 Wisconsin Statutes)**

Cell phones are allowed during passing time and lunch. Cell phones are not permitted during classroom time (this would include study time and Learning Centers). Cell phones should not be seen or heard in class to ensure that disruptions are held to a minimum. Students violating this policy will be asked to turn their phone in to an Administrator.

## **Personal Dress**

Each student has the right to determine personal dress within guidelines. Students have the responsibility to dress appropriately for school. Footwear must be worn except for approved activities. Students have the responsibility for wearing safety or special purpose equipment whenever it is required. The limits that are imposed have to do with health, safety, cleanliness and/or distracting or indecent clothing as defined by Wisconsin statutes 120.13(1).

Examples of inappropriate dress include, but are not limited to:

1. Clothing advertising illegal substances (this will include the promotion of drug, alcoholic beverages, and/or tobacco products.)
2. Clothing containing obscene, discriminatory, or profane language or pictures.
3. Clothing containing gang symbols or clothing worn in a manner to identify gang membership.
4. Displays of the Confederate Flag on clothing or personal property.
5. Hats may be worn in the hallways, but not in classrooms.
6. Coats or jackets in the classroom.
7. Pants or tops that expose the midriff.
8. Undergarments should not be exposed.
9. Tops that are low-cut, revealing, or strapless.
10. Short-shorts, short-skorts, or mini-skirts.

A general rule of thumb is: If you question if your dress for school is appropriate, then it probably is not.

## **Smoking**

The School District of La Crosse is dedicated to providing a healthy, comfortable, and productive environment for staff, students, spectators and visitors.

Therefore, use of tobacco products, E-Cigarettes, and Vaporizer Cigarettes shall be prohibited in all schools and on school property. This policy shall be in effect 24 hours a day.

## **Lockers**

Each student will be assigned a corridor locker for his/her personal use. These lockers lock automatically when closed and guarantee protection of each individual's property. It is each student's responsibility to close his/her locker and assure that no one else gains access to his or her combination. The school is not liable for items taken from student lockers.

All students will also be supplied with a locker for physical education classes. Here again, the school will accept no responsibility for those who refuse to use it. Items too large for the locker should be checked with the teacher. All contents must be removed by the last day of the school year.

Any damage/vandalism to a student's locker will not be allowed. Marking or scratching lockers, garbage left in lockers or undue misuse of the locker will result in disciplinary action and possible restitution.

The locker assigned to a student is not the student's private property or his/her exclusive possession and may be opened and inspected by school authorities at any time with reasonable cause. The school reserves the right to implement canine searches including but not limited to lockers, book/duffel bags and vehicles on school property.

### **Student Accident Insurance**

The School District of La Crosse does not provide student accident insurance to provide for medical costs. However, the School Board requires all pupils participating in interscholastic sports to be insured by their legal guardian before they are eligible to participate. Also, the School Board encourages all parents or guardians to provide adequate accident/medical insurance for their children.

### **Library Media Center**

We look forward to students using the Library Media Center. The LMC is a place to support academics. Students may use it for quiet study, research, checking out books or using the space and resources available.

Basic information and guidelines for using the LMC are:

1. LMC materials can be checked out for two weeks. Students may renew materials.
2. If an item is not returned by the end of the year, students will be charged the cost of replacing the item. Lost items carry over from year to year and payment is required before graduation.
3. Students are required to have a pass from a classroom teacher to use the LMC during their study halls, unless they are on responsibility release or using the LMC with a classroom teacher.
4. Students are required to sign in and out of the LMC each hour they use it, unless they are with a classroom teacher.
5. If students are using the LMC for reasons other than those stated or not following the guidelines, they will be asked to return to their study hall.

### **Resource Center**

The Resource Center is located in the LMC. It is an area where students can receive help and services in our school. Our tutoring program, P.A.S.S., is located in the Center, along with a computer lab, and resource materials for assignments and projects. This is also where students go to take make-up tests. There are staff people available in the Center from 7:30 a.m.-3:00 p.m.

### **Police Liaison Program**

Officer Rick Pfennig has been assigned to Central High School as our Police Liaison Officer. He is available in Room 215.

### **Lost and Found**

The Central Attendance Office will act as a clearing agency for lost and found items. Students may check to determine whether or not an item they have lost has been turned in.

Unfortunately, stealing of property and valuables continues to be an occasional problem. Students are urged

to not bring valuables and large sums of money to school. Extreme caution should be taken to not allow money or valuables to be exposed to the masses. NEVER allow billfolds or purses containing money or valuables to be any place other than on your person or secured in your locker. The Attendance Office will keep materials for you during the school day if you so request. The best policy is not to bring large sums of money or valuables to school.

### **Students Eligible for Transportation**

The School District of La Crosse shall provide transportation for all pupils living two miles or more from the school they are required to attend. The two-mile distance will be measured from building to building by a usually traveled route.

Students living closer than two miles may ride the city bus routes at their own expense. The city bus travels the regular MTU routes. Contact the MTU if you need a copy of the routes. The MTU schedule is also published in the paper prior to the start of school.

### **Bus Rider Safety**

All students have the responsibility for exercising safe practices and courteous conduct at all times when coming to, waiting for, and while on or leaving a bus.

The same rules of behavior apply to riding buses for special events that are outlined in the Board of Education Rules and Regulations for Bus Transportation and the Student Code of Rights and Responsibilities.

### **Parking Lot/Driving to School**

Parking space is limited at Central. Seniors will be chosen by lottery for designated student parking. All students who have not had an unexcused absence for the previous quarter will be eligible for the lottery. Students will be chosen and assigned a specific parking place for that quarter. At the end of each quarter students will be chosen for the next quarter. Students will be issued new hangtags each quarter. Hangtags must be displayed from the rear view mirror.

Students can lose their parking privilege and be ineligible for the next quarter by:

- \*Parking without a hangtag
- \*Parking in the Staff lot or Visitors spots
- \*Having an unexcused absence for an hour or more
- \*Parking in a space other than the one designated for them

If a student loses their parking privileges, then the next person on the list will be given that spot.

Students who park without permission will be subject to In-School Suspension or a \$50.00 Trespassing ticket.

1. Students shall not park on the grass, on the sidewalk, in the reserved staff, visitor, handicapped spaces or in no parking zones.
2. Students are not to loiter in the parking lot (this includes parked cars).
3. Students are required to report accidents on school property.
4. Students shall drive safely and observe posted speed limits.
5. Students who drive on school property may have their vehicle inspected by the Principal or his/her designee for the purpose of detecting the suspected presence of look-alike, or unauthorized drugs, alcohol, weapons, or stolen property. This applies to both day and night activities.

### **Fire Drills**

Fire drills will normally be held each month, weather permitting. Everyone is expected to follow procedures and vacate the building.

Procedure:

1. When the fire alarm sounds, follow the posted instruction as to which exit to use.
2. Stay to the right in corridors and hallways.
3. Return to school upon three short bell rings.

### **Tornado Drills**

Each room should have posted the evacuation route and designated area for safety.

Procedure:

1. In the event of severe weather, you will be notified via the P.A. when to take shelter. If the P.A. is not functioning, runners will be used for notification.
2. Immediately following notification, students are to leave their classroom for a designated area in pre-designated routes.
3. Students will leave books on desks and walk directly to the safety areas in an orderly manner.
4. Walk rapidly, but do not run. The first group to arrive has the right of way.
5. Teachers will assign a responsible person to lead each group. Be sure the person knows the exact route.
6. Students will sit on the floor with backs to outside corridor walls, heads between knees, and arms cradled over their heads. Stay away from doors with glass windows.
7. An all-clear bell will be sounded for returning to the classrooms.

### **School Safety Plan**

A school safety plan is in place. The staff and students will practice the plan during the school year.

### **Student Senate**

The Student Senate is the student government at Central. Its membership is taken from each class. In the fall, elections are held for Student Senate representatives. Each class elects eight (8) representatives, and the Senate elects two at-large representatives from each class itself.

The Senate acts as the student representative in areas of interest and concern to Central students. Meetings are held bi-monthly and are open to the student body.

### **Dances**

1. Central students may bring a non-Central student guest by obtaining a guest pass from an administrator.
2. All guests must be 20 years old or younger.
3. All dances end at 11:00 p.m.
4. Students may not enter, leave, and re-enter a dance.
5. School rules pertaining to conduct apply.

### **Assemblies**

Student assemblies are held during the school year. Pep assemblies are held in the gymnasium.

## **Visitor's Passes**

A visiting student must be accompanied by a Central High School student and is subject to the same regulations that apply to all Central High School students. The Central student and his/her guest must report to an Administrator on the day of the visit to obtain a visitor's pass. A student can only visit for one day unless approved in advance by an Administrator

## **Trespassing/Loitering**

All visitors, students and adults, should report to the Main Office and state their intended business. Entry into the school building or upon school grounds by unauthorized persons is prohibited. This includes students on suspension, expulsion or attending alternative education programs. Trespassers/loiterers may be subject to punishment under the following City La Crosse ordinance, Subsection 7.04(W).

Penalty: Any person who shall violate any of the provisions of this section shall upon conviction be subject to a forfeiture of not less than ten dollars (\$10) nor more than five hundred dollars (\$500) for each offense.

## **Student Directory Data**

In compliance with federal and state statutes pertaining to pupil records and to maintain the ability to release certain information concerning students, parents will designate each school year if they will permit the District to distribute such information.

This designation will remain in effect for the designated school year or until the student is no longer enrolled in the School District of La Crosse.

## **Rights and Responsibilities of Parents, Teachers, Students and Administrators:**

### **Parents have the right to:**

- ❖ know that the disruptive action of a few will not interfere with the opportunity of the majority for academic and social growth;
- ❖ be granted reasonable access to all school records pertaining to their student;
- ❖ receive periodic official reports of the student's academic progress;
- ❖ be given the opportunity to confer with teachers and/or administrators regarding the student's academic placement, progress and social adjustment;
- ❖ share in the activities of parent organizations;
- ❖ share in the student's right to due process procedure in matters of disciplinary actions;
- ❖ be notified of the student's violation of school rules and regulations.

### **Parents have the responsibilities to:**

- ❖ ensure the student's compliance with school attendance requirements and promptly report and explain absences and tardies to the school;
- ❖ establish and maintain, in the home, a positive attitude toward education;
- ❖ help to identify and respond to school-related concerns;
- ❖ attend Parent/Teacher conferences;
- ❖ provide an area in the home conducive to the student's reading and studying;
- ❖ provide correct, working telephone numbers and addresses at all times;
- ❖ bring to the attention of school authorities any problems or conditions which affect the student;
- ❖ attend individual and group conferences and special school programs, whenever possible;
- ❖ instill in the student respect for the law, for lawful authority, for rights of others and for private and public property;
- ❖ become familiar with the Parent/Student Handbook, which contains information pertinent to the total education of the student.



**Teachers have the rights to:**

- ❖ require a reasonable standard of orderly behavior in the classroom;
- ❖ have the respect of students, fellow staff members, and the school administration;
- ❖ protection against loss of, damage to, or destruction of personal property as a result of any assault/battery during school activities;
- ❖ support and assistance in the maintenance of control and discipline in the classroom;
- ❖ exclude students from a class period according to the procedures designated by the administration, if the student violates discipline rules;
- ❖ initiate a conference with all parties involved when a student's behavior is considered inappropriate;
- ❖ appeal to higher administrative level if a disciplinary/behavioral conference is considered unsatisfactory.

**Teachers have the responsibility to:**

- ❖ provide classroom guidelines, regulations and expectations for students;
- ❖ prepare and implement lesson plans and learning activities that provide an effective educational program for each student;
- ❖ relate to and respect students;
- ❖ deal with discipline problems reasonably, fairly, patiently and without provocation;
- ❖ serve as appropriate role models for the students, in accordance with the standards of the teaching profession;
- ❖ notify parents of the student's progress and any significant changes in achievement and/or behavior;
- ❖ participate in helping to identify and resolve school-related concerns.
- ❖ provide course evaluation forms at the conclusion of the class.

**Administrative responsibilities are to:**

- ❖ relate to and respect students, parents and teachers;
- ❖ ensure that the rights of students and staff are protected;
- ❖ establish guidelines for student discipline;
- ❖ offer positive suggestions for improvement in behavior;
- ❖ attempt to solve school related problems or conflicts of students, staff, parents, and community;
- ❖ develop and maintain a plan to provide for the safety and welfare of both students and staff;
- ❖ establish and maintain a positive school climate that provides frequent, realistic opportunities for students, staff, and parents to participate in the identification and resolution of school- related concerns.

**Students have a right to:**

- ❖ a well-balanced, appropriate educational program;
- ❖ be free from assaults or threats;
- ❖ utilize school facilities and programs according to established school regulations and procedures;
- ❖ hold property free from theft or damage;
- ❖ expect courteous behavior from other students and school personnel;
- ❖ determine his/her own dress so long as it is not distracting, wholly inappropriate, or indecent;
- ❖ seek and obtain help regarding drugs or alcohol from school staff;
- ❖ form, hold and express opinions and beliefs so long as the expressions do not disrupt the normal operation of the school;
- ❖ establish a student council
- ❖ due process in the application of the rules and regulations of the school

**Students have the responsibility to:**

- ❖ obey all rules;
- ❖ obey city, state, and federal laws;
- ❖ respect the rights of fellow students and school personnel;
- ❖ be punctual and attend school regularly;
- ❖ not disrupt the educational process;

- ❖ attain the best possible level of academic achievement;
- ❖ respect authority both in school and at school-sponsored activities;
- ❖ be responsible for their actions;
- ❖ conduct themselves in each class in ways that contribute to the learning environment and that are not disruptive to the environment;
- ❖ to seek counseling for personal and educational problems;
- ❖ read and obtain an understanding of all rules of behavior regulating their conduct in the school environment.

### **Problem-Solving Suggestions for Parents**

Always encourage your student to solve problems.

- ❖ Talk with your student and make suggestions for possible solutions.
- ❖ Suggest alternatives that your child can do alone.
- ❖ Encourage your student to talk with the school personnel when other students are not present. This sets a less threatening atmosphere.
- ❖ It is important to get the facts. Although it is hard for you not to take sides, try to be objective and look at the total picture.
- ❖ You may arrange a conference with any school person at the convenience of both parties.
- ❖ Teachers will try to return your phone call within one day. Call again in 24 hours if your call is not returned.
- ❖ Include your student in conference when possible. It will be a learning experience for them to be a part of the solution to problems.
- ❖ Make plans for further action.
- ❖ Before you leave the conference, have a clear understanding of what is expected of you and your student.
- ❖ Set a specific time when communication by phone or letter will be made on your student's progress.

### **Steps Toward Problem-Solving**

- Step 1. The teacher and the student are encouraged to make an effort to resolve the issue.
- Step 2. The parent is encouraged to contact the teacher and meet with both teacher and the student.
- Step 3. The parent is encouraged to meet with the school counselor, associate principal, teacher and student.
- Step 4. The parent is encouraged to meet with the principal and the student.
  
- Step 5. The parent's option at this point would be to meet with the District Administrator as part of the appeals process.

### **Village Shopping Center**

Because of our closeness to the shopping center it is essential that we maintain a good relationship with the merchants of the Center. Each student is asked to do his/her part in maintaining our welcome in the stores of the Center by:

1. Being courteous.
2. Being considerate by placing litter in the trash receptacles provided.
3. Not sitting or loitering on sidewalks in the total shopping center area.
4. Backpacks must be left outside when going into Festival Foods.

5. Not using customer-parking areas for student parking. The owner of the Center has been given the authority by the police to have unauthorized cars towed away.

### **Student Transfers**

The Student Services Office issues the Student Withdrawal/Transfer Form on the last day of full attendance. This form is taken to each class, the LMC, the Student Services Office and to the Associate Principal (Grade 12 students) or the Dean of Students (Grade 9, 10 & 11 students). Each person checks for fees or fines and signs accordingly. Teachers are asked to assign a grade at that time. This form is returned to the Student Services Office with the signature of the parent or guardian.

### **Student Identification Cards**

Student I.D. cards are secured at the time of registration at no cost.

1. Replacement cost of student I.D. cards is \$2.00.
2. Student I.D. cards are used as a means of identification and should be carried at all times.

### **Student Records**

In accordance with State Law (Section 118.125 of the Wisconsin Statutes) the La Crosse Board has adopted the following policy:

"All behavioral records will be destroyed one year after the date the student graduated from or first attended the school unless the student (and his or her parent or guardian if the student is a minor) gives permission that the records may be maintained for a longer period. Where such written permission is received, behavioral records will be destroyed five (5) years after the date the student graduated from or last attended the school. Standardized test scores on the permanent record card will be maintained indefinitely after the student ceases to be enrolled in the school district."

1. A parent or guardian of a minor pupil can be shown and provided with a copy of the pupil's progress records;
2. An adult pupil or the parent or guardian of a minor pupil can be shown and provided with a copy of the pupil's behavioral records;
3. Progress records may be used in courts of law where requested if the student is the subject of any proceeding in court;
4. Records are available to teachers and other certified personnel employed by the school district;
5. The records may be made available upon the written permission of an adult pupil to any person;
6. Such records may be provided to a court in response to a subpoena for impeachment purposes;
7. The records may be made available to the State Department of Public Instruction or to the public officers where required for school related purposes.

### **Closing Of School for Emergencies**

It is understood that the decision to close schools because of bad weather is a very important one with many ramifications. Several variables must be considered before the final decision is made. The final decision for closing school due to bad weather will be made by the Superintendent and broadcast via local radio stations.

### **Responsibility Release Expectations:**

1. Students must carry "Responsibility Release ID" at all times when exercising these privileges

2. Students with RR may be in the following locations:

- \*Off-Campus
- \*LMC
- \*Resource Center
- \*With a teacher ( if given permission)

3. Students will not be allowed to roam the school hallways, eat in the hallways, or wait outside of classroom doors.

\*\* Habitual disregard of the above expectations will result in the privilege of Responsibility Release being revoked, and students will be permanently assigned to a Supervised Tutoring.

### **Field Trips**

Field trips will be arranged as funds permit. This will be done on a charter basis with one of the local bus companies. If private transportation is used, the vehicle and driver must have proper clearances on file in the Main Office.

Anytime a student leaves the building on a school-sponsored trip, the proper parent permission forms must be signed and in the hands of the teacher.

### **SCHOOL NUTRITION**

#### **BREAKFAST**

The cafeteria doors open for breakfast at 6:45 am and we serve breakfast until 10:00 am, except for passing time.

*2015-2016 Prices: Paid \$1.70 Reduced \$. 30, Adults \$ 2.30*

#### **LUNCH**

Get the best value by choosing a complete lunch: Select an entrée (meat/grain), milk and fruit or vegetable. We start serving limited lunch items at 10:00 am with all items available at 10:35 am.

*2015-2016 Prices: Paid \$2.95 Reduced \$ .40, Adult \$3.65*

#### **PAY FOR MEALS**

Keep money in your child's account – prepayment is always required. Cash is accepted, but slows down the lines. It is preferable to make payments in advance with a check or pay on the web. Try E-payments! Making meal payments through PaySchools on our district website at [www.lacrosseschools.org](http://www.lacrosseschools.org) through Family Access.

When pre-paying by check, make sure the student's name, grade and PIN number are written on the check so the money is deposited into the right account.

#### **FREE AND REDUCED PRICE MEAL APPLICATION**

**Do you qualify for free or reduced-price meals?** Free and reduced meal applications are available on the Internet at [www.lacrosseschools.org](http://www.lacrosseschools.org), in the Cafeteria Office, Main Office, or the School Nutrition Office, 807 East Avenue South, La Crosse, Wisconsin.

### **ACADEMICS**

#### **Nondiscrimination Policy**

The School District of La Crosse is committed to equal educational opportunity for all students in the district. It is the policy of the School District of La Crosse, pursuant to s.188.13 Wis. Stats., and P19, that no person, on

the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, pupil services, recreational, or other program.

## **Curriculum**

An effective high school curriculum fulfills two major purposes. It continues the general education of all students and at the same time provides many and varied courses of study to serve the specific educational and vocational needs and interest of all students in the school. Over 200 different courses are offered at Central High School. The average student takes a course load of 6 credits each year.

## **Core Values**

The School District of La Crosse is concerned with the ethical and moral dimension of a young person's life. A goal is to assure that all students, on leaving school, will have developed a keen sense of personal and civic responsibility. To that end the District believes that all staff members should affirm for themselves, for our students, and for other staff members the following Core Values:

### **Honesty**

Each person carries out his or her responsibilities carefully and with integrity, never claiming credit for someone else's work and being willing to acknowledge wrongdoing. Students and staff share their ideas openly, in a climate of trust, with confidence that what is written and spoken is honestly expressed and that all people are trustworthy.

### **Respect**

Each person responds sensitively to the ideas and needs of others without dismissing or degrading them. Differences among people are celebrated, and all members of the community are able to accept both praise and constructive suggestions from others. While affirming individual freedom, the rights of the group are also fully honored.

### **Responsibility**

Each person has a sense of duty to fulfill willingly the tasks he or she has accepted or has been assigned. All work is conscientiously performed. Members of the community feel comfortable asking for help and agree that they must be held accountable for their behavior.

### **Compassion**

Each person is considerate and caring. There is recognition that everyone, from time to time, feels hurt, confused, angry or sad. Instead of ignoring such conditions, people reach out to one another. In the case of conflict, members of the community seek reconciliation and try to understand each other, even forgive.

### **Self-discipline**

Each person agrees to live within limits, not only the ones mutually agreed upon, but above all, those established personally. Self-discipline is exercised in relationships with others, especially in the way people speak to one another. Self-discipline also applies to the use of time. At the simplest level, self-control reflects habits of good living.

### **Perseverance**

Each person is diligent, with the inner strength and determination to pursue well-defined goals. It *does* matter that a task be completed once begun, and to persevere not only teaches discipline, but brings rewards as well. Each person pushed hard to complete assignments, and all members of the community willingly support others in their work.

### **Giving**

Each person discovers that one of life's greatest satisfactions comes from giving to others, and recognizes that talents should be shared, through service. Rather than waiting to be asked, members of the community look for opportunities to respond positively to the needs of others, without expectation of reward.

## Graduation Requirements

### Class of 2016

English – 4 credits  
Social Studies – 3 credits  
Science – 2.5 credits  
Math – 2 credits  
Physical Education – 1.5 credits  
Health - .5 credits  
Electives – 8.5 credits  
Computers - .5 credits  
TOTAL – 22.5 credits

### Class of 2017-2019

English – 4 credits  
Social Studies – 3 credits  
Science – 3 credits  
Math – 3 credits  
Physical Education – 1.5 credits  
Health - .5 credits  
Electives – 7 credits  
Computers - .5 credits  
TOTAL – 22.5 credits

### Class of 2020 and beyond

English – 4 credits  
Social Studies – 3 credits  
Science – 3 credits  
Math – 3 credits  
Physical Education – 1.5 credits  
Health - .5 credits  
Electives – 8.5 credits  
TOTAL – 24 credits

A complete listing of all courses offered and a description of each can be found in the La Crosse District Curriculum Guide. The guide can be obtained through the Student Services/Career Center. Course syllabus guides may also be found in the Student Services/Career Center.

## Grades

Grades are issued at the close of each nine (9) week period. Student grades, which may be issued at the end of a reporting period, are:

A = 4	S - Satisfactory
B = 3	U - Unsatisfactory
C = 2	W - Withdrawal
D = 1	
F = 0	

- No Credit Earned Toward Graduation

S, U, W are not figured into GPA

- "+" or "-" May be issued with any of the letter grades for any quarter

### **Replacing an "F" - Grade Change Procedure**

Any student who wishes to replace a failed semester grade in a course may do so by following these guidelines:

1. All replacement courses must be retaken at either Central, Logan, WTC, or On-Line E-Scholars (Other courses cannot be substituted for the failed course.)
2. Pick up a Grade Change Form from the Student Services Office secretary.
3. Fill out the Grade Change Form completely and obtain all signatures. Return the completed form to the Student Services Office secretary.

The grade change will be made at the end of each semester following completion of the appropriate Grade Change Form. Students are responsible for initiating and completing this process or the grade change will not take place. Grade changes are not automatically made in the office without the appropriate form.

### **Tiebreaker Procedure For State Academic Excellence Scholarships**

Students' class rank will be determined by grade point average. Instances may occur where students are tied in grade point average. The following tie breaking criteria, in order, will be used to break ties:

1. A student must have attended a minimum of five semesters in a La Crosse Public High School.
2. Student's commitment to attend college/university/technical school in the State of Wisconsin.
3. Highest ACT score/converted SAT score reported by the start of the student's senior year.
4. Number of honor/A.P. courses taken by candidate for credit.
5. Candidate involvement in curricular and co-curricular student leadership activities.

### **Progress Reports**

Progress reports are sent to the home after the first five weeks of each marking period. Progress forms may be completed for any student, but must be completed for a student who is failing or in danger of failing. Normally a student who is achieving at an F or low D rate at the end of the fifth week will receive a progress report.

### **Honor Roll**

Students are recognized for excellent academic achievement through one of three Honor Rolls. The Honor Roll is based on the student's quarterly grade point average, not cumulative grade point average.

		<u>Graduation Recognition</u>
Honor Roll	3.0 to 3.49 GPA	Cum Laude
High Honor Roll	3.5 to 3.74 GPA	Magna Cum Laude
Highest Honor Roll	3.75 to 4.00 GPA	Summa Cum Laude

### **Make-Up Policy**

It is the student's responsibility upon returning to school from any absence to check with the teachers involved for assignments and other work missed. The assigning of make-up work should not be construed as being a punishment for being absent, but rather a vehicle to assist students in covering the material that was missed.

Teachers will provide missing work and allow one day for each day of school missed to complete any work

missed. Other mutually agreeable arrangements may be made between the teacher and the students. When a student has been informed in advance of an impending assignment or test, and then has been absent from school, the student will be expected to be prepared to turn in the assignment or take the test on the day they return to school.

Credit for work completed may be reduced due to an unexcused absence or for being late.

### **Incompletes**

If a student has not completed the course requirements, a "F" grade will be entered. Also, a comment will be entered in the grade report indicating what the student needs to do in order to earn credit as well as a due date for completing the work. If the work is not completed by the due date, the grade will remain a "F".

### **Audit Policy**

Students auditing classes will be expected to attend all classes, to complete all assigned work, and to take all tests. There will be a grade issued and placed on the permanent record card, however, the grade will not be used to compute grade point and a notation, audit, will appear on the permanent record. A special programming form must be filed for each audit. An audit may only be approved by the Principal.

A request to audit a class will not be accepted after the 9th week of the semester. An audit does not count as a credit toward graduation.

### **Student Request to Add/Drop a Class**

- A. The student must complete a class change request form.
- B. Requests will be granted when space is available in the class, except when the amount of make-up work is prohibitive.
- C. Teachers shall be consulted after the first full week of class.
- D. The request form shall be presented for signatures in the numerical order indicated on the form.
- E. Because of the complexity of the scheduling process, students will not be allowed to make course changes to secure a different instructor.

### **Request to Withdraw**

- A. The request form shall be presented for signatures as indicated on the form. After the 5th week, the request will be considered at a conference held with the student, teacher, administrator, parent, and counselor present. The conference may be dispensed at the discretion of the administrator.
- B. If a student drops a class at the beginning of the seventh week of a semester or later, the student will be given an F for the 1st or 3rd quarter grade and a W for the semester grade. (W's are not calculated in the GPA.)
- C. If a student drops a class after the beginning of the 2nd or 4th quarter, the student will be given an F for the quarter and a WF for the semester. (WF's are calculated in the GPA.) 1st and 3rd quarter grades will remain as graded by the teacher prior to the drop.

### **Transferring A Grade From An Accelerated Class To A Regular Class**

The final grade will be determined by how the student performs in the newly acquired class. The grade from the first class will not be officially recorded or used in calculating the grades issued. When there is insufficient "time in class" for a 1st quarter grade or a 3rd quarter grade, no grade will be given.

### **Early Graduation**

Students who complete all the School District of La Crosse's high school graduation requirements may graduate early upon prior approval of the principal.



Students completing graduation requirements early will be allowed to participate and receive their diplomas in the graduation ceremonies held at the end of the school year in which the student completes the graduation requirements.

If early graduation occurs at the end of the first semester, the student will be provided with a diploma and graduation exercise in the following spring graduation. In addition, the student will not be allowed to participate in school activities following early graduation. Such activities will include co-curricular activities, field trips, etc.

### **Make-Up Credit**

If a student fails a course, there are three (3) ways to make it up:

1. Repeat the course.
2. Repeat the course during Summer School. (Only a limited number of courses are offered as part of the Summer Program.)
3. Take the course at WWTC.

\*F grades will be replaced on the student's transcript with passing grade earned, if the class is taken at Central or Logan.

More information may be obtained from your school counselor.

### **Youth Options Program**

This program has been established to allow 11th and 12th grade students to enroll at an Institution of Higher Education (IHE) in Wisconsin and take courses that lead to credit granted toward high school graduation. There are some time lines that require your attention.

1. Contact the IHE from which admission is being sought to find out the application process required by the IHE.
2. By October 1st (for the spring term) or March 1st (for the fall term), notify the school board of his or her intention to attend the IHE under Youth Options program. The notification must include the following information:
  - The pupil's name, address, date of birth, phone number and grade in school.
  - The name of the pupil's parent or guardian.
  - The name of the IHE the pupil plans to attend.
  - The title of the post-secondary course/courses in which the pupil plans to enroll.
  - The number of post-secondary credits for each course.
  - Whether the course will be taken for high school or post-secondary credit.
3. As soon as possible, notify the school board whether the pupil has been admitted to the IHE, and whether the pupil is registered to attend a post secondary course
4. Within 30 days after receipt of the school board's decision regarding satisfaction of high school graduation requirements or the number of high school credits to be awarded, a pupil may appeal the School Board's decision to the State Superintendent.
5. High school credit will be granted for Youth Options courses taken. Credits taken under the Youth Options will not count toward class rank or GPA.

The School Board will notify the pupil if the post-secondary course selected will be awarded high school credit and how much credit will be awarded.

## **ATTENDANCE**

The Board of Education, administration, and faculty feel that maximal education achievement occurs for most students through regular attendance in classes, while excessive absences may result in poor grades and possibly even failure.

Attendance and academic performance are closely related. All students are expected to attend school regularly and to be on time for classes in order to benefit more fully from the instructional program. The high school attendance policies are designed to develop student's punctuality, self-discipline, and responsibility. School is the primary occupation of students, and as in any occupation attendance is expected. Absences will not be taken lightly.

Upon returning to school, students who miss classes for reasons that have been determined to be excused by a parent call may go directly to class. If a student's absence has not been reported to the school the day of the absence, the absence is assumed to be unexcused.

Students who expect to be absent from school for medical, dental, and other appointments must have parents call the Attendance Office. Students should make every possible attempt to schedule these appointments outside of regular school hours or during the ELD resource or meeting time.

If parents or guardians do not inform the attendance office within 24 hours of an absence, that absence will be considered unexcused.

### **Compulsory Attendance**

State Law mandates that students attend an educational program until age 18.

### **Leaving the Building**

Students are not allowed to leave school without securing permission from the Attendance Office. If a student becomes ill or injured while at school, she/he must report to the Health Room and be excused by office personnel.

Access to the building once the school day starts will be limited to the doors in the back of the building by the commons.

**Note:** Students, who leave at lunch, leave at their own risk. If they return late for any reason, it is unexcused. Students who leave the school grounds for any reason during the school day without first obtaining a pass from the office will be given an unexcused absence for the time they miss.

### **Responsibility Release Program**

Any junior-senior could be released from one period if they have an unscheduled period. This privilege is based on meeting 5 out of the 6 following criteria: no incompletes/failures in most recent grading period; 3.0 grade point average; no fines/fees; juniors must have earned 12 credits and seniors 18 credits; no suspensions; and no truancy. A student's eligibility for this program will be reviewed at the end of each grading period. If you have 5th period unscheduled, this will automatically be your period of release. If you choose a different period than 5th, you will be assigned into a regular study hall during 5th period.

### **Attendance Procedures**

1. Parents are asked to contact the Attendance Office before 9:00 a.m. of the day their son/daughter is absent from school. After 24 hours, should no call be received, the absence will be considered unexcused.
2. Students returning to school after having missed a portion of the day should report to the Attendance Office when they have returned to school.

3. The following reasons for absence are recognized as excused:
  - a) Illness of the student.
  - b) Accompanying parents on a family vacation if a pre-excused absence form has been completed and the parents have contacted the Attendance Office.
  - c) Doctor or dentist appointments if Attendance Office has been notified in advance.
  - d) Absences for school approved reasons if a pre-excused absence form has been completed and the parents have contacted the Attendance Office.
4. All other absences will be recognized as unexcused. These would include shopping, car trouble, oversleeping, hair appointments, work, or any reason other than illness and pre-excused absences.
5. If a student will be leaving school due to an appointment, etc. the parent/guardian must call the Attendance Office before his/her dismissal time or before 9:00 a.m. of the same day. It is the student's responsibility to get a dismissal pass from the Attendance Office before going to the class he/she will be leaving. If the student returns to school, he/she must check into the Attendance Office upon arrival. If your student will not be returning, please advise the office when you call.
6. If a student will be missing 2 or more days of school due to vacation, surgery, etc., the Attendance Office should be advised at least 1 week prior to the absence, at which time the student is required to have his/her associate principal and all teachers approve the absence. Failure to do so may result in an unexcused absence.
7. When a student becomes ill during the school day, he/she must check out of school through the health assistant located in the Attendance Office, at which time the parent/guardian will be called. Failure to do so may result in an unexcused absence.

Central High School will again be using its computerized calling system each evening to notify parents and students when a student has been marked absent in one or more periods that same day. The calls will go out between 5:00 and 9:00 p.m. Parents and students may call the Attendance Office the following morning to find out in which class/classes the student was marked absent. The office opens at 7:00 a.m. It is the student's responsibility to resolve these absences or they will result in truancy.

### **Truancy and Consequence**

Definition of terms:

**Truant:** a pupil who was absent from school without an acceptable excuse for part or all of any day on which school is held during the school semester.

**Habitual Truant:** a pupil who was absent from school without an acceptable excuse for part or all of five or more days in any one semester.

### **Truancy Regulations & Enforcement Sequence**

#### **Step 1**

##### **8 Unexcused Hours**

- ◆ 1<sup>st</sup> Truancy Letter
- ◆ 4 hours detention
- ◆ Meeting with Mr. McDonald or Mr. Axness

#### **Step 2**

##### **16 Unexcused Hours**

- ◆ 2<sup>nd</sup> Truancy Letter
- ◆ 4 hours detention
- ◆ Meeting with school counselor

### **Step 3**

#### **24 Unexcused Hours**

- ◆ 3<sup>rd</sup> Truancy Letter
- ◆ 4 hours detention
- ◆ Administrator will call parent

### **Step 4**

#### **Next Unexcused Hour**

- ◆ A request for parent to attend school with student for a day (if parent unable to come to school, student will receive 1<sup>st</sup> Truancy Ticket.

### **Step 5**

#### **Next Unexcused Hour**

- ◆ 1<sup>st</sup> Truancy Ticket

### **Step 6**

#### **Next Unexcused Hour**

- ◆ JI02 Form filed with the La Crosse County Department of Human Services.

### **Tardiness**

Tardiness shall be defined as coming to class after the bell has rung. Doors will be closed.

Tardiness to school, or to classes during the school day, is not acceptable unless it is excused, or the result of an emergency.

Tardiness may affect the student's quarter grade and any course work missed must be made up. A review conference may be set up to determine if extenuating circumstances justify the tardies.

### **Inter-District Choice Program**

Attendance area boundaries for La Crosse public schools provide guidelines where children will attend school. However, the school district also offers an Inter-District Choice Program for students in grade 10-12 which allows parents, based on space and appropriate program, to choose a school outside of the home attendance area best suited to their child's needs and interests. The district will inform parents/guardians that this choice option is available annually. School selection must be completed by March 1st, using established district procedures. Responses will be made by April 1st. Exception to deadlines will be made for families who change attendance boundaries within La Crosse or new residents to La Crosse on a case-by-case basis within 30 days of the request.

If the requested transfer involves a student with a special educational need who has a current Individualized Educational Plan (IEP), the Director of Student Services or designee will review the IEP to determine if the plan can be delivered in the school site requested.

Once approved, the transfer will remain in effect until the student completes the highest grade level of the school he/she is enrolled in (middle, high school) unless otherwise requested, or transfer requests may be denied due to ongoing behavioral problems or truancy. Transfers may be withdrawn for failure to follow school rules and policies. Parents/guardians have the right to rescind transfers at a time deemed appropriate by the principal.

## **SPECIAL PROGRAMS**

### **Peer Academic Support System (P.A.S.S.)**

The Peer Academic Support System or PASS has two main branches:

1. Students have been selected to serve as "helpers" to students new to Central this year. They have gone through six hours of training to prepare themselves to help new students adapt. Their first challenge will be to work with the freshman during freshman orientation.
2. Students will be recruited at the start of the school year to be tutors. Once the tutors are selected, they will be trained as to how to help other students with academic problems.

The tutors will be called on to help students that are having some academic problems. The Resource Room is designated as the "Tutor Room" and will be open 8 periods a day for students to receive tutoring assistance.

Students can contact their school counselors for additional information about this program. Parents are also encouraged to call if they feel their son/daughter could use the help.

### **Learning Materials Center (LMC)**

The LMC is prepared to support the curriculum with an extensive library of over 20,000 volumes including reference, non-fiction, and fiction in both hardcover and paperback formats, periodicals and newspapers.

Audiovisual equipment and materials are also available through the LMC resources.

### **Internet Use Is a Privilege, Not a Right**

The following are some basic rules for responsible use of the Internet by Central High School students:

1. In accordance with requirements of the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA), all equipment connecting to the Internet from any connection located within the District's building will be blocked or filtered.
2. Students will stay focused when using the Internet to research a specific topic for an assignment. They will review only information or images that are classroom related, have educational value, and are consistent with District educational goals.
3. The Internet user is responsible for adhering to the rules, procedures, and guidelines as stated Board Policy 11BE. If the student is found accessing undesirable information or otherwise abusing the privilege of independently accessing the network, their access will be terminated in accordance with school policies and procedures.
4. Parents who wish to deny access to the Internet for their student must return an Internet Use Objection Form to the Main Office. These forms were included in the August Link or may be picked up in the Main Office.
5. Further clarification and/or information concerning the District's Internet policy can be found under Board Policy 11BE: Computer and Internet Acceptable Use and Online Safety, or by contacting an administrator.
6. Aristotle Key Stroke Memory Program has been implemented on all computers to ensure proper use by students.

### **LaCrossroads**

LaCrossroads provides an alternative setting, schedule, and curriculum for a group of at risk students in grades 9-12. Admission to this program is by a referral and application process. The coordinator of LaCrossroads is

Mr. Quartell Roberson and the administrator is Mr. Troy McDonald.

### **Student Services Program**

The purpose of the Student Services Program in the School District of La Crosse is to assist all students in the developmental processes in intellectual, social and personal growth and to assist students in making informed and individually appropriate social, educational and vocational choices.

At Central we have four counselors. Students are assigned to their counselor according to the initial of their last names as follows:

Alli Thompson	Grade 9 students & 9 <sup>th</sup> Grade AVID students
Hannah Bertram	Grade 10 students & Grade 10 & 11 AVID students
Meredith Tomesh	Grade 11 students
Thomas Schmidt	Grade 12 students

### **Social Worker**

The school social worker is at Central to help students with any personal or family problems that get in the way of involvement in Central High School activities and/or academic success. Social work services are private and confidential in nature. The social worker may refer you to a community agency or meet with you and your family at school or in your home to make a plan to meet your needs. You or your family can make an appointment to meet with the school social worker directly or through the Student Services Administrative Assistant.

The school social worker also facilitates in-school support groups and speaks to classroom groups. School social work services are free of charge. The school social worker, Kathryn Hietbrink, is located in Student Services.

### **School Psychologist**

The school psychology staff of the La Crosse School District holds as its general goal the development of appropriate, individualized psycho-educational programs for the regular education and special education students in the school system. Objectives are to engage in assessment, program planning, behavior management, consultation, counseling, and research activities in order to approach the general goal as stated. The school psychologist, Ben Burns, may be contacted by calling 789-7900.

### **English Language Learner (ELL)**

The School District of La Crosse offers an English Language Learner (ELL) Program for those students who lack proficiency in expressive or receptive English language skills.

The ELL Program is part of the District's Instructional Curriculum and is offered to students in grades kindergarten through twelve. An individualized program is developed for each ELL student after a careful assessment of the student's English proficiency is completed. Service can range from individual and small group instruction, tutorial work, or classroom consultation by ELL teachers.

In addition to the language component, students may also enroll in special ELL classes in the academic areas of social studies and science.

### **Special Education Program**

The Special Education Program in the School District of La Crosse offers services in instruction and support.

The department meets the educational needs of all handicapped students who reside within the School District of La Crosse. This includes students enrolled in parochial schools. Students, who are placed in special education programs, have been referred by teachers, administrators, parents or any concerned adult. After

referrals are made and parental permission secured, evaluation by members of an Individual Education Program team takes place. If it is the determination of this team that special educational needs do exist, an individual education program is developed and the student is placed in the appropriate Special Education Program.

### **Success Center**

The focus of the Success Center is to provide instructional and other support for students. This is done through tutoring, supplying support material for core subjects, assisting students with homework and test taking, and improving study skills. Support is provided through individual and class sessions.

The Student Services Department coordinates the identification of students to be placed in the Center. Potential students are those who have performance/retention problems. Students may be referred by teachers, school counselors, administration, parents, and/or by self-referral. Criteria for referrals are based on grades, attendance, class performance, standardized test scores, and parental contacts.

To refer a student or receive additional information, contact the Student Services Office or Tony Lyga.

### **Homebound**

Students who are unable to attend school for an extended period of time may be able to receive homebound teaching services during their absence. This service is a combination of direct instruction provided by certified teaching staff and independent study done by the student between staff visits. Parents wishing to explore this possibility can call the school counselor assigned to their son/daughter for more information.

### **High Performance Learners**

The School District of La Crosse will develop and promote learning activities for high performance learners, which will meet their educational needs and challenge their unique abilities.

The School District of La Crosse will provide educational opportunities that will enable identified high performance learners to develop their abilities. The District will involve staff, parents, and identified students in the planning and implementation of programming. Questions can be directed to the Student Services Department.

### **Alternative Pathways**

No Alternative Pathways Programs will be accepted between May 15th and the end of the school year.

## **STUDENT DISCIPLINE AND CONDUCT POLICY**

A school cannot function effectively unless students, teachers, and administrators work toward the same goals. Disruption of learning by disobedience, violence, or acts contrary to school rules, laws, or statutes will not be condoned. The individual has a responsibility to behave in a manner that will not interfere with the rights of others. Student behavior is governed by the school's obligations to parents, other students, the school, and the larger community.

The school administration is directed by the District Board of Education to maintain a school environment free from distraction and disruption. At the same time, the school administration is delegated the power to make rules to govern student behavior from the Board of Education which receives its authority from State Statutes. The administration will use as its guide the Student Code of Rights and Responsibilities.

Students at Central High School are expected to:

--Behave in the manner that allows the school to help them learn;

--Observe the rules that provide for the safety and wellbeing of all school people;

- Follow the rules that allow classes to run with no distractions;
- Use common sense and treat others with courtesy and respect;
- Practice the seven core values of honesty, respect, responsibility, compassion, self-discipline, perseverance and giving as established by the School Board of La Crosse.

Generally speaking, teachers should handle the day-to-day disciplinary conduct of their classes. The student services staff and administration will help in an extreme disciplinary case. Mr. McDonald Associate Principal, will deal with students in grade 12. Mr. Axness, Dean of Students, will deal with students in grades 9-11.

### **Discipline**

- A. Students who engage in willful, persistent, and disruptive behavior that interferes with the educational process, or engage in hostile behavior will be subject to being disciplined in the prescribed manner noted after each section.
- B. They may expect the administration to reserve the right to treat each disciplinary referral on a case-by-case basis, but in general, the treatment will follow one, or a combination of several, of the following directions:
  - 1. Principal, Associate Principal, or Dean of Students conference
  - 2. Parent notification
  - 3. Parent conference
  - 4. Detention assigned
  - 5. In school suspension (1 to 3 days)
  - 6. Out of school suspension (5 days or less)
  - 7. Loss of options during unscheduled time
  - 8. Police referral
  - 9. Student and parent will be liable for damages
  - 10. Referral to student assistance program
  - 11. Referral to counselor/social worker/psychologist
  - 12. Court referral
  - 13. Any combination of the above
  - 14. Expulsion
  - 15. Article(s) kept in principal's office
  - 16. Student sent home to change clothing

### **I. Class Attendance**

Students are required to attend each scheduled class period.

Wis. Statutes 118.15, 118.16, 118.163

Disciplinary Action: 13 (Refer to Truancy Regulations & Enforcement Sequence on pages 30-31)

### **II. Drugs/Alcohol**

Use or possession of alcohol or other drugs, appearing to be under the influence of alcohol or other drugs, possessing the paraphernalia associated with drug use, or selling alcohol or other drugs at school or at a school-sponsored or related activity is prohibited.

Wis. Statutes Ch. 161 and 125



Disciplinary Action: 13, 14

### **III. Identification**

Students are to identify themselves correctly when asked by school personnel.

La Crosse Board of Education Policy

Disciplinary Action: 1, 2, 3, 4, 5

### **IV. Tobacco Products**

Students are not permitted to use tobacco products.

La Crosse Board of Education Policy

Disciplinary Action:       1st offense -1, 2, 8  
                                  2nd offense -1, 2, 5, 8  
                                  3rd offense -1, 2, 3, 5, 6, 7, 8

### **V. Insubordination**

Students are not to refuse to follow directions of school personnel. Refusal to follow directions of school personnel, including appointed monitors, will be regarded as defiance of authority and insubordination.

Wis. Statutes 947.01

Disciplinary Action: 1, 2, 3, 4, 5, 6, 7, 9, 10, 12, 13  
Extreme cases: 14

### **VI. Physical and Verbal Harassment or Assault/Battery**

Students are not to use physical force or vulgar or threatening language toward any person in school.

Wis. Statutes 947

Disciplinary Action: 1st offense -13  
Severe or repeated offenses -13, 14

### **VII. Vandalism**

Students may not destroy, break or deface property of others, of the schools, in school, or at school events.

Wis. Statutes 943.012

Disciplinary Action: 1, 2, 3, 5, 6, 7, 8, 9, 12, 13  
Severe or repeated offenses -14

### **VIII. Theft**

Students may not take property of other persons in the school or at school events.

Wis. Statutes 943

Disciplinary Action: 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 15

### **VIII. Food in School**

Students are to eat food or drink beverages only in the cafeteria.

Central High Policy

Disciplinary Action: 1st offense -1, 4

Additional offenses - 5, 13

#### **X. Trespassing**

All persons not in attendance at Central, suspended or expelled students, are not permitted on school property unless there are extenuating circumstances.

Wis. Statutes 943.13 and City of La Crosse Ordinance 7.04(w)

Disciplinary Action: 7, 8, 12, 13

#### **XI. Improper Display of Affection**

Disciplinary Action: 1st offense--1

Repeated offenses--2, 3, 4, 5, 6, 7, 10

#### **XII. Weapons**

Possession, or use of, any weapon, or potentially dangerous article, is prohibited in school buildings, on school property, or at any school sponsored activity.

Wis. Statutes 947.01 and La Crosse Board of Education Policy

Disciplinary Action: 13, 14, 15

#### **XIII. Game Limits**

Students are not to play cards, dice, or other games of chance.

La Crosse Board of Education Policy

Disciplinary Action: 1, 2, 3, 4, 5, 6, 7, 15

#### **XIV. Electronic Equipment and Musical Equipment**

Students are not to bring boom boxes to school. MP3s or Ipods can be brought to school. Any other electronic devices, including pagers and laser pointers are not allowed in school.

La Crosse Board of Education Policy

Disciplinary Action: 1, 2, 3, 4, 15

#### **XV. Objects Potentially Causing a Danger to Health and Safety**

Students are not to throw, kick, or hit snowballs on school grounds. Students are not to throw, kick, or hit frisbees, footballs, beach balls, hacky sacks, handballs, balloons, golf balls, water balloons, etc. in the school building.

La Crosse Board of Education Policy and Central High School

Disciplinary Action: 1, 2, 4, 5, 7, 8, 9, 15

#### **VI. Inappropriate Attire**

A. Students wearing clothing advertising illegal substances.

Disciplinary Action: 1, 2, 6, 15, 16

B. Students wearing clothing containing obscene, discriminatory, or profane language or pictures.

Disciplinary Action: 1, 2, 6, 15, 16

## **XVII. Academic Dishonesty**

Students have the responsibility to do school work to the best of their ability as assigned by their teachers, so that it reflects the merits of their own thinking, skill, and material organization.

La Crosse Board of Education Policy

Disciplinary Action: 1, 2, 3, 5, 6 and potential grade reduction

## **XVIII. Skateboarding**

Due to the high liability risk, skateboarding/rollerblading is not allowed on school grounds. Students caught violating this policy will be given one warning. If the problem continues, students will be reported to administration for disciplinary action.

**Note:** Students may ride their skateboard/rollerblades to and from school, but must carry skate/rollerblades once on school ground.

**NOTE: Disciplinary action numbers, please refer to page 35.**

## **GRIEVANCE**

Each student has the right to due process in the application of the rights and responsibilities code. Any student who thinks the code has been wrongfully interpreted or applied may request a meeting time and place with the school principal in order to discuss a grievance. One faculty member and/or the student's parents may be present at such a meeting.

Any student directly affected by a decision, which is felt to be wrongfully interpreted or applied, may individually put such a grievance in writing and submit it to the building principal. Any grievance not brought up within five (5) school days after the occurrence of the event or incident is waived.

Upon request, a meeting will be set up within five (5) school days by the principal to hear and discuss the grievance. Action will be initiated following such a conference. A student has the right to appeal the decision of a grievance conference. A student who is not satisfied with the decision may appeal to the Superintendent of Schools.

In the event a student appeals the decision of a grievance to the Superintendent of Schools, the Superintendent will appoint a neutral hearing examiner who will hear the grievance and make a final decision within ten (10) days. Upon request, a meeting will be scheduled within five (5) school days to hear and discuss the appeal. The hearing examiner will make the final decision.

## **REFERENCES**

### **Course Guides**

The School District of La Crosse has an excellent High School Course Guide. It contains more information on graduation requirements. It also contains information on courses, course descriptions, and college entrance requirements. These course guides can be obtained in Student Services Department.

### **Co-Curricular Activities**

Central High School strongly encourages all students to take advantage of the comprehensive program of co-curricular activities that it provides. Student life is enhanced through participation in co-curricular activities. The more you are involved, the better you will feel about yourself, your school, and your community. These programs provide an opportunity for students to acquire self-discipline, develop friendships, improve skills, and

be recognized for the special talents that they possess. Academic achievement needs to be balanced with social, physical, and emotional growth. It is by combining solid effort in the classroom with meaningful co-curricular participation that this ideal can best be attained. Even though co-curricular participation is strongly encouraged, it must first be recognized that such participation is a privilege. Participants will be required to sign and adhere to the District's Co-Curricular Code of Conduct.

### **Co-Curricular Handbooks and Conduct Codes**

More information on a specific program can be found in the district co-curricular handbook. A co-curricular handbook may be obtained from the activities secretary.

Co-Curricular Code of Conduct handbooks can be obtained from the activities director or on the Central website.

### **Student Code of Rights and Responsibilities**

This code is considered the general code of rights and responsibilities for all La Crosse Public School students.