

# Fond du Lac High School

801 Campus Drive  
Fond du Lac, WI 54935  
(920) 929-2740

## STUDENT HANDBOOK 2011 – 2012

|                   |          |
|-------------------|----------|
| FDL School Board  | 906-6500 |
| FHS Main Office   | 929-2740 |
| Attendance Office | 929-2730 |
| Guidance Office   | 906-6771 |



Fondy Pride

**This handbook belongs to:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

## **Mission Statement of the Fond du Lac School District**

The mission of the Fond du Lac School District, in partnership with the family and the community, is to promote high achievement and foster the continuous growth of the whole child, so that each becomes a creative, contributing citizen in a global society by providing personalized learning opportunities in a safe, nurturing environment.

## **Fond du Lac High School Vision Statement**

"Every Student Every Day,  
Everyone, Every Way."

*2010-2011  
Fond du Lac High School Staff*

Fond du Lac High School  
**801 Campus Drive**  
**Fond du Lac, WI 54935**  
**(920) 929-2740**

## **2011 - 2012 Fond du Lac High School Goal**

We will research and implement effective practices to increase rigor, relevance, and relationships for all students so that the graduation rate is 2% higher than the prior graduation rate by June 2012.

Jon Wiltzius, Principal  
John Meznarich, Assistant Principal - Seniors  
Peter Snyder, Assistant Principal - Juniors  
Kevin Deering, Assistant Principal – Sophomores  
Michael Gonzalez, Assistant Principal - Freshmen

Micky Burns, Guidance Counselor – A-D  
John Terzynski, Guidance Counselor – E-Kh  
Tom Seidel, Guidance Counselor – Ki - N  
Amy Fictum , Guidance Counselor – O - Si  
Lindsey Heselbarth , Guidance Counselor – Sj - Z

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# FOND DU LAC HIGH SCHOOL

## Respect Policy

RESPECT IS THE CORNERSTONE OF ALL OUR INTERACTIONS AND BEHAVIORS. WE ACKNOWLEDGE THE DIGNITY AND WORTH OF ONE ANOTHER AND STRIVE NEVER TO DIMINISH ANOTHER BY OUR CONDUCT OR OUR ATTITUDES.

### Putting a Stop to Disrespect

Step One: When you witness behavior that is in violation of the respect policy, tell the person to stop. Apathy, silence or laughter encourages the abuse. Inform an adult in school and your parents.

Step Two: If the behavior doesn't stop, contact an assistant principal or the principal as soon as possible to initiate a complaint. Be certain that the facts are documented thoroughly by the adult listening to you.

Step Three: If the behavior continues keep a journal of further incidents, including description, time, date, place, and witnesses. Keep your parents and administrators informed.

**Fond du Lac High School** is an academic community, which dedicates itself to safety and well being of its citizens, and which recognizes that human dignity is the basis for all our relationships and growth. All citizens of the Fond du Lac High School community are involved in the continual maintenance and support of our respect policy. Because we encourage and promote self-respect, our expectations are that all will learn from and be an active participant in this policy.

*We have an established procedure that is used for individuals who fail to comply with our respect policy. That procedure is posted in all classrooms and office areas.*

## **Rights & Responsibilities**

The Board of Education believes that a self-disciplined citizenry is essential for a free society. The rights of individual students shall be protected and, in turn, each student shall be expected to respect the rights of all other students, teachers and other school personnel.

**RIGHTS** - Each student has a right to an education, to attend school in the school district which his/her parents are legal residents, and, (within limits) to make up schoolwork missed through absence.

Each student has the right to attend a school which is safe, supports an orderly atmosphere, and takes action to ensure respect for rights, dignity, and safety of all individuals in the school community.

Every individual has the right to be free from abusive behavior, to protection of their property and self, to pursue an education, and to all those guarantees of law, the Constitution and the Bill of Rights.

**RESPONSIBILITIES** - School Board Policies and State Statutes address attendance. Board Policy – 10.54 defines Student Absences & Excuses, and 10.541 addresses Truancy. State Statutes - 118.14, 118.45, 118.15 and 118.16 addresses Age of Pupils, Admission to High School, Compulsory School Attendance, and School Attendance Enforcement respectfully.

Respect for law, observance of school district policies, procedures, and school regulations are the responsibilities of every student. School district policies and State Statutes address behavior. State Statute - 120.13 School Board Powers outlines expectations of students and the actions a school district may and must take in regard to unacceptable student conduct.

It is the responsibility of each of us to ensure that rights and constitutional guarantees are protected, and that no one has these rights infringed upon. Abuse of these rights and going beyond their limitations is defiance of the basic concept of rights and responsibilities.

## **Code of Conduct**

Each student has the responsibility for attending school on a regular basis. Parents have the ultimate responsibility to ensure regular attendance. It is the responsibility of both parent and student to meet the requirements of State Statutes, School District Policies, and individual school requirements for absence procedures.

Each student has responsibility for their own actions, and to some extent, the actions of others. Behavior that endangers health, safety, property, or another's education should not be tolerated by any student. The belief statement of the Fond du Lac Board of Education expresses a philosophy which each student is expected to support and effectively maintain.

Adherence to school policies, regulations, and laws is expected of every student. A conscious effort not to interfere with the educational process or the orderly function of the school community is the mature conduct which is accepted here at FHS. Each student and employee is expected to conduct him or herself in a manner that guarantees good citizenship.

### **Nondiscrimination and Access to Equal Educational Opportunity:**

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board of Educational does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, age, physical appearance, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, handicap, disability (physical, mental, emotional, or learning), in any of its student educational programs or activities.

Any person who believes that he or she has been discriminated against or denied equal opportunity in access to programs or services may file a complaint with the District's Civil Rights Coordinator:

Danica Lewis  
Fond du Lac School District  
Director of Pupil Services  
72 W. Ninth Street  
Fond du Lac, WI 54935  
(920) 906-6501

**Retaliation Prohibited:** Retaliation for filing a complaint or participating in the investigation of a complaint is strictly prohibited. Any individuals who knowingly engage in retaliation or knowingly provide false information concerning a complaint shall be subject to disciplinary action.

### **Harassment**

Harassment is illegal and infringes upon equal respect in the educational environment causing serious harm to student learning, effective teaching, and the safety and stability of the educational process. It is a form of discrimination that violates state and federal laws.

The District shall comply with all relevant federal and state laws prohibiting discrimination. More specifically, no person may be denied admission to the District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Harassment is defined as any unwanted, deliberate, or repeated unsolicited comments, gestures, graphic materials, physical contacts, or solicitation of favors which are based upon one's group membership when:

1. Submission to the conduct is made either explicitly or implicitly a term of an individual's employment, evaluation or participation; or
2. Submission to or rejection of the conduct by an individual is used as the basis for employment, evaluation, or participation decisions affecting the individual; or
3. The conduct has the purpose or effect of substantially interfering with an individual's performance or creating

an intimidating, hostile, or offensive educational environment.

Harassment may include but is not limited to: verbal harassment; including epithets, derogatory comments or slurs; ethnic jokes; physical harassment; physical interference with movement or work; or visual harassment such as derogatory cartoons, drawings, or posters.

Harassment is prohibited against members of the same protected group as well as against members of a different protected group.

Therefore, it shall be the policy of the District to:

1. Prohibit and discourage any student from illegally harassing any other person (student or employee) of the district;
2. Provide a harassment-free educational environment;
3. Address any instances of harassment in a timely manner;
4. Provide on-going education and awareness of the problem of harassment in all forms; and
5. Provide procedures for filing and pursuing claims of harassment.

Further, it is the policy of the School District to keep the identity of the complainant confidential to the extent possible. No information regarding the initial complaint or the investigation will be released by the District unless required by law, or if necessary, for the purpose of taking corrective action.

If there are compelling reasons to disclose the identity of the complainant to those not a part of the investigation, the complainant shall be asked if he/she wants his/her identity disclosed. If the complainant does not want his/her identity disclosed, then it shall be kept confidential and, should it become impossible to process or investigate the complaint as a result, the complaint may be dismissed.

Any District student who violates this policy shall be subject to disciplinary action up to and including expulsion.

District action taken in response to an individual's proven act of harassment does not preclude any civil action that may be pursued by the complainant. The policy applies to all District students and staff.

## **Bullying Prevention:**

Bullying is defined as any willful, persistent, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering, or property damage, or which negatively impact the learning environment.

Bullying can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft);
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks);
3. Indirect (e.g. spreading rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet, also known as cyber bullying);
4. Between students and students, students and adults, or adults and adults.

It shall be the policy of the District to:

1. Prohibit and discourage any individual (student or District employee) from bullying any other person;
2. Provide a safe, secure, and respectful learning environment for all students;
3. Address any instances of bullying in a timely manner;
4. Provide on-going education and awareness of the problem of bullying; and
5. Provide procedures for filing and investigating claims of bullying.

To see additional information on bullying, please visit our District website to review Board Policy 10.22—Bullying Prevention.

## Academic Information

### Graduation Requirements

|                |                        |
|----------------|------------------------|
| English        | 4 years (4 credits)    |
| Mathematics    | 2 years (2 credits)    |
| Science        | 2 years (2 credits)    |
| Social Studies | 3 years (3 credits)    |
| Physical Ed.   | 3 years (1.5 credits)  |
| Health         | 1 semester (.5 credit) |
| Electives      | 10 credits             |

It is your responsibility to meet these requirements in order to earn a diploma from Fond du Lac High School. **23** credits will be required for graduation.

### Class work Make-Up Policy

Rule of thumb for make-up work for a class due to an excused absence is that 2 class days is sufficient time to complete work missed for each day of absence. Example: 2 days of absence = 4 days for make-up time. It is the student's responsibility to make up class work. The work not made up under this policy will receive no credit. Extended absences will be reviewed individually by a counselor and the principal.

### Make-up Tests/Exams

Students missing only the day of test/exam may be required to take the test the next day. The teacher has the option to extend this time as per above stated policy.

### FHS Laude System

The purpose of the Laude System at FHS is to recognize students for the rigor of their academic program as well as their success in that program.

|           |  |
|-----------|--|
| Rationale | <ul style="list-style-type: none"><li>▪ Recognizing the spectrum of high achieving students</li><li>▪ Enable students to pursue a track of</li></ul> |
|-----------|--|

|   |  |
|---|--|
|   | <p>study containing more diverse curricular options based on their interests</p> <ul style="list-style-type: none"> <li>▪ Ensuring recognition for all students related to academic success</li> <li>▪ Changing the grading scale will increase student motivation to achieve at higher levels. Creating a “+/-” grading scale will recognize different levels of achievement within a course (i.e. 89% B+ vs. 80% B-).</li> </ul>   |
| Award Levels                                | <p>There will be four levels of awards</p> <ul style="list-style-type: none"> <li>○ White Cord</li> <li>○ Cum Laude</li> <li>○ Magna com Laude</li> <li>○ Summa cum Laude</li> </ul>   |
| Initial Implementation and Transition Phase | <p>For class of 2012:</p> <ul style="list-style-type: none"> <li>• Class Rank under the weighted system will still be calculated to establish a top-ten student list.</li> <li>• Class Rank will be reported to all relevant parties (i.e. colleges, committees).</li> <li>• For Laude Recognition: Look at transcripts on case-by-case basis and retroactively count identified Laude courses for award consideration.</li> <li>• For senior year, new grading scale will apply, but there will be no retroactive recalculation of course grades for past three years.</li> <li>• Send a letter to parents/students explaining the Laude award system and their specific situation heading into senior year.</li> </ul> <p>For classes of 2013 and beyond: full implementation of Laude award system, grandfather “old” Laude courses, no more class rank reported.</p> |

|  |   |         |      |      |      |      |  |                   |         |         |         |        |  |              |     |     |     |     |  |            |    |    |    |     |  |
|--|---|---------|------|------|------|------|--|-------------------|---------|---------|---------|--------|--|--------------|-----|-----|-----|-----|--|------------|----|----|----|-----|--|
|  |   |         |      |      |      |      |  |                   |         |         |         |        |  |              |     |     |     |     |  |            |    |    |    |     |  |
| GPA Criteria   | <ul style="list-style-type: none"> <li>▪ 3.25: White Cord</li> <li>▪ 3.4 – 3.59: Cum Laude (18 semesters min)</li> <li>▪ 3.6 – 3.79: Magna cum Laude (20 semesters min)</li> <li>▪ 3.8: and above Summa cum Laude (22 semesters min)</li> </ul>   |         |      |      |      |      |  |                   |         |         |         |        |  |              |     |     |     |     |  |            |    |    |    |     |  |
| Impact of Implementation   | <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">2015</td> <td style="text-align: center;">2014</td> </tr> <tr> <td style="text-align: center;">2013</td> <td style="text-align: center;">2012</td> <td></td> </tr> <tr> <td>New grading scale</td> <td style="text-align: center;">4 years</td> <td style="text-align: center;">3 years</td> </tr> <tr> <td style="text-align: center;">2 years</td> <td style="text-align: center;">1 year</td> <td></td> </tr> <tr> <td>Laude System</td> <td style="text-align: center;">yes</td> <td style="text-align: center;">yes</td> </tr> <tr> <td style="text-align: center;">yes</td> <td style="text-align: center;">yes</td> <td></td> </tr> <tr> <td>Class Rank</td> <td style="text-align: center;">no</td> <td style="text-align: center;">no</td> </tr> <tr> <td style="text-align: center;">no</td> <td style="text-align: center;">yes</td> <td></td> </tr> </table> |         | 2015 | 2014 | 2013 | 2012 |  | New grading scale | 4 years | 3 years | 2 years | 1 year |  | Laude System | yes | yes | yes | yes |  | Class Rank | no | no | no | yes |  |
|  | 2015  | 2014    |      |      |      |      |  |                   |         |         |         |        |  |              |     |     |     |     |  |            |    |    |    |     |  |
| 2013   | 2012  |         |      |      |      |      |  |                   |         |         |         |        |  |              |     |     |     |     |  |            |    |    |    |     |  |
| New grading scale  | 4 years   | 3 years |      |      |      |      |  |                   |         |         |         |        |  |              |     |     |     |     |  |            |    |    |    |     |  |
| 2 years  | 1 year  |         |      |      |      |      |  |                   |         |         |         |        |  |              |     |     |     |     |  |            |    |    |    |     |  |
| Laude System   | yes   | yes     |      |      |      |      |  |                   |         |         |         |        |  |              |     |     |     |     |  |            |    |    |    |     |  |
| yes  | yes   |         |      |      |      |      |  |                   |         |         |         |        |  |              |     |     |     |     |  |            |    |    |    |     |  |
| Class Rank   | no  | no      |      |      |      |      |  |                   |         |         |         |        |  |              |     |     |     |     |  |            |    |    |    |     |  |
| no   | yes   |         |      |      |      |      |  |                   |         |         |         |        |  |              |     |     |     |     |  |            |    |    |    |     |  |
| <ul style="list-style-type: none"> <li>○ Note: No retroactive recalculation of previous 3 years of grades for class of 2012 with new grading scale.</li> </ul> |   |         |      |      |      |      |  |                   |         |         |         |        |  |              |     |     |     |     |  |            |    |    |    |     |  |

Fond du Lac High School  
Department-Recommended Courses for Laude Awards

| Department | Course Title (Semesters)  |
|------------|---|
| English    | English 11 Advanced (2)<br>Writers Workshop (1)<br>AP Literature (2)  |
| Math       | Algebra II (2)<br>Algebra II Enriched (2)<br>Pre-Calculus (2)<br>AP Calculus (2)<br>AP Statistics (2)<br>Geometry 9 (2) |
| Science    | College Prep Chemistry (2)<br>Accelerated Physics (2)   |

|                |   |
|----------------|---|
|                | Anatomy/Physiology (2)<br>Bio II (2)<br>AP Biology (2)<br>AP Chemistry (2)<br>AP Physics (2)<br>Accelerated Biology (2)   |
| Social Studies | AP Psychology (2)<br>AP US History (2)<br>AP Political Science (2)  |
| World Language | French III (2)<br>French IV (2)<br>French V (2)<br>Spanish III (2)<br>Spanish IV (2)<br>Spanish V (2)<br>German III (2)<br>German IV (2)<br>German V (2)  |
| Art            | Independent Study<br>Drawing 3 (1)<br>Painting 3 (1)<br>Ceramics/Sculpture 3 (1)<br>Glass/Metal Design 3 (1)  |
| Music          | Symphonic Winds & Percussion (2)<br>Concert Choir (2)<br>Music Theory II (1)  |
| FCS            | Intro to Early Childhood Education (1) (TC)<br>Culinary Arts III (1) (Transcripted)   |
| BIT            | Marketing and Entrepreneurship (2) (TC)<br>Advanced Marketing (2) (TC)<br>Accounting (2) (TC)<br>Advanced Accounting (2) (TC)<br>Web Design (1) (TC)<br>Personal Finance (1) (TC)<br>Computer Programming (2) |
| PE             | Adventure Education Leadership and Facilitation, Philosophy of Coaching, Officiating and Service  |

|  |   |
|--|---|
|  | (1) (offered in 2012-13)  |
| Tech Education   | Graphics Communication II (2) (TC)<br>Graphics Communication III (2) (TC)<br>Tech Communication I (2) (TC)<br>Construction Process (2) (TC)<br>Construction Applications (2) (TC)<br>Software Applications (1) (TC)<br>Metal Fabrication (2) (TC)<br>Automotive Systems II (2) (TC)<br>Automotive Systems III (2) (TC)<br>Machine Tool I (2) (TC) |
| Youth Options, Online AP Courses, Youth Apprenticeships, Distance Learning, Study Abroad, Transfer Credits, UW-FDL Concurrent Enrollment, Early Graduation | <ul style="list-style-type: none"> <li>• Advanced Placement courses taken online or by distance learning will be counted</li> <li>• Unique situations such as those listed will be considered on an individual basis</li> </ul>   |

### **Participation in Graduation Ceremony**

Participation in graduation ceremonies is a **privilege**, not a right. The school retains the right to restrict student participation in graduation for behaviors including but not limited to: being a habitual truant, having excessive absenteeism, receiving suspension or having excessive referrals to the office, or being involved with a discipline matter just prior to commencement.

Your privilege to participate in school activities, including graduation, depends on decisions you make. Just as in life after graduation, you are accountable for your own actions.

Please pay all fees prior to the graduation ceremony.

## **Policy of Gifted and Talented Education**

In its effort to fulfill its mission to promote high achievement and foster continuous growth as well as provide personalized learning opportunities, the Fond du Lac School District embraces differentiation.

Differentiation is responsive instruction that enhances learning and engages all students in activities that better respond to their particular learning needs, strengths, and preferences.

Differentiation ensures the delivery of a high-level and powerful curriculum by adjusting the content, process, product, and learning environment for all students based on their readiness, interests, learning profile, and affect.

The Fond du Lac School District recognizes the need for differentiated alternatives for gifted and talented students. Recognizing and meeting the needs of gifted and talented students requires flexible and varied educational experiences in order to fully develop their intellectual, academic, creative, artistic, or leadership abilities.

Students who wish to take a course out of sequence, or in a different format, they must follow the Differentiation Request Process.

### **INQUIRY PROCESS**

- Student submits request to school counselor no later than May 1<sup>st</sup> (December 15<sup>th</sup> for second semester approval) containing:
  1. Long term goals
  2. Short term goals
  3. Curriculum plan
  4. Benefit(s) to student learning/long term goals
- School counselor disseminates request to:
  1. Gifted & Talented Coordinator
  2. High School Principal
  3. Assistant Principal

### **APPROVAL PROCESS**

- Gifted and Talented Coordinator:
  1. Meets with student
  2. Contacts parent/guardian
  3. Creates student profile
  4. Meets with teacher and/or team leader
  5. Shares with counselors and assistant principals
  6. Administrators, school counselors, Gifted & Talented Coordinator discuss the merits of request in light of student's action plan and profile based on professional expertise and student provided information.

### **DEVELOPMENTAL PROCESS**

- Team approves or rejects request with rationale:
- If yes, a DEP (Differentiated Education Plan) is created with input from Gifted & Talented Coordinator, administrator, student, school counselor, and supervising teacher.
- Meet with parent, student, school counselor, and Gifted & Talented Coordinator to share and sign DEP.
- DEP followed.

## Fond du Lac High School Schedule

|           |                               |
|-----------|-------------------------------|
| Period 1  | 8:00 - 8:55                   |
| Period 2  | 9:00 - 9:50                   |
| DEAR      | 9:50 - 10:05                  |
| Period 3  | 10:10 - 11:00                 |
| Period 4A | 11:05 - 11:55                 |
| Period 4B | 11:35 - 12:25                 |
| Period 4C | 11:05 - 11:30 & 12:00 - 12:25 |
| Period 5A | 12:00 - 12:50                 |
| Period 5B | 12:30 - 1:20                  |
| Period 6  | 1:25 - 2:20                   |
| Period 7  | 2:25 - 3:15                   |

|         |               |
|---------|---------------|
| Lunch 1 | 11:05 - 11:30 |
| Lunch 2 | 11:30 - 11:55 |
| Lunch 3 | 12:00 - 12:25 |
| Lunch 4 | 12:55 - 1:20  |

### 20 Minute Homeroom

|           |                               |
|-----------|-------------------------------|
| Period 1  | 8:00 - 8:50                   |
| Period 2  | 8:55 - 9:45                   |
| Homeroom  | 9:50 - 10:10                  |
| Period 3  | 10:15 - 11:05                 |
| Period 4A | 11:10 - 12:00                 |
| Period 4B | 11:40 - 12:30                 |
| Period 4C | 11:10 - 11:35 & 12:05 - 12:30 |
| Period 5A | 12:05 - 12:55                 |
| Period 5B | 12:35 - 1:25                  |
| Period 6  | 1:30 - 2:20                   |
| Period 7  | 2:25 - 3:15                   |

|         |               |
|---------|---------------|
| Lunch 1 | 11:10 - 11:35 |
| Lunch 2 | 11:35 - 12:00 |
| Lunch 3 | 12:05 - 12:30 |
| Lunch 4 | 1:00 - 1:25   |

## **40 Minute Homeroom**

|           |                               |
|-----------|-------------------------------|
| Period 1  | 8:00 - 8:45                   |
| Period 2  | 8:50 - 9:35                   |
| Homeroom  | 9:40 – 10:20                  |
| Period 3  | 10:25 – 11:10                 |
| Period 4A | 11:15 – 12:05                 |
| Period 4B | 11:45 - 12:35                 |
| Period 4C | 11:15 - 11:40 & 12:10 - 12:35 |
| Period 5A | 12:10 – 1:00                  |
| Period 5B | 12:40 - 1:30                  |
| Period 6  | 1:35 - 2:25                   |
| Period 7  | 2:30 - 3:15                   |

|         |               |
|---------|---------------|
| Lunch 1 | 11:15 - 11:40 |
| Lunch 2 | 11:40 – 12:05 |
| Lunch 3 | 12:10 - 12:35 |
| Lunch 4 | 1:05 - 1:30   |

## **Two hour delay schedule**

|                         |               |
|-------------------------|---------------|
| Period 1                | 10:00 – 10:25 |
| Period 2                | 10:30 – 10:54 |
| Period 4                | same          |
| Period 5                | same          |
| Period 3 (out of order) | 1:19 – 1:54   |
| Period 6                | 1:59 – 2:35   |
| Period 7                | 2:40 – 3:15   |

## **In-service (Half-Day) Schedule**

|               |               |
|---------------|---------------|
| Announcements | 8:00 – 8:05   |
| Period 1      | 8:05 – 8:30   |
| Period 2      | 8:35 – 9:00   |
| Period 3      | 9:05 – 9:30   |
| Period 4      | 9:35 – 10:00  |
| Period 5      | 10:05 – 10:30 |
| Period 6      | 10:35 – 11:00 |
| Period 7      | 11:05 – 11:30 |

# Final Exam Schedule

## First Semester:

### Day 1:

|                |               |
|----------------|---------------|
| Period 1       | 8:00 – 9:35   |
| Period 6       | 9:45 – 11:15  |
| 4A Test        | 11:25 – 12:55 |
| 4A Lunch       | 1:00 – 1:35   |
| 4B Lunch       | 11:25 – 12:00 |
| 4B Test        | 12:05 – 1:35  |
| 4C Test (Pt.1) | 11:25 – 12:10 |
| 4C Lunch       | 12:15 – 12:45 |
| 4C Test (Pt.2) | 12:50 – 1:35  |
| Period 7       | 1:45 – 3:15   |

### Day 2:

|          |               |
|----------|---------------|
| Period 2 | 8:00 – 9:35   |
| Period 3 | 9:45 – 11:15  |
| Period 5 | 11:25 – 12:55 |
| LUNCH    | 1:00 – 1:30   |
| Make-Up  | 1:35 – 3:05   |

## Second Semester:

### Day 1:

|                |               |
|----------------|---------------|
| Period 2       | 8:00 – 9:35   |
| Period 3       | 9:45 – 11:15  |
| 4A Test        | 11:25 – 12:55 |
| 4A Lunch       | 1:00 – 1:35   |
| 4B Lunch       | 11:25 – 12:00 |
| 4B Test        | 12:05 – 1:35  |
| 4C Test (Pt.1) | 11:25 – 12:10 |
| 4C Lunch       | 12:15 – 12:45 |
| 4C Test (Pt.2) | 12:50 – 1:35  |
| Period 5       | 1:45 – 3:15   |

### Day 2:

|          |               |
|----------|---------------|
| Period 1 | 8:00 – 9:35   |
| Period 6 | 9:45 – 11:15  |
| Period 7 | 11:25 – 12:55 |
| LUNCH    | 1:00 – 1:30   |
| Make Up  | 1:35 – 3:05   |

### **School Closing–weather/other emergency**

If school is closed due to a weather emergency such as snow - please **do not** call the school. Announcements will be made on local radio stations KFIZ, WFDL, WTCX, local cable television (channel 7) and the school website [www.fonddulac.k12.wi.us](http://www.fonddulac.k12.wi.us). Snow days are generally made up, and the school calendar has snow/emergency days built into it for this purpose.

### **School Store**

School supplies, clothing, workbooks, blankets, key chains, gift items, and a variety of other items are available to you in our school store. It is located at the main entrance and is called "The Cardinal's Nest".

### **Student Guests**

There will be **no** student guests allowed at Fond du Lac High School.

### **Visitors to Our School**

We welcome and encourage all parents to visit our school.

For safety and security reasons, all exterior doors will be locked during school hours. Visitors should ring the doorbell at the main entrance and wait for a response over the intercom system. They will be asked to identify themselves and state the reason for the visit. Upon entry, visitors should sign-in at the office and obtain a visitor's badge. Prior to leaving visitors should sign-out at the office and return the visitor's badge. All individuals who are visitors to the school and classrooms are required to conform to reasonable rules of conduct.

To see additional information on visiting our school, please visit our District website: Board Policy 11.10—Visitors to the Schools.

### **Dances and Associated Activities**

Only current Fond du Lac High School students are allowed to attend dances with the exception of homecoming and senior prom. Prom guests need to be in at least 9<sup>th</sup> grade and age 20 or younger. Homecoming guests need to be a Fondy graduate within the past two years.

## **Parking**

Students must have a valid school year parking permit to park in Lots A,B and C. Parking lot D is reserved for staff. Parking permits may be purchased in the main office. Periodic checks of the parking lots will occur and parking violations will receive a citation.

## **Attendance**

Wisconsin laws require that students attend school during each class period of the school day unless excused by the school attendance officer, (Principals). It is the responsibility of the student to ensure that his/her attendance record is correct.

**Attendance Phone Number: 929-2730**

### **Excused Absences**

Absences are excused for only illness, death in the family, family emergencies, and some prearranged absences.

- One Day's absence: A parent or legal guardian must call school before 2:30 p.m. on the day of the absence.
- Two or more day's absence: A telephone call is required each day you are absent.
- A parent or legal guardian must excuse absences within three (3) days of the absence. After three (3) days the absence will remain unexcused on the student's record.

**Excused absences due to illness resulting in more than 10 school days of absence may require a physician's written statement of verification.**

### **Truancy**

Truancy is a violation of state law, city ordinance and school board policy. Students who miss all or part of 5 school days in a semester will be identified as habitual truants and subject to a citation. If you receive a citation for truancy as a violation of City Ordinance, the consequences could include the loss of driver's license, work permit, a fine, and/or incarceration.

### **Excused in Advance Absences**

Excused in advance absences include; appointments, trips, vacations, hunting, athletic or co-curricular events, or any other anticipated absence and needs to be approved at least three (3) days in advance of the anticipated absence. All homework must be completed prior to leaving or immediately upon your return. Please stop by the attendance office to request a pre-approved absence form. A pre-arranged absence over finals must be approved by administration.

### **Adult students & Attendance**

Being eighteen years of age simply transfers responsibilities formerly held by your parent or guardian to you. However, unless you maintain a 90% attendance rate each grade period the semester after you turn 18, you may be withdrawn from school.

### **Tardiness**

Students are expected and required to be to school and in class on time. The school tardy policy is posted in your classroom. Any student more than 20 minutes late to class will be considered truant for that hour. In addition, not being in class yet remaining on school grounds while tardy/truant may place you in violation of the City Ordinance prohibiting loitering. If you are determined to be loitering you will be referred to law enforcement.

### **Appointments**

If students leave during the school day for an appointment they must use the following procedure prior to leaving:

- A parent or guardian must call attendance or the student must present a note to the attendance office; an appointment release form will be issued;
- Show the form to the teacher(s) when leaving in advance;
- Return the appointment form with verification to attendance; an "Admit to Class" will be issued to return to class.

**PLEASE NOTE that senior pictures will not be excused.  
Please make summer, evening or weekend appointments.**

**Excuse to leave the building**

In order to leave the building at any time, including illness, students must have in their possession a pass from a principal or the nurse which provides permission to do so. Additionally, a parent will always be contacted prior to any student being given permission to leave the building.

**Violation of school district expectations in regard to attendance may result in detention, suspension, or referral to law enforcement.****Chronic Ailments/Illness**

If you are experiencing a prolonged illness, hospital stay, or find it necessary to be out of school for more than three days due to illness you must report that to your principal. If you have an illness such as epilepsy, allergies to food or insect bites, diabetes, asthma, or hyperventilation the school will need to know about them in order to be better prepared to assist you. These situations may be of a confidential nature and information will only be shared with teachers or counselors who have a need to know.

**Prescription Medication**

According to Board Policy 10.7341, all prescribed medications will be checked in and administered by the school nurse. They must be accompanied by instructions from your physician and authorization from parents. Students do not need to have over the counter medications such as aspirin administered by the school nurse. No medication, prescription or over the counter, may be given from one student to another student at any time. Providing prescription medication to other students will result in disciplinary action up to and including expulsion from school.

**Public Displays of Affection (PDA)**

Please dignify your friendship by not using physical displays of affection in public. It is an embarrassment to your fellow classmates, staff, and self.

### **Care of Equipment/Property**

It is the responsibility of everyone to help maintain school property and equipment; to protect items entrusted to our care and to return them in the same condition in which we received them. Textbooks, uniforms, tools, lockers, musical instruments, physical education equipment are all examples of school equipment and supplies entrusted to students. It is expected that these items will be maintained in excellent condition. If you lose or damage school property you will be held financially accountable for its repair or replacement and face discipline which could include detention, suspension, or expulsion. **Lockers, desks, and storage bins all remain school property even though they are assigned to students.** The school retains the right to inspect these areas at any time without prior notice. Lockers and other student storage areas are provided to students in which to store those items necessary for school. They are not intended as secure areas to protect valuables. We advise you not to keep money or any other valuable item in these areas.

### **Media Center Policy**

Please follow the media center policy as posted in each classroom.

### **Lockers**

Please remember that lockers are the property of the Fond du Lac School District. They will be searched as deemed necessary by the administration at FHS. Your locker is yours and only yours to use. Do not share your combination or locker with anyone. You must have a school lock on your locker in order to ensure access by school officials. Other locks will be cut off.

### **Behavior at Activities**

Students have a number of opportunities to participate in activities that extend beyond the classroom. It is the expectation that students behave in a respectful manner at all times. Inappropriate behavior, including language, hand gestures or actions will result in disciplinary action.

### **Fighting – Physical Confrontation**

Fighting, (battery) or intimidations (assault) are behaviors which are not accepted in the Fond du Lac School District. If you are involved, the consequences will be a suspension from school, parent conference, and involvement of law enforcement. If a weapon is involved in any kind of assault or battery, consequences will include a referral to law enforcement and recommendation for expulsion. Please also be aware that sexual assault is an expellable offense.

### **Dangerous Weapons in School: (Board Policy 10.636)**

Under no circumstances will students be allowed to possess articles which may endanger the health and safety of other students on school property or at school sponsored events. Additionally, no look a like weapon may be brought onto school property. Any students caught in such a transgression will be suspended and/or expelled from school and turned over to law enforcement.

### **Bomb Threats/False Alarms: (Board Policy 5.27)**

Pursuant to Wisconsin State Statutes, it is illegal to cause false alarms with the fire alarm system or make bomb threats, verbally or written, in a school setting. Any students caught in such a transgression will be suspended and/or expelled from school and turned over to law enforcement.

### **Throwing Objects**

It is against city ordinance to throw objects/missiles in or around school. That includes snowballs. If you choose to throw these objects you run the risk of being involved with school discipline as well as being referred to law enforcement.

### **Consequences for poor decisions**

Everyone makes mistakes and errors in judgment. How we individually correct or learn from those errors plays a significant role in becoming a responsible citizen. The impact that our behavior (either positive or negative) has on others causes a reaction. That reaction can be a compliment or a reprimand. The choices we all make about our own behavior each day is what causes the creation of rules and regulations which affect everyone. Negative behavior generally creates a negative reaction. If your behavior is serious

enough to warrant a restriction you may experience one of the following.

- **Reprimand:** Either verbal or written from the person to whom you are responsible. Verbal or written reprimands are generally given for a first minor error in judgment. However, continually making the same or similar errors will lead to another level of restriction.
- **Notification of parent or guardian:** Your parent or guardian may be contacted by your teacher about the behavior you are exhibiting. A conference may be requested between the teacher, parent, counselor, or principal in an effort to assist you in making better decisions.
- **Referral:** A referral may result in a conference with an Assistant Principal, Guidance Counselor, and/or other specialist. The severity of the referral will determine the consequences assigned; which may include a parent conference, detention, suspension, expulsion, or involvement of law enforcement and or citations.
- **Student Court:** Student Court is a deferment program for students that have violated school rules and have admitted guilt. Students who agree to participate in the program will appear before a panel consisting of seven to ten volunteer students who will hear the case, ask questions and decide an appropriate consequence. A staff member will serve as a moderator and may also ask questions relating to the case. Parents or guardians will be encouraged to attend their child's hearing.
- **Detention:** You may be required to spend some of your own time here at school serving a detention. Detention is simply a time period assigned to you to make up as a simple way of reinforcing positive expectations.
- **Suspension:** Suspension means you cannot be at school or any school event until the suspension is completed. In most cases a suspension will also involve some form of parent conference (phone or personal contact). You may be suspended for five school days, unless you are being referred for expulsion which allows a suspension of up to fifteen days.
- **Expulsion:** If you are referred for expulsion it is extremely serious. Expulsion means you cannot attend Fond du Lac High School. It also means that you will have difficulty completing your education, as other school districts do not have to accept you as a student even if you offer to pay tuition or move into their school district. Please be aware that repeated refusal or neglect to

follow school rules or creating a situation which endangers the health and safety of anyone may result in expulsion.

### **Cheating**

The staff of Fond du Lac High School takes great pride in the academic excellence that is present in our school and community. At the base of this excellence is integrity and honesty. It is expected that students refrain from any type of behavior that would be considered cheating. We want to prepare you for a good future.

Cheating is defined as a student obtaining or assisting others in obtaining credit for work that is not his/her own. Examples of cheating include but are not limited to the following:

- Copying from another student's desk or helping another student during a test
- Providing other students with information regarding a test
- Submitting another student's work as one's own
- Stealing copies of tests or answer keys
- Copying another student's homework, test, quiz, project, book report assignment or take-home test
- Allowing another student to copy a test, homework assignment, quiz, project, book report, assignment or take-home test
- **Plagiarism:** copying the language, ideas or thoughts of another author and claiming them as your own original work.
- Changing answers on a test, assignment, project, etc. after grading
- Changing grades in a grade book or altering a computer grading program
- Using programmable calculators in a manner not specified by the teacher

Suspected cheating will result in an immediate referral to a principal. Both parties (giver and receiver) are considered as cheating.

Confirmed cheating will result in a zero for the designated grade, however a retake opportunity will be provided.

## **Pagers and Electronic Communication Devices**

### **(Board Policy 10.637)**

With the advent of camera phones and text messaging, cell phones and other electronic communication devices must be in the "off" mode between 7:55 AM and 3:15 PM. Electronic music devices can only be used in the commons during the school day.

## **Tobacco Products**

### **(Board Policy 10.634)**

The use of tobacco products on school premises is contrary to the educational goals of the Fond du Lac School District and to the health of its students. For this reason, effective August 1, 1989, no student may use or possess tobacco or tobacco products in any building, on any school grounds or at any school function. Violation of this policy will result in specific disciplinary actions and repeated violations of this policy may result in expulsion from school.

## **Alcohol and other drugs**

### **(School Board Policy 10.635)**

As a part of a comprehensive Alcohol, Tobacco and Other Drug Program the District may conduct random canine searches.

Students are prohibited from engaging in the manufacture, distribution, dispensation, possession, consumption or use of a controlled substance or alcohol in any school building or anywhere on school premises, in school owned vehicles or any other school approved vehicle used to transport them to or from school or school activities, or anywhere off school property during any school sponsored activity, event or function. Furthermore, students must report to school and remain free from alcohol, intoxicants, narcotics or any other controlled substances during school hours or while involved in any school sponsored or school approved event or function. **“Over the counter” drugs may not be distributed.**

All students must strictly abide by this policy. Failure to do so shall result in disciplinary action including, but not limited to, suspension, referral to law enforcement personnel for possible prosecution, and/or expulsion. The district shall assist students, parents and staff to be aware of the procedures to deal with the problems associated directly or indirectly with drug and alcohol use.

## Fond du Lac High School Dress Code

**Goal: Students and staff will dress in a manner that is appropriate for a safe and healthy learning environment.**

It is the **responsibility** of each student and staff member to follow the dress code upon entering the building.

The dress code ensures that students and staff are **respectful** of how clothes, accessories and scents impact other students, staff and community members. It contributes to an environment that encourages learning without distractions.

The dress code supports a **safe** learning environment.

Apparel, personal items and body decoration must show respect to all people. Anything promoting, advertising or displaying the following will **NOT** be allowed:

- tobacco
- alcohol
- promoting violence
- illegal substances or paraphernalia
- anything demeaning to another group of people
- anything deemed by administration to be gang related
- anything sexually suggestive (i.e. Hooters, Tilted Kilt)

Shirts must cover midriff, cleavage and backside.

Shorts and skirts are to be at or below the tips of fingers when held at the side.

Pants will be worn at hips or above

Muscle shirts, tank tops and spaghetti straps are **NOT** allowed

All undergarments must be covered including underwear and bras. Shirts will not be transparent.

Footwear must be worn at all times (combat boots with non- black laces and slippers are prohibited)

Coats and hats will be kept in lockers and not brought to classrooms

Accessories may be worn **except:**

- wallet chains/other hanging chains
- metal pointed studded clothes or jewelry
- hats, hoods, or any other head covering
- bandanas
- sunglasses

Additionally, any apparel deemed inappropriate by an administrator will be prohibited. Staff members will forward questionable attire to administration.

Students will adhere to safety policies regarding clothing attire in relevant classes.

### **Exceptions for medical and religious beliefs**

#### **Medical:**

Any student requesting an exemption from the dress code for medical reasons must obtain a written note from the Doctor and parent/guardian summarizing the reason for the exemption. This note must be presented for review to the student's assistant principal.

#### **Religious:**

Any student requesting an exemption from the dress code for religious reasons must obtain a written note from clergy and parent/guardian summarizing the reason for the exemption. This note must be presented for review to the student's assistant principal.

### **Gang Affiliation**

Fond du Lac High School supports a zero tolerance belief regarding behavior, which includes gang activity or apparel. No student shall be permitted to wear any clothing or possess any paraphernalia which is identified by the administration as gang related. Jackets, coats or apparel normally worn for outdoor purposes shall not be worn in classrooms.

Gang related behavior, such as hand signs, insignia, colors, combat boots with non-black laces or other behavior identified by the administration will not be tolerated on school property or at any school event.

Confederate flags may not be displayed or carried at FHS.

### **Vandalism**

Vandalism will not be tolerated in the Fond du Lac School District. It reflects poorly on all of us. Damage to another person's property is a crime for which those responsible should be held accountable. If you choose to be involved with vandalism you will face suspension and/or expulsion and referral to law enforcement. In addition, you will be held accountable financially for all costs involved with replacement or repair.

### **Searches/Seizures**

School officials have the authority to conduct warrantless searches as long as (1) there are reasonable grounds for the search and (2) the measures of the search are reasonably related to the objectives of the search. Student lockers, backpacks, vehicles, purses, coats, etc. may be subjected to a search if there is reasonable suspicion that a student is violating the rules of the school or the law.

**Students must cooperate with any investigation by school officials or be subject to disciplinary action.**

**Co-Curricular Code:**

The Fond du Lac School District sponsors co-curricular activities to provide students with additional opportunities for personal growth, self-discipline, skill development, cooperation with others, creativity, and fun. Although the co-curricular program is a valuable part of the total educational experience, participation in co-curricular programs is a privilege, and not a right. As such, all participants must abide by all rules and responsibilities which apply to each co-curricular program in order to continue participation in these activities.

The entire code can be found on the high school website:  
[www.fondyhigh.org](http://www.fondyhigh.org)

**Positive Behavior Interventions and Supports:**

FHS is very excited to continue PBIS (Positive Behavior Interventions and Supports). Building respect, responsibility, safety and timeliness at the high school is the driving force for PBIS. Through collaboration and effective partnerships among school, family and community, our goal is to increase student achievement by improving school-wide behavior. Throughout the remainder of this year and in subsequent years, we will be teaching, modeling and acknowledging positive behaviors. We appreciate your continued partnership in enhancing the climate at Fondy High

**Career Center**

Career Specialist  
Vikki Winkler

Hours Monday-Thurs 8-3:30 unless otherwise posted.

Why access the Career Center?

- Investigate Career Options, Career Educational Information or Consult on Career Choices.
- Utilize Career Exploration Tools and Assessments such as WisCareers, Career Cruising and Career Pathways
- Business Speakers based on the 16 Career Clusters.
- College, University and Tech School representative visits to FHS
- Career Fairs trips

- Military visits
- Job Shadow Experiences
- Employment Searches
- Colleges Searches
- Test information: Accuplacer, ASVAB, ACT, SAT, Plan and PSAT held at FHS.

When do I access the Career Center?

- During Studyhall-attendance taken in Career Center.
- After school until 3:30, Mon-Thurs unless otherwise posted that I am not available.
- By appointment-see Mrs. Winkler in the Career Center.
- Teacher approval from class if pass is obtained from Mrs. Winkler first.
- Passing time-pass will be given to enter next class if time runs over in between class time.
- Speakers that require a pre-approved pass.
- Special circumstances as deemed necessary by the counselors or teachers.
- Merit with approval of Counselors or Career Specialist.

Expectations:

- Must ALWAYS sign in.
- Work on Career related sites, exploration, assessments, resume, applications, other work if applicable to careers or approved on the computers.
- FHS Respect Policy
- Leave only with permission or a pass
- Dismissal according to School guidelines
- No games on computers unless approved.
- All other school related policies apply.

## **Sportsmanship**

The following is a letter from the WIAA in regards to behavior at extracurricular events.

*Dear Student Body:*

*A new school year brings with it new opportunities. Opportunities to learn from the text book and to learn about life. With the variety of activities available to you at your school, we hope that you will become involved in those that interest you.*

*Athletic events are always among the most popular activities for participants and spectators and these provide another learning experience. Integrity, fairness, respect and the principles of good sportsmanship are lifetime values taught through athletics. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations, and graceful acceptance of the results.*

*A good sport is a true leader within the school and the community. As a member of your school, your sportsmanship goals should include:*

- *Realizing that athletics are part of the educational experience and the benefits of involvement go beyond the final score of a game.*
- *Participating in positive cheers that encourage your athletes and discouraging any cheers that would redirect that focus.*
- *Learning, understanding, and respecting the rules of the game, the officials who administer them and their decisions.*
- *Respecting your opponents as fellow students, and acknowledging them for striving to do their best.*
- *Developing a sense of dignity under all circumstances.*

*These expectations are the roadmap to follow toward a more educational atmosphere for interscholastic athletics. You are a spokesperson for your school when you attend any athletic event or any school activity. Your actions are viewed by family and friends, opposing fans, the local community and the media. Your display of good sportsmanship will show the most positive things about you and your school: and hopefully, remind us all that sport is meant to be fun.*

*We hope the upcoming year is a rewarding one for you.*

## **How can we help you? ☺**

Listed below are some common questions/problems that come up for high school students. Please be aware of what we offer in regard to problem-solving these issues here at FHS.

Where do I go for help with:

### **Deciding my future and setting goals?**

- School Counselor
- Teachers

### **Someone bothering me?**

**(Bullying, harassment, embarrassment, etc.)**

- Your school counselor
- Your teacher
- Your principal
- Any other adult in our building.

You will be given support and help with dealing with the problem.

There are many ways of handling this. We will consult with you regarding addressing the issue. We also have a complaint form at the principal's office.

NO ONE should ever make you feel uncomfortable in your school.

### **Knowing which classes I should take?**

- Your homeroom teacher
- Your school counselor
- Your teachers.

### **Feeling sad or depressed?**

- Your school counselor
- Mrs. Kathy Jensen (school psychologist)
- Principals
- Teachers
- “Help Cards” are used to identify a friend who may be having some difficulties and may need some help. The cards will be explained to you early in the year.

**Please remember that every adult in our building is a resource for you. Always communicate with your parents regarding your life at school.**

# Coping Skills

## STRATEGIES FOR MANAGING EMOTIONS

### IN GENERAL

- Write your thoughts and feelings in a journal.
- Engage in an activity that involves music, art or creativity.
- Seek out people in your life who are supportive of you, and share your feelings.
- Go for a walk in nature, or to a peaceful place.
- Distract yourself with pleasant diversions.

### ANGER

- Do something that would make you feel productive.
- Engage in sports, lift weights, go swimming, dance.
- Exercise, go jogging or for a walk, do aerobics, ride a bike.
- Play an instrument with exuberance, listen to loud music, sing out.
- Yell in private; hit a pillow or your bed.

### FRUSTRATION

- Write a list of your accomplishments, or positive qualities.
- Do a good turn, do a favor for a friend, help someone in need.
- Volunteer within your community.
- Read an inspiring book.
- Clean or organize at home to obtain a feeling of control.
- Create something: art, poetry, wood-working, gardening, cooking, etc.

### ANXIETY

- Talk to a family member, call a friend, write to someone.
- Take a warm bath or shower, float in a pool, sit quietly near water.
- Meditate, listen to a relaxation tape, play calming music, get a massage.
- Look through photos from good times, reflect on enjoyable memories.
- Watch a good movie, favorite TV show, or read.

### **SADNESS**

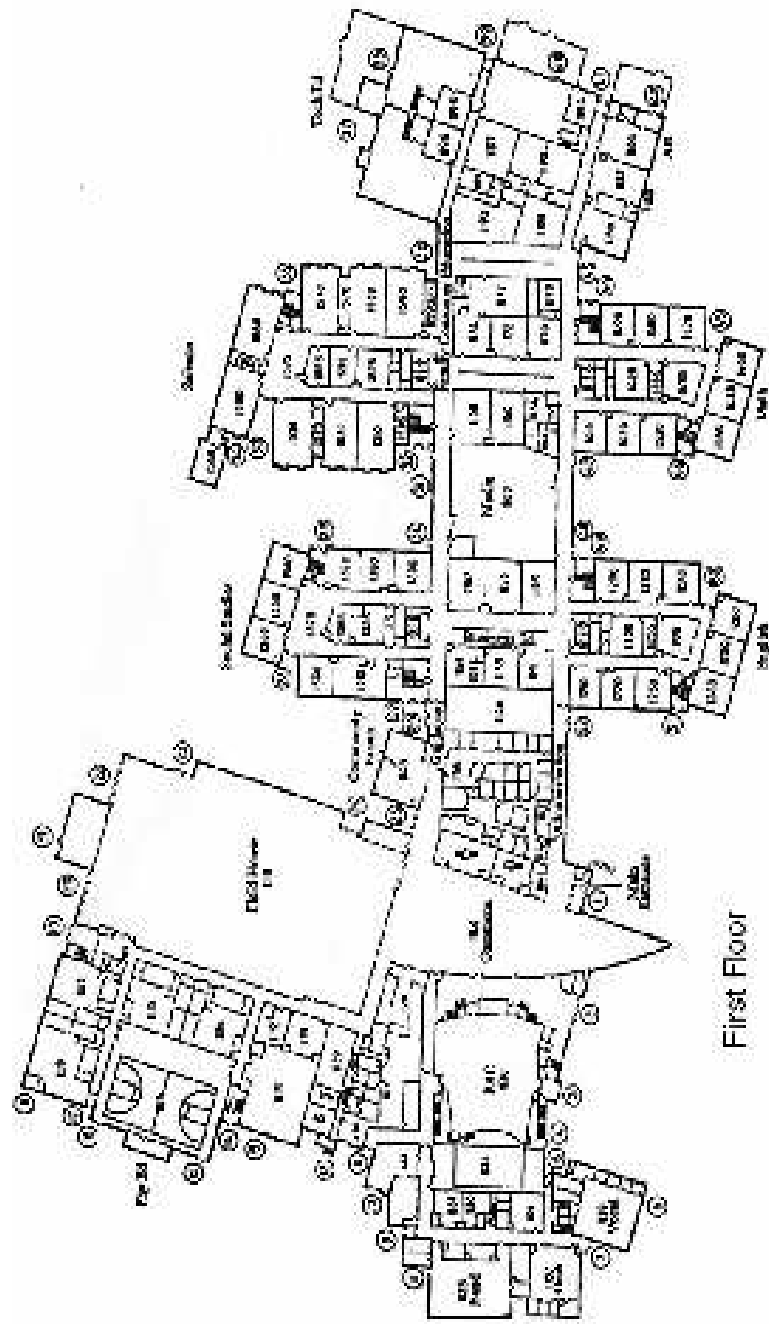
- Let it out, cry; consider those in even worse situations.
- Do a physical activity to get some endorphins flowing.
- Find the source of the feeling: write about it, talk to the person, go there.
- Watch or read something funny, get laughing somehow.
- Engage in a favorite leisure activity.
- Seek people, attend a support group, get a hug, be your own best friend.

### **BOREDOM OR LONELINESS**

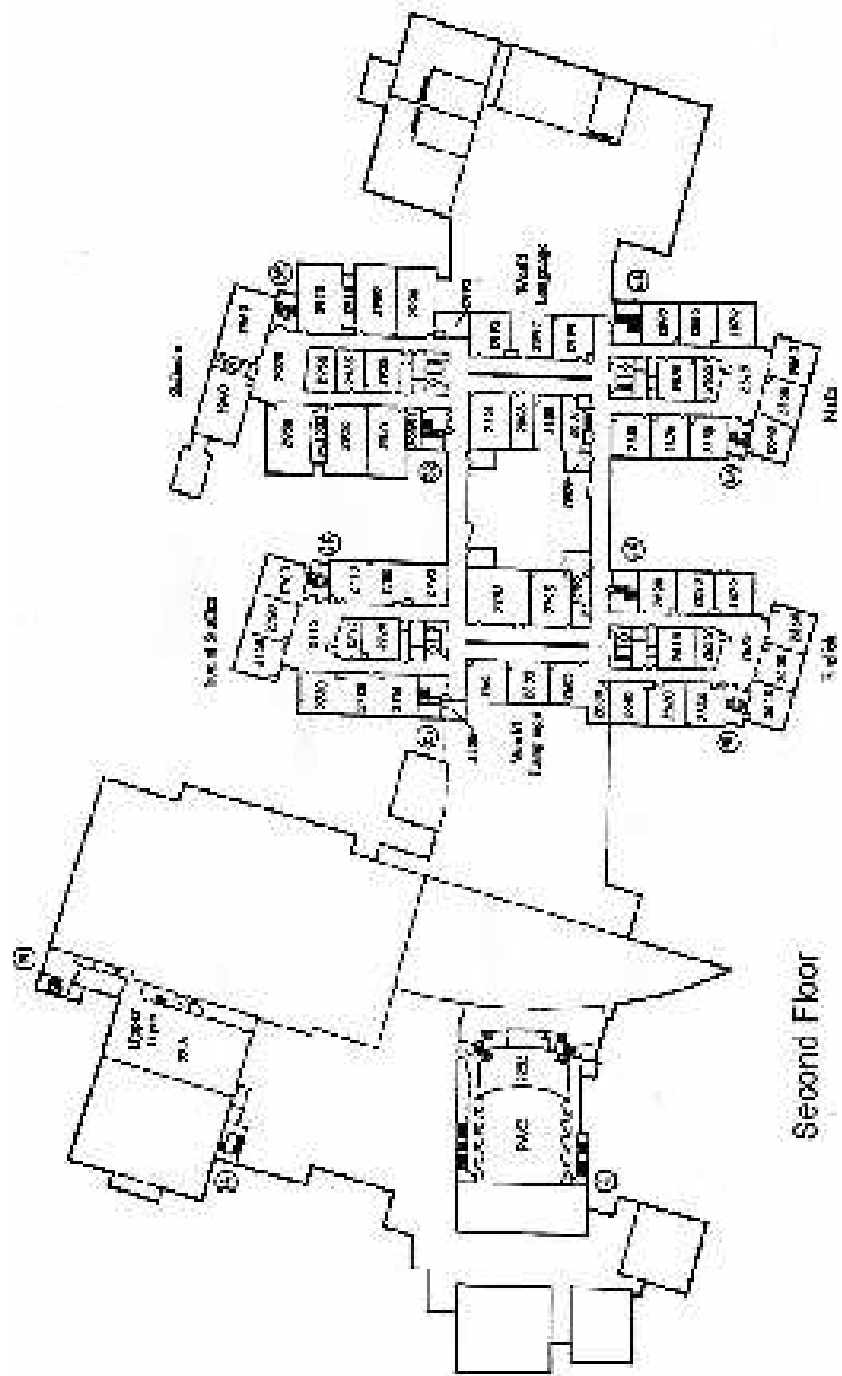
- Invite someone over for a fun activity.
- Visit those who might be lonely: nursing homes, hospitals, neighborhood.
- Join a club, volunteer, get active in your community.
- Vacation/visit places of interest: museums, zoos, library, parks, etc.
- Find companionship; take a class or workshop; get out and meet people.

### **MISCELLANEOUS EMOTIONS**

- Problem-solve.
- Change your habits.
- Test your core beliefs.
- Overcome limited thinking.
- Try to heal the issues of your past.
- Learn something new...



First Floor



Second Floor



## Fond du Lac High School Cell Phone Policy for 2010-2011

*Fond du Lac High School understands that cell phones are an important part of today's society and culture. While we continue to embrace technology as a district, we also understand how important it is to uphold the integrity of the educational environment for our students. With this in mind, Fond du Lac High School would like to implement the following cell phone policy for the 2009-2010 school year.*

I. Cell Phones will be allowed in the building during the school day.

II. Cell phones may only be used prior to 7:55 am and after 3:15 pm. There will be a warning bell at 7:55 am every day to notify students to put their cell phone away. Between 7:55 am and 3:15 pm, cell phones must be turned off and be put away in the student's backpack or locker. Students are not allowed to carry their cell phone on themselves. This includes purses.

III. In case of emergency, parents should contact the school office and the office will contact the their son/daughter.

IV .Students choosing not to follow the above policy will follow the consequences listed below.

### **1<sup>st</sup> Offense**

Each student will have one "free pass" in his/her planner. They may use this "free pass" and give it to the staff member who addressed the situation. They will be requested to put the phone in their backpack or locker. Students who do not have the planner with them will automatically move to the consequence for the second offense. The staff member will use this

opportunity as a teachable moment and remind the student of the proper use of a cell phone between 7:55 am and 3:15 pm.

**2<sup>nd</sup> Offense**

Cell phone will be confiscated and turned into the office. The student may pick up the phone at the end of the day.

**3<sup>rd</sup> Offense**

Cell phone will be confiscated and turned into the office. The phone will be kept for three calendar days, or a parent may pick up the phone after 24 hours or 1-day suspension.

**4<sup>th</sup> Offense**

Cell phone will be confiscated and turned into the office. The phone will be kept for five calendar days, or a parent may pick up the phone after 48 hours or 2-day suspension. In order to pick up the phone after the confiscation, there will be a meeting with the student, parents and administration.

**5<sup>th</sup> Offense**

Student will be referred to student court

### **Guidelines for Internet Use:**

The FdL District provides Internet service to support the educational needs of all students. Use of the Internet is a **privilege**. It is not a right. This privilege is granted under the conditions listed below and it may be taken away for any unacceptable use.

#### **Student responsibilities are to:**

- \* Use for educational purposes only while under adult supervision.
- \* Follow federal & state laws, district policies and school rules.
- \* Follow the school district guidelines for web publishing.
- \* Observe safety precautions by not sending personal information over the Internet and follow copyright law.
- \* The use of email is prohibited.

#### **Examples of unacceptable use include, but are not limited to, the following:**

- \* Using inappropriate language or content.
- \* Using another name or identity to represent you.
- \* Doing something to slow down the network.
- \* Interfering with another student's work.
- \* Playing games

**I have read the above statement "Guidelines for Internet Use and I understand that my use of the Internet is intended to further my education as a student in the district. I also understand my responsibility to use the Internet in a responsible and informed way, conforming to network etiquette, customs and courtesies. Should I fail to adhere to these guidelines, my privilege of accessing Internet at school will be revoked.**

Student signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND REMAIN IN  
PLANNER IN ORDER TO ACCESS THE INTERNET AT  
FHS.**

To our parents,

Thank you for taking the time to read through this very important student planner.

In order to best prepare your child for the future, we require that all students at FHS carry their planners and IDs with them at all times. If either is misplaced, lost or stolen, we require that students purchase a new planner for \$5.00 and/or a new ID for \$3.00.

Your signature below verifies that you have looked through this planner and understand its importance in your child's life at FHS. We appreciate your support and attention to the needs of your child.

FHS administration and staff

“I have read and understand the rules and policies contained in this student planner/handbook.”

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

Parent/Guardian Signature: \_\_\_\_\_

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



## **Cell phone policy Warning Page for First Offense**

You are reminded that cell phones are to be off and stored in either your backpack or locker. You are not allowed to carry your cell phone on your person during the school day.

Please remember that you are always welcome to come to the office for phone use if it is an emergency during the school day.

We hope that you respect the cell phone policy and adhere to the expectations of Fond du Lac High School.

# Cell Phone Free Pass