



Student Handbook

2019-2020

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Dear Students of Black River Falls High School,

Welcome to a new year at Black River Falls High School. I am very excited and eager for another great year, whether this is your final year in high school or your first, let's make it the best! Everyone here; staff, teachers and students will need to work hard together to make the transitions smooth, to build on the strong traditions and to energize some new positive initiatives. I invite you all to create rewarding and inspiring experiences this year.

This student handbook is designed to help all of us create a safe and rewarding academic experience. It is very important that you take the time to read through the handbook carefully to become familiar with procedures. Your parents should read through it as well. Your understanding and following of the handbook will help make for a great year at BRF High School. The final page of the handbook is the acknowledgement form that you must sign and turn in to your advisor.

One of the best ways to make your high school career memorable and rewarding is to get involved in as many school activities as you can handle. High school is more than classes and activities, in fact, most importantly; it will prepare you for living in the world as an adult. You will be thankful for all the chances to try new things in the safe environment of your own school. This safe environment is a golden opportunity for you to go outside your comfort zone and explore the many possibilities for future employment and experiences. That future will be here sooner than you can imagine, and as we continue to experience difficult economic times nationwide, it is even more important for you to make the most of those opportunities to explore the arts, technology, science, physical fitness, and world language. Challenge yourself by taking courses that will push your abilities. You will be surprised by how much you can accomplish. I promise you that the staff and I will do our very best to provide excellent opportunities to help prepare you for a long life of learning.

Please review the handbook so that you understand the procedures and responsibilities you have as a BRFHS student and to discover all the great opportunities that are available to you. Feel free to stop by and let me know your ideas or concerns regarding the school. Have a great year at Black River Falls High School.

Wishing you all success,

Mr. Thomas Chambers
Principal

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Welcome to the 2019-2020 school year at BRF High School. The purpose of this information is to help you become acquainted with your school. We hope that you will take advantage of our many educational programs and activities. All rules and regulations found in this handbook have been adopted as official school policy by the Board of Education. It is impossible to devise a student handbook or adopt written policies, which would cover every situation or incident that might arise during the school year. The administration and teachers may find it necessary to establish regulations and make decisions pertaining to any school matters or student activities not covered herein.

THE BOARD OF EDUCATION

Mary Jo Rozmenoski	President
Amy Hoffman	Vice-President
Nehomah Thundercloud	Clerk
Laurel Meek	Treasurer
Mary Jo Radcliffe	Member
Patty Jacobson	Member
Scott Barton	Member

DISTRICT ADMINISTRATORS

Shelly Severson	Superintendent of Schools
Jill Collins	Director of Business Services
Stephanie Brueggen	Director of Curriculum and Instruction
Tammy Kielbasa	Director of Pupil Services
Tom Chambers	High School Principal
Chris Stalheim	High School Assistant Principal
Dave Roo	Middle School Principal
Laura Simonson	Red Creek Elementary Principal
Brandon Jahr	Red Creek Elementary Assistant Principal
Melanie Floyd	Forrest Street Early Learning Center Principal

DISTRICT MISSION STATEMENT

Our Vision

In the School District of Black River Falls, we create an individualized path to future success for every student through the consistent practices of dedicated educators and meaningful partnerships with families and our community.

Our Values

We are **dedicated** to the success of our students and take **pride** in our accomplishments.
We continue to build **trusting** relationships by celebrating diversity and ensuring fairness, respect and safety.
We **partner** with families, students, the community and each other to provide strong, positive outcomes for students.
We are committed to **excellence** in teaching and learning as the foundation of our continuous improvement.

Our Pillars for Initiatives & Goals			
Student Success	Our People	Community Engagement	Finance & Facilities
All students will increase their achievement and attain annual personal growth goals in order to reach their highest potential.	We have a reputation of excellence that helps attract and retain highly qualified staff. We value and appreciate employees who apply their skills and experience to meeting our high expectations and fulfilling our district's vision.	Parents, students and the community are effectively engaged in the educational process and feel connected and proud to be part of the School District of Black River Falls.	We ensure efficient, innovative, and effective use of District resources to promote collaboration and inspire excellence in teaching and learning.

ACCIDENTS, ILLNESSES OR INJURIES

When a student becomes ill or injured at school, he/she should report to the office if they are able to or they should immediately tell a staff member who will notify the office. It will be determined there if the student should be taken home, to a physician, or to the hospital. No seriously ill or injured student will be allowed to go home without the consent of a parent or guardian. It is the responsibility of the student to immediately report even a minor injury to the teacher in charge so that an accident report can be completed.

ADVISING

Advising is a school wide approach to build connections with students to help them achieve their personal best. Students will be paired with a faculty advisor who will meet with them on a daily basis. During this time, students will have the opportunity to work on homework, check and discuss their grades, receive academic help, and discuss any other issue pertaining to the student. Occasionally, advisors will lead students through activities focused around college and career readiness. Through our advising program, we strive to meet the students' academic and social/emotional needs as well as to prepare them for life beyond high school.

AGE OF MAJORITY

Black River Falls High School recognizes that when a student reaches the age of majority (s. 990.01)(3) they are afforded the rights, privileges, and responsibilities of adulthood. Students, 18 years old or older, are subject to the same school rules as other students as described below:

1. Students 18 and older may be excused from school without parental consent. They must, however, follow the same guidelines as those set up for parents by state law (s.118.15).
2. Individuals who have attained the age of 18, if suspended, may negotiate their own readmission.

ALCOHOL, TOBACCO AND OTHER DRUGS

State law and school board policy prohibits the use, possession, and/or sale of alcohol, tobacco (including e-cigarettes, vaporizers, and/or paraphernalia), drugs, look-alike drugs, drug paraphernalia or controlled substances on school grounds, school buses, or at any school sponsored activities. Violations of these rules and/or laws will result in suspension and/or expulsion.

ALTERNATIVE EDUCATION PROGRAMS

The Black River Falls school district offers two alternative education programs – Phoenix and Renaissance. These programs are for students who have not had success in the regular school setting and who meet the statutory definition of being a child at risk of not graduating from high school under s.118.153(1), Wis. Stats. The students in Phoenix and Renaissance have a work component and a self-paced curriculum program for instruction. Those interested in more details on these programs should see the counseling office.

ATHLETIC PASS

BRFHS is a member of the Coulee Conference. For admission to athletic events at home, students must present their school ID or pay the student price of admission.

ATTENDANCE

Regular attendance and promptness are essentials of good performance on any job. Absence from school is the greatest single cause of poor achievement in school. The home and the school should regard it a prime responsibility to assist young persons to develop good habits of attendance.

Excused Absences

Students are allowed to miss up to 10 days per school year (Wis. Stat. 118.15 (3)(c)). The School District of Black River Falls shall excuse absences in the following categories:

1. Personal / Illness

Absences for minor illness (not requiring a doctor visit) or of a personal nature may be excused by parent/guardian phone call, email, or by submitting a note to the office. Excuse notes must include the reason for the absence, the dates of the absence, and a parent/guardian signature. A parent/guardian may excuse their child in this manner no more than 10 days in a school year.

2. Doctor / Professional Appointment

Doctor or other professional appointments (dentists, social services, court appearances, religious/cultural services, etc.) do not count towards the 10 excused absences allowed per year provided that the student submits a note from each appointment documenting their visit.

After 10 excused absences, all subsequent absences are considered unexcused, unless they fall under the doctor/professional appointment category.

Unexcused Absences / Truancy

A student is considered unexcused if he/she is absent without an acceptable excuse (see above) for all or part of any day during which school is held. A student qualifies to be habitually truant when he/she is unexcused all or part of 5 or more days in a school semester (s.118.16(1)(a) and (c), Wis. Stats). An automated phone call will be made to the student's home each time they are determined to be unexcused.

Parents/guardians will be notified by mail as soon as it has been determined that an attendance problem exists. A letter from the assistant principal will be sent to the parents to discuss the truancy issue after the 3rd unexcused absence. After a 5th unexcused absence, a letter will be mailed home from the school's social worker requesting a parent meeting and explaining that the state considers the child truant and he/she may be cited in truancy court. The court may order suspension of a student's driver's license or work permit, assign community service hours or home detention, fine the student/parent up to \$500, or impose other restrictions as it sees fit. The student may also be referred to Jackson County Department of Health and Human Services or the parent may be referred to the District Attorney's office for contributing to truancy.

Tardiness

Students are expected to be on time to all classes. All students must be in the classroom (two feet) before the bell rings. Being tardy to class not only hinders the student who is late, but also interrupts and disturbs the academic environment of others. A tardy is defined as the late arrival (10 minutes or less) of a student to class without a pass from a staff member. Students more than 10 minutes late to class will be marked absent (unexcused) by the classroom teacher.

Progressive consequences as follows:

5 Tardies = an ELO.

10 Tardies = an ELO and loss of privilege status for 1 rotation.

15 Tardies = an ELO, loss of privilege status for 2 rotations, and attendance intervention meeting with Assistant Principal

15+ Tardies = 1 ELO per tardy and loss of privilege status.

College Visits

Juniors and seniors are allowed 2 college visits per school year (this does not count towards a student's 10 excused absences). Students must turn in a note signed by their parent or have a parent send an email to the main office notifying them of this visit.

Leave School Permits

Leave school permits (blue pass) will only be provided if the main office has received a parent note or email. If a parent wishes to excuse their child via a phone call, school personnel will use their discretion in allowing that student to leave. Students leaving the building must sign out in the main office and sign in when they return to school.

Co-Curricular Participation and Attendance

Students must be in school and participate in all classes to be eligible to participate in the daily activities or competitions. Any unexcused period of the day results in the student not being allowed to participate in any activity on that day. Students with medical appointments or family emergencies may compete if the absence is excused by the administration.

BACKPACK, BAGS, PURSES

In addition to their laptop bag, students are allowed to bring one other bag with them to class. Whether a backpack, bag, or purse, this item must be an appropriate size. Only the laptop can be carried in the laptop bag.

BLOCK SCHEDULE

BRFHS uses the four-period, A-B block schedule (A/B calendar days). On “A” days, students will have four classes. On “B” days, they will have four different classes. Therefore, students will be taking 8 academic classes over a period of two days. A and B days alternate throughout the year.

BOMB THREATS, FALSE ALARMS

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 local law enforcement officials.

BULLYING, INTIMIDATION AND HARASSMENT

In accordance with School Board Policy 448, the School District of Black River Falls strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. The District is committed to preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment.

Bullying on the basis of actual or perceived age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic, or family status, or any other distinguishing characteristic is prohibited in each of the following situations:

1. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
2. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
3. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student(s) that has or can be reasonably predicted to have the effect of placing the student(s) in reasonable fear of harm or damaging the student(s)’ property, or substantially disrupting the orderly operation of the school. If the conduct occurs off school grounds and causes or

threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, school administration may impose consequences. Depending on the severity of the situation, this may include consequences such as suspension or expulsion.

BUS RIDING REGULATIONS

Riding the school bus is a privilege provided to the students of the school district. The school bus is considered an extension of the classroom and students are expected to abide by the following rules:

1. Follow your driver's instructions the first time stated.
2. Remain in your seat and seated for the duration of your ride. Keep your area free of litter.
3. Be on time to your bus stop and respect the property surrounding your bus stop.
4. Weapons, glass, smoking, lighters, matches, and live animals are strictly forbidden on the bus.
5. Throwing objects within or from the bus are prohibited and will result in immediate suspension.
6. Be polite and courteous to your driver and peers. Profanity and obscene language are not allowed and may result in prosecution for disorderly conduct.
7. Fighting, pushing, tripping and spitting will not be tolerated and doing so will result in immediate suspension.
8. Vandalism to the bus will result in suspension and restitution.

Each family will receive a Student Transportation Contract. The contract must be signed and returned to the youngest child's school no later than one week after school has started or transportation privileges will be revoked until it is returned.

Each student will be assigned one pick up and one drop off location. An alternate location may be specified for specific days of the week which will be listed in the Student Transportation Contract. Any other deviation becomes the parent's responsibility to transport.

CANVAS

Canvas is the Learning Management System that all teachers will be using at the high school for housing grades, posting announcements and accessing digital content. Canvas makes it easy for families to keep up with student grades and progress.

CELL PHONES & OTHER ELECTRONIC DEVICES

In accordance with School Board Policy 443.6, cell phones and other electronic devices shall be turned off and kept out of sight during class time or at any other time as directed by a school district employee. Cell phones can be used before/after school, during lunch in the cafeteria, passing time, and during Focus in privilege areas only.

Any student whose cell phone is visible, uses or attempts to use their cell phone during class time shall surrender the communication device to the teacher or school district employee. The device will be kept in the office for the remainder of the day. If a student refuses to give their cell phone or communication device to the teacher or school district employee, they will be immediately sent to the office. Refusal to turn in the phone to the office will be considered

insubordination/defiance and may result in a suspension. For first offenses, students will be able to pick up their cell phone from the office at the end of the school day. For second and subsequent offenses, parents will be required to pick up the phone from the office. A student's privilege to bring such devices to school may be revoked for subsequent offenses. This may include the administration keeping the cell phone for a period of time.

Students are responsible for personal electronic devices they bring to school. The district shall not be responsible for loss, theft or destruction of any such device brought onto school property, except that it shall be the responsibility of the school to ensure the safekeeping of any confiscated devices.

No student shall use an electronic device with camera, video or voice recording function in a way or under circumstances which infringe the privacy rights of other students or staff. At any time a cell phone or other electronic device disrupts the educational program or school activity, the device shall be surrendered to school district personnel.

CHEATING, PLAGIARISM, ACADEMIC MISCONDUCT

Cheating seriously undermines the learning process and will not be tolerated. A student caught cheating either by copying others' work or by allowing their work to be copied will be disciplined equally. Students who use plagiarized papers or projects or are involved in any other form of cheating will be subject to disciplinary action. It will be the responsibility of the classroom teacher to determine the appropriateness of enforcing consequences.

CLASS FAILURES

Students will be allowed, and may be required, to repeat a class they have failed during the regular school year. It is important for all students to review the graduation requirements to ensure all required credits are met.

CLOSED CAMPUS

A closed campus policy during the entire school day means that students may not leave the school once they arrive on campus. Students leaving the school grounds at any time during the regular school day must have a permit to leave the school grounds, which will be issued from the office. Only students who have earned Seniors Privilege may leave campus during the lunch period. They must sign out and sign back in at the main entrance. Any student leaving the grounds without authorization will be disciplined.

CLOSING OF SCHOOL

If it becomes necessary to close school due to inclement weather, you will be notified prior to 6am. The following stations will be asked to announce this information periodically, WWIS 99.7FM, Z 93.3FM, and WAXX 104.5FM. The district website is also a source for up-to-date information, as well as our school's auto calling, texting and emailing.

CO-CURRICULAR ACTIVITIES

To be eligible to participate in any BRFHS co-curricular programs, a student must meet all academic and attendance standards. A list of all co-curricular activities and rules and regulations pertaining to participation are found in the High School Co-Curricular Handbook.

CODE OF CLASSROOM CONDUCT

Wisconsin Act 335 requires school boards to adopt a classroom code of conduct authorizing teachers to remove students from class in specified circumstances and requires that placement determination be made with regard to such students.

A teacher is authorized to remove a student from the classroom if a student violates the code of classroom conduct adopted by the school board or is dangerous, unruly, or disruptive, or exhibits behavior that interferes with the ability of the teacher to teach effectively, as specified in the code of classroom conduct (SBP 443-Rule). Any teacher who removes a student from class must enter in an office referral and contact the parent(s)/guardian of that student within 24 hours.

Students who are removed by their teachers must immediately and directly go to, or be taken, to the main office. For the duration of the removal, the student shall stay in the short-term removal area. In the discretion of the building administrator or designee, the student may instead be sent to another appropriate class, program or educational setting, provided the student is supervised in such alternative settings. The building administrator should also take steps to ensure that the students are supervised while in the short-term removal area. In general, students should be required to do work of an academic nature while in the short-term removal area. Such work should ordinarily be related to the work in the class from which the student was removed, or may be related to the student's misconduct (e.g. writing an apology or account of the situation). In no event should the student's time in the removal area be recreation or other free time.

COMPLAINT OR CONCERN

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person you have a complaint about to discuss both sides of the issue
2. If the problem still exists, contact the principal or assistant principal
3. If still unresolved, contact the superintendent
4. If still unresolved, ask the superintendent to place the complaint on the following month's school board meeting agenda for further discussion

COMPLICITY POLICY

Any student judged to be helping or aiding other students to violate school rules and regulations is subject to discipline. All students are expected to cooperate fully with school officials in official business. If they do not cooperate, they will be subject to discipline ranging from detention to suspension.

COMPUTER/INTERNET USE

Computers are to be used for educational purposes. Any use of computers or the Internet deemed inappropriate by staff or administration is prohibited and disciplinary action will be taken. Students will not be allowed access to the computers until they have signed and return an acceptable use agreement.

DETENTION

According to school board policy 447.2, detentions may be assigned by teachers, aides, or other staff members. If a student fails to serve an assigned detention, whether before school, sometime during the school day, or after school, the matter may be referred to the assistant principal.

DIRECTORY DATA

Notice is hereby given that the School District of Black River Falls, according to Wisconsin Statute 118.125, declares the following as "Directory Data" and that the information relating to students may be made public or disclosed to any person if said information is any of the following categories:

"Directory Data" is defined as those pupil records which include the pupil's name, address, activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended by the pupil. Parents or legal guardians of a student have two weeks after the notice has been posted to advise the building principal in writing of any or all of the items they refuse to permit the district to designate as directory information about the student.

DISCIPLINARY POLICIES & PROCEDURES

It is understood that the rules contained in this handbook are not all-inclusive. The administration and staff may take such action as is necessary and not forbidden by law to ensure the discipline and orderly conduct of the school. Action may be taken with respect to any offense, which interferes with the orderly educational process regardless of the existence or non-existence of a rule covering said offense. The administration reserves the right to amend any provision in this handbook. Any revisions will follow district guidelines. School rules apply to all BRFHS students regardless of age. Under the Family Educational Rights and Privacy Act (FERPA), school officials may not divulge to a third party a student's discipline record or consequences received for a discipline infraction.

DRESS CODE POLICY

While allowing for diversity of fashion and individual preference, BRFHS expects every student to dress in a manner that does not disrupt the educational process. All students are expected to observe the basic standards of cleanliness, modesty, and good grooming. When the school deems that a student's appearance is disruptive to the educational process, the student will be directed to change his or her appearance.

The following items (although not limited to) will not be permitted while in attendance during the school day:

- Clothing that makes written or graphic reference to the following: alcohol, drugs, tobacco, violence, weapons, nudity, sexual or obscene connotations, profanity, ethnic or racial superiority, and gangs
- Clothing such as halter tops, strapless tops, backless tops, tops with one shoulder, mesh tops, crochet tops, sleeveless undershirts, and underwear worn as outerwear
- Clothing that is sexually suggestive, excessively tight, low cut, exposes the belly or buttocks, or excessively shows the under-arm

- Clothing that does not properly cover undergarments
- Excessively short shorts or skirts
- Swimwear
- Sleepwear
- Coats, jackets, and other forms of outdoor wear
- Hats, caps, beanies, bandanas, visors, hoods, sunglasses, and other head coverings. Students are expected to place such items in their lockers where they should remain until the end of the day. Students wearing “hoodie” sweatshirts are not allowed to wear the hood during the school day and will be asked to remove the sweatshirt if they do not comply.
- Clothing or accessories that may damage school property or be readily used as a weapon
- Tattoos that depict anything prohibited in these rules must be covered at all times
- Chain belts, wallet chains or the like

As used in this policy, the word “clothing” includes accessories such as all jewelry, backpacks, purses, and footwear. Items not found in the above list, but which may be considered to be distracting to the educational environment of other students, may be restricted as well. As required by state law, footwear must be worn at all times. Due to safety reasons, certain classes may require more restrictions on clothing or footwear.

Decisions or interpretations concerning dress will be based upon the rule of reasonableness. The school administration and staff will use discretion to make decisions regarding the appropriateness of each student’s dress and possible consequences for violation of this policy. Students will be asked to cover any inappropriate clothing or body parts that are showing or change clothes if necessary (this may include being sent home to change clothes). Failure to do so may result in disciplinary action. Repeated violations of dress code rules will be considered insubordination and will be dealt with accordingly.

EARLY GRADUATION

School board policy 345.51 allows BRFHS students, who have accumulated the required classes and a total of 28 credits, to apply for early graduation. Students may graduate after seven semesters have been completed. Student and a parent/guardian must meet with the principal for approval. See a counselor for application details.

EXPULSION

Expulsion is an action, taken by the school board, to prohibit an enrolled pupil from further attendance for a designated period of time.

FIELD TRIPS

School sponsored field trips and co-curricular activities will occasionally cause students to miss class. These are considered excused absences, and students are responsible for making up any missed work. Field trip participation permission is part of the student information update process each year (formerly called “Registration”). During this process, parents may grant permission for their student to participate in field trips during the year. Teachers are required to notify parents of any field trips a minimum of three school days prior to the trip. Students at

school sponsored off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials.

FINAL EXAMS

All teachers are required to give some type of final assessment for their classes. These assessments will be given at the end of each semester. It is left to the discretion of each individual teacher to decide the form and weight of his or her final assessment, in accordance with the school district's Grading Guidelines. Final exams will not be given early without approval from the principal.

FINES, FEES, RESTITUTION

Students are expected to pay registration fees at the time of registration and will be responsible to pay for damaged or lost school district property. If a student does not settle their debt by the end of their senior year, they will not be allowed to participate in graduation ceremonies.

Some classes at BRFHS require the purchase of materials. Some Tech Ed, FCE, and Art classes require the purchase of materials for class projects that the students will then get to keep. Students should inquire with teachers to see if there will be any fees in taking the class.

FLOWERS, GIFTS AND DELIVERIES

Students will be notified via email of any flowers, gifts or deliveries that arrive for them at school. The gift will remain in the main office until the student picks it up. Depending on the gift, the student may be required to pick up the item at the end of the school day.

GRADE POINT AVERAGE & HONOR ROLL

Grade point average is based upon the following letter grades:

A	4.0	B+	3.33	C+	2.33	D+	1.33	F	0
A-	3.67	B	3.0	C	2.0	D	1.0		
		B-	2.67	C-	1.67	D-	0.67		

Academic Recognition

Students can be recognized academically each semester through the Tiger Academic Recognition Program. Levels of recognition are:

1. Honor Roll: 3.00 - 3.499
2. High Honor Roll: 3.50 - 4.00
3. Certificate and Academic Pin: Students must carry a 3.667 or higher GPA for one semester.
4. Certificate and Academic Letter: Students must carry a 3.667 or higher GPA for the entire school year.
5. National Honor Society: Students can qualify for NHS by meeting criteria in areas of academic achievement, leadership, service, and character.

Senior Academic Honors (Classes 2019 – 2021)
Cum Laude –beginning with the class of 2022

Class ranking at the end of first semester will determine valedictorian and salutatorian honors. Rankings for the Wisconsin Academic Excellence Scholarship are determined at the end of first semester. Seniors with a GPA of 3.50 or higher at the completion of first semester will graduate with honor cords.

Pending Board Approval, beginning with the class of 2022, BRFHS will be moving to a Cum Laude system, eliminating class rank. The Cum Laude system recognizes student achievement and encourages students to take appropriate courses that would better prepare them for the future.

- The system is a point-based system that combines Laude Points with a student's GPA.
- Students earn Laude Points for taking AP, transcribed, and advanced that earn them certificates or college credits.
- Students who earn a minimum cumulative GPA (3.2) over 7 semesters and earn a minimum number of Laude Points become eligible for graduation with distinction.
- There are three levels of distinction based on honor points earned:
 - Cum Laude - with honors
 - Magna Laude (with great honors)
 - Summa Cum Laude (with highest honors)
- More details will be shared if and when the School Board approves the proposal.

GRADING GUIDELINES

The School District of Black River Falls has established guidelines around grading to increase the consistency, clarity, and accuracy in evaluating and reporting student achievement. Please review the school district's Grading Guidelines for further information on topics such as:

- What is the purpose of grading?
- What makes up a student's grade?
- Corrective Assessment
- Homework Guidelines
- Late Work/Missing Assignments/Make-Up Work
- Grading Scale
- Calculation of Quarter and Semester Grades
- Parent Communication Expectations

GRADUATION REQUIREMENTS

Black River Falls High School's graduation requirements are designed to provide each student with a strong foundation in the core subjects. We also provide opportunities to elect a number of other courses designed to meet an individual student's interests and needs. Students must earn a total of 28 credits, 12.5 of which are electives, to earn a diploma from BRFHS. Course credits needed for graduation are as follows:

<u>English:</u>	<u>(4 credits)</u>
English 9	1 credit
Composition	½ credit
Communications	½ credit
English 11	1 credit
1 additional elective credit is required	

<u>Social Studies:</u>	<u>(3 credits)</u>
U.S. History	1 credit
World History	1 credit
Regional & Global Economics	½ credit
U.S. Global Politics	½ credit

<u>Science:</u>	<u>(3 credits)</u>
Biology	1 credit
2 additional elective credits are required	

<u>Mathematics:</u>	<u>(3 credits)</u>
Algebra I	1 credit
Geometry	1 credit
1 additional elective credit is required	

<u>Physical Education/Health: (2 credits)</u>	
PE 9	½ credit
PE 10	½ credit
PE 11	½ credit
Health:	½ credit

<u>Financial Literacy: (one ½ credit class from the list below)</u>
Personal Finance
Consumer Math
Business Law

* Students must accumulate their remaining 12.5 credits from elective classes.

More information on registration and course offerings can be found in the Course Description Handbook.

HAZING

Hazing is the practice of seasoned veterans intimidating, humiliating, or physically punishing younger recruits as a “rite-of-passage”. Wisconsin State Statutes prohibits hazing in schools. BRFHS does not tolerate this type of behavior and will suspend and/or prosecute any student who is in violation of this law.

HEALTH INFORMATION

Emergency Information

If you or your children are new to the district, you will be asked to fill out a Registration form with important contact and emergency information. If your child is a returning student, please contact our staff to make the necessary corrections. Please be sure to include the emergency phone number(s) of a friend, relative, or other responsible adult who can be reached by phone in case your child becomes ill or there is some emergency. Also, parents must be sure to list

the name of their doctor. If there are any changes such as address, phone numbers, etc. during the school year, please be sure to call the school office with the new information so the appropriate changes can be made on the child's form. This information is vital in order to allow us to act quickly and properly in case of illness or injury. If we are unable to contact either you or your emergency contact, the necessary authorities will be called.

Medical Excuses

A student may be excused from physical education class for two consecutive days with a note from the parent. After that a doctor's excuse (stating why and how long a student is to be excused) should be provided. This must be on file in the office.

Insurance

The Black River Falls School District does carry insurance covering students' accidents, which take place on the way to, from, or during school. If an accident occurs, insurance forms are available in the school office. Since the insurance is supplemental coverage, it covers only those costs not covered by the family insurance policy.

Medication and Students

Students may not self-administer medication. In accordance with the Wisconsin Department of Public Instruction guidelines, the following regulations will be implemented in the administration of prescription and non-prescription medication to students:

Medication

1. For any prescription medication, a parent or guardian must bring a written, dated, and signed form from the physician with any prescription medicine to be administered.
2. For non-prescription medication, the parent or guardian should still bring the medicine in the original bottle with written directions regarding the administration of the medicine. A doctor's signature is not required.
3. Non-prescription medicine will be dispensed just as prescription medications are. Students should not store any medicine in their locker, backpack, or classroom.

Under no circumstances should any medication (prescription or non-prescription) be sent to school with a child or on the school bus. A parent/guardian should bring the medication to the office and complete the appropriate forms.

HOMEBOUND

Programs for homebound study for anyone physically unable to attend school may be requested through the counseling department or school nurse. Confirmation from a physician will be required. Children of school age parents are not to be brought to school during school hours except in emergency situations and then only with prior approval from the office.

HOMELESS SERVICES

Many families within the School District of Black River Falls have found themselves to be families in transition without a place to call home. Our school district is committed to assisting

all homeless students receive the best education possible. The McKinney-Vento Act defines homeless children and youth (twenty-one years of age and younger) as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:
 - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as double-up);
 - living in motels, hotels, or camping grounds due to lack of alternative, adequate accommodations;
 - living in emergency or transitional shelters;
 - abandoned in hospitals; or
 - awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you believe your child may qualify for McKinney-Vento services according to the above criteria, please contact the school district's social worker for additional information about the educational rights of homeless students. All information will be kept confidential.

IN-SCHOOL SUSPENSION (ISS)

Students serving an ISS are to report to the Assistant Principal's office before school starts. They will be placed in a designated area for the entire school day where they will work on their coursework and/or other assignments the administration deems appropriate. ISS is considered an excused absence, therefore, students will be allowed to makeup missed work and receive credit. Cell phones, iPods, and other electronic devices will be surrendered by the student before serving their ISS. They will be given these items back after successful completion. Students will be allowed bathroom breaks throughout the day; they will not be during the passing periods. Students will eat a school lunch in their assigned location. If a student fails to abide by ISS rules, the student's parent/guardian will be contacted and the student may be sent home with further disciplinary action. Students receiving an ISS are also subject to the rules and regulations in our High School Co-Curricular Handbook.

LMC

Students entering and leaving the LMC must follow the posted procedures at all times. Students in the LMC must be prepared to work and follow LMC rules. If a student is found not using their time appropriately, the student will be returned to class and further disciplinary action may take place.

Library books may be checked out for three weeks. Failure to return books will result in the student being charged for the book. The student assumes full responsibility for any LMC materials checked out. Students who remove materials from the LMC without properly checking them out will be disciplined accordingly.

LOCKED DOORS

During the school day, only the main entrance doors will be open. Students are not allowed to “block doors open” at any time. Anyone who unlawfully enters the school will be prosecuted.

LOCKERS

In accordance with school board policy 445.1, the school provides a locker for convenience of the student to be used solely and exclusively for the storage of outer garments, footwear and school-related materials. No student shall use the locker for any other purpose. The locker assigned to a student is the property of the School District of Black River Falls. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, an assistant principal, a police-school liaison officer or a school employee designated by the district administrator or building principal. Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent/guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials.

The school is not responsible for articles lost or stolen from lockers. It is recommended that students do not bring valuable articles to school, tell their combination to anyone, or share a locker. Students should keep their lockers locked at all times. Materials displayed in lockers shall be in good taste and all material removed at the end of the school year.

LOST AND FOUND

Students who have lost personal articles should report the loss to the office. Any articles that are found should be brought to the main office.

LUNCH & LEARN

The purpose of our Lunch & Learn program is to provide more opportunities for students to build positive relationships with staff and create more connections to all the great things at BRFHS. All students will have an hour in the middle of the day in which they will eat lunch and participate in both enrichment activities and academic interventions. Students on privilege will have the opportunity to choose their activities while students, who are not on privilege, will be assigned a location (see Student Privilege for more information).

MAIN OFFICE TELEPHONE

The main office telephone is available for student use for medical appointments and emergencies. Students will not be allowed out of class to make phone calls unless it is deemed an emergency.

Only emergency messages from a parent/guardian will be taken for students. If a parent needs to contact a student (due to an emergency) prior to the end of the day, he/she should call the high school office at 715-284-4324. Office personnel will then pass the note on to the

student.

NOTICE OF NONDISCRIMINATION

The Black River Falls School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in education and employment on the basis of age, color, national origin, sex, or handicap.

The district encourages informal resolution of complaints under this policy. If any person believes that Black River Falls School District or any part of the school organization has failed to follow the law and rules of s.118.13, Wis. Stats., or in some way discriminates against pupils on the bases listed above, he or she may bring or send a complaint to the administration office at the following address: Superintendent, District Administration Office, 301 North Fourth Street, Black River Falls, WI 54615, (715) 284-4357

Step 1 – A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district employee designated to receive complaints. That employee shall send written acknowledgment of the complaint within 45 days.

Step 2 – A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time, appeals under 20 USC. 1415 and ch.115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch.115 subch. V, Wis. Stats. Complaints under 20 USC. 1231e-3 and 34 CFR ss76.780-76.782, commonly referred to as EDGAR complaints, that the state or subgrantee is violating a federal statute of regulation that applies to a program shall be referred directly to the state superintendent.

Step 3 – If a complainant wishes to appeal a negative determination by the board, he or she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgment within 45 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707

Step 4 – Discrimination complaints on some of the above bases may also be filed with the federal government at the following address: Office for Civil Rights, U.S. Department of Education, Citigroup Center 500 W. Madison St., Suite 1475, Chicago, IL 60661-4544, Phone: 312.730.1560, Fax: 312.730.1576, email: ocr.chicago@ed.gov

OUT-OF-SCHOOL SUSPENSION (OSS)

OSS is typically reserved for more serious infractions of school rules. Students may be suspended from one to five days for any violation of school rules or regulations. Students on OSS are not allowed on school grounds for the duration of their suspension. If a student is suspended out of school, a parent/guardian may be required to accompany the student back to school for a re-admittance conference before the student returns to class. OSS is considered an excused absence, therefore, students will be allowed to make up missed work and receive

credit. Students receiving an OSS are also subject to the rules and regulations in our High School Co-Curricular Handbook.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are a great opportunity for parents and teachers to meet and discuss their child's progress in school. We highly encourage all parents/guardians to attend. At the same time, nowadays you can actively and frequently connect with your students' teachers and monitor student progress through convenient tools in Skyward (our Student Information System) and Canvas (our Learning Management System – gradebook).

This year's parent-teacher conference schedule is as follows:

Tuesday, October 1, 2019

Thursday, November 14, 2019

Tuesday, January 28, 2020

Thursday, April 16, 2020

PASS SYSTEM

Only students with their school ID may be in the halls during class time. The only passes used at BRFHS will be written on the ID card with a Vis-à-vis marker or passes issued by the office. Students are encouraged to use the bathroom during the passing period.

Students leaving school grounds any time during the regular day must check out through the main office and sign in when they return.

PERMANENT RECORDS

Permanent records are completed and placed on file for future reference for every student who enrolls in the School District of Black River Falls. Information on these records includes your full name, date and place of birth, residence, and name of parents. Academic information includes marks received in all subjects in grades one through twelve, achievement test scores, percentile rank, high school grade point average, and final rank in class. Co-curricular activities and attendance records are also a part of the permanent record.

PHONES IN CLASSROOMS

There are telephones in each classroom at BRFHS. They are for the use of staff only. Students are not to play with or attempt to use these phones. When students are sent to the office from class, the teacher will call the office and alert them to the situation.

PHOTO ID'S

All students are issued photo ID's at the beginning of the school year. Students may also access their student ID through the Skyward mobile app. They are required to carry a form of their ID's with them at all times and must display their ID upon request by any school official. Certain school privileges may only be obtained with a valid ID.

POSTING INFORMATION

There are bulletin boards on the walls throughout the building. These are to be used to post activity information for athletics, clubs, schedules, educational programs, employment, etc. Nothing is to be placed on the walls or windows in the building. High school students who have materials which they wish to post or distribute to the student body or on school grounds must have prior authorization from the principal. Students may not solicit funds, pledges, or sell items without prior approval from the principal.

PUBLIC DISPLAYS OF AFFECTION

Being overly affectionate in school creates an environment that is not conducive to learning and may cause discomfort or embarrassment to others. Therefore, students should refrain from inappropriate intimate behaviors on campus or at school related events. Students are expected to show good taste and conduct themselves respectfully at all times. Public displays of affection deemed inappropriate include, but are not limited to, prolonged kissing, touching, fondling, and close physical contact. Inappropriate public displays of affection will not be tolerated. This behavior may result in a parent meeting and possible suspension if inappropriate behavior continues after being warned. The expression of feelings and affection toward others is a personal concern between individuals and not of others surrounding them. Good taste and respect for others is the guideline for appropriate behavior.

REGISTRATION

See "Student Information Update"

REPORT CARDS

The Black River Falls High School operates on a semester schedule. Report cards will be mailed home at the end of each semester. Parents and students are encouraged to regularly check their child's grades and attendance online through Family/Student Access.

Incompletes will be allowed with administrative approval in extreme cases, and must be made up within two weeks or will be recorded as an "F".

SAFETY DRILLS

Per state law, safety drills will be conducted once a month during the school year.

Fire Drills

Posted in every classroom is a fire exit map listing what exit should be used. When the alarm sounds, everyone is to leave the building immediately. Please walk rapidly; do not run. No one is to stop for coats or personal effects. After leaving the building, students should gather with their teacher who will take attendance. There will be an announcement for re-entering the building. Any student who sets a false fire alarm or misuses fire extinguishers placed throughout the building will be prosecuted in accordance with school policy and the state law.

Tornado Drills

Tornado drills are conducted once a year, usually in April. Severe weather warnings are received from the sheriff's office, local law enforcement officials, radio stations, and the municipal warning system. When the warning is received, students, teachers and other school

personnel will move to shelter in assigned areas. Shelter areas for each room will be posted on the wall in each classroom. Students are not to be in the gym. Administration will determine when students should leave the shelter areas.

Intruder Drills

At least once a year, students will practice an intruder drill. Using the program ALICE (Alert, Lockdown, Inform, Counter, Evacuate), students will devise a plan to protect their safety as well as their classmates.

SCHEDULE CHANGES

After students indicate their course preferences, the school completes the students' schedule, develops the master schedule, and makes teacher assignments. After the beginning of the school year, students will not be able to make schedule changes without approval from the students' teachers, counseling department, and administration. A course dropped after the third class period will result in an "F" for that course, unless approved by administration for extenuating circumstances.

SCHOOL DANCES & SOCIAL EVENTS

Dances may be scheduled for Friday or Saturday nights or days before a vacation and must end promptly at 11pm. School dances are intended to be events for high school students. Participants must be older than middle school and under the age of 21. Any guest who wishes to accompany a BRFHS student to a school sponsored dance must be approved by the administration prior to the dance. Non-BRFHS students must have a valid photo ID with them at the dance. School administrators or their designee reserve the right to restrict student attendance at any event.

Guidelines for school dances and social events include, but are not limited to:

- School rules apply to all school-sponsored activities.
- Once a student leaves the building, he/she is not to be readmitted to the social event.
- Students are to conduct themselves properly and to follow directions of chaperones and/or supervisors.
- Anyone who creates a disturbance may be asked to leave the event and/or restricted from future activities.

SCHOOL NURSE

The School District of Black River Falls employs one school nurse. Her office is located at Red Creek Elementary. Any student wishing to see the nurse should come to the high school main office where she will be contacted.

SCHOOL PROPERTY

Students should take pride in their school building and make every attempt to keep it and the grounds as clean and neat as possible. Students who damage, disturb, or destroy property will be dealt with by school personnel and local authorities if necessary. Restitution will be expected from any student primarily or partially involved in any damage. Students may be required to cooperate and work with custodians to help clean up any area they have contributed to disturbing or damaging.

SEARCHES/SEIZURES OF PROPERTY

School personnel (the principal, assistant principal or designee) are authorized to search a student's personal property, including school bags, backpacks, purses, and the like, and motor vehicles on school property, whenever there is reasonable suspicion that a student has dangerous or illegal items in his/her possession. Searches of a student's body will be limited to clothing or items being carried. Any unauthorized item found may be removed and kept by school officials, given to parent/guardian(s), returned to its rightful owner, or forwarded to law enforcement officials.

Searches may be conducted by law enforcement officers if the officer has a warrant, if the student consents to the search, if the student has been taken into custody, or if exigent circumstances exist (immediate safety concerns as determined by an administrator).

SEVERE INFRACTIONS CLAUSE

In some instances, the administration will need to bypass the progressive discipline system due to the severe nature of a problem. For instance, students who are fighting will be given an OSS, regardless of whether it is their first offense. Possessing or using drugs/alcohol on school grounds, possessing a weapon, or gross insubordination are also severe infractions. Offenses that may endanger the safety and well-being of students and staff, the school, and/or disrupt the educational process, also fall under this heading.

Examples of severe infractions include, but are not limited to:

1. Causing disruptions that interfere with the learning process.
2. Insubordination, cheating, and/or defiance of authority. Disregarding reasonable requests, directions, or commands by school personnel.
3. Fighting, sexual harassment, threats, enticing others to violence or disruption, harassing students or staff.
4. Vandalism or theft, including removing materials from the LMC without checking them out properly.
5. Using or possessing disruptive or explosive devices, weapons (including look-alike guns), or any paraphernalia associated with the aforementioned.
6. Involvement in a crime or activity that could threaten the health and/or safety of students or staff.
7. Student tobacco use and/or possession. Pursuant to school board policy and WI State Statute 120.12(20).
8. Student alcohol or other drug use and/or possession, including look-alike drugs or drug paraphernalia. Pursuant to school board policies and WI State Statutes, 125.09. 118.41, 161.41, 161.49, 161.571.
9. Actions included in the City of Black River Falls Disorderly Conduct Ordinance #254.

Violations of this severe infraction clause may result in students being assigned ISS, OSS, expulsion, or criminal charges being filed by the school. Parents will be notified of any transgressions and police will be notified when appropriate.

STUDENT ILLNESS

Students who are ill will be allowed to call a parent or guardian and go home. The absence will be marked as excused as long as the student has not exceeded their 10 personal/sick days. If a student is well enough to stay at school, they will be expected to attend class. Students will be allowed to stay in the office while waiting for a ride home.

STUDENT INFORMATION UPDATE

(Formerly “REGISTRATION”)

Each summer, parents or guardians are required to update the information about their students in our Skyward student information system. This can be done online or at school during the month of August. Schedules and locker assignments are available on Family/Student Access. All fees and fines must be paid prior to the first day of school.

STUDENT PRIVILEGE

Students who are not failing any classes and do not have any major discipline incidents may earn privilege during Lunch & Learn. Students on privilege will have the freedom to choose their activities and locations during the lunch period. Students who are failing any classes and/or have major discipline referrals will be assigned to interventions for the “learn” portion of their lunch hour for that privilege period. Students in support may not use personal electronic devices. Seniors may earn Senior Privilege if they have a 3.5 GPA or better, are not failing any classes, and do not have any major discipline incidents. Students on Senior Privilege may leave campus during lunch. They must sign out and back in at the main office.

SUMMER SCHOOL

BRFHS offers several summer school classes for the students to make up failing grades. Currently, courses in the four core areas can be retaken for credit. Students should see the counseling office for more details.

THE TIGER WAY

The *Tiger Way* is a school-wide and district-wide approach to attaining positive behaviors. “Be Respectful, Be Responsible, Be Safe” are the three main guidelines. The premise behind the *Tiger Way* is to provide positive behavioral interventions and supports (PBIS) for all students. PBIS is a process for creating safer, more effective schools by reinforcing positive behavior and preventing and addressing problem behavior. There are three key elements in successful PBIS implementation: clearly defined academic and behavioral outcomes for students and staff, practices based on teaching and modeling proper behavior, data used to guide decision making. The purpose of the *Tiger Way* is to establish a climate in which appropriate behavior is the norm. Ultimately, the implementation of PBIS has proven to decrease challenging behaviors and increase positive behavior, thereby creating a positive school culture.

TIGER FIGHT SONG

Go all you Tigers, fight for victory
We've got the spirit, come on let's hear it:
Tigers all-in-one we fight; U-rah-rah
Go all you Tigers, see that mighty V
We're all behind you, Tigers will shine through
Black and orange, we'll win tonight

Chorus
Go Black River Tigers go
Go Black River Tigers go
Hit 'em high, hit 'em low
Go Black River Tigers go

TRANSFERS AND/OR WITHDRAWALS

A student withdrawing from school or transferring to another high school must present a written request giving reasons for the request. Such a request must be signed by the parent/guardian and a checkout form completed by each teacher and the LMC as the student turns in his/her books and laptop. The student must then return the form to the office for final approval. For a student who wishes to transfer, a transcript of the high school record will be forwarded to the school in which he/she intends to enroll.

VIDEO SURVEILLANCE

The high school uses video surveillance equipment in the building and the parking lots as one of many measures to promote the safety and security of students, staff, and visitors. We make every effort to balance the rights of personal privacy with our duty to provide a safe learning environment and to protect district facilities and property. Only school and law enforcement personnel are allowed to view video surveillance. The school will comply with all applicable state and federal laws related to video recordings when such recordings are reviewed, used in investigations, or retained as part of a student's record.

This notice, on the school website and signs throughout campus, shall serve as notice to students, staff, and the public that video surveillance may occur on school property. Video recording equipment will be installed in visible, conspicuous areas. The equipment will not monitor areas where the students, employees, and public have a reasonable expectation of privacy, such as locker rooms or restrooms. The equipment may be in operation 24 hours per day. The use of video surveillance equipment on school grounds shall be supervised and controlled by the building principal or designee. Video recordings shall only be reviewed when there is a need to do so, either because an incident has been reported or is suspected to have occurred. Special note: Bus video surveillance is also audio surveillance.

Staff and students are prohibited from unauthorized use, tampering with, or otherwise interfering with video recordings and/or video camera equipment and will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with district policy as well as local, state, and federal laws.

VISITORS

Parents are urged to take interest in school functions and are always welcome to visit school. They should check in the office when they arrive during school hours. Student visitors at BRFHS are discouraged. Students who desire to have a visitor must go through a pre-approval process in the main office. Visitors must be of high school age. The administration will decide whether to allow the visit. If allowed, the visit will be no more than one day. A visitor's pass will be extended as long as the visitor remains with the host student and the visit remains conducive to maintaining a good learning environment. Students will be allowed to

bring no more than one visitor on any given day, and no student visitors will be allowed during the first week or the last two weeks of a semester or other specific dates designated by the administration.

WORK PERMITS

To maintain compliance of appropriate child labor laws, Wisconsin requires the following information to obtain a work permit:

1. Proof of age (birth certificate, baptismal certificate, or driver's license); minimum age is 14.
2. Letter from the employer stating the intent to employ the minor along with the job duties, hours of work, and time of day minor will be working.
3. Letter from the minor's parent, guardian, or court ordered foster parent while the minor is under their care and supervision.
4. Social Security Card
5. The student must be in good standing at the high school.

The administration reserves the right to deny or revoke a work permit based on behavior, attendance, or academic problems. The employer is required to pay the permit fee. Students are asked to drop off the required information to the office before school and pick up the completed forms after school.

VERIFICATION

Students will be required to verify that they have read and understand the contents of this handbook. This verification process will take place through their personal Skyward account via the Summer Information Update process.