



**BLAIR-TAYLOR  
MIDDLE / HIGH  
SCHOOL**

**STUDENT HANDBOOK**

**Jeffrey S. Eide**

7-12 PRINCIPAL

N31024 Elland Road

Blair, Wisconsin

54616

608-989-2525

eidej@btsd.k12.wi.us

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



## **I. WELCOME AND MISSION**

Welcome to the 2008-2009 school year at Blair-Taylor Middle/High School. You, the student, are the most important part of middle/high School. Choices you make with your time at B-T Middle/High School will determine the value of your education. Work hard, determine your destiny and have a great year!

This handbook has been prepared as a **guide to the policies** and procedures to be followed this year. It is not possible to cover every situation in great detail but only to give you the essentials upon which to start.

### **VISION STATEMENT**

The Blair-Taylor School District & communities will promote...

- **academic excellence**
- **co-curricular opportunities**

...that will encourage students to...

- **respect themselves & others**
- **become lifelong learners**
- **become contributing members of society**

### **Blair-Taylor Strategic Priorities**

- 1. Provide a safe & secure environment**  
**Promote a school-wide environment that fosters respect, courtesy & teamwork.**
- 2. Retain and recruit quality staff**  
**Promote & support staff development & continuing education**
- 3. Promote parental involvement in education Create family learning activities that together promote community involvement / volunteerism presence in schools**
- 4. Support positive family development Offer educational opportunities for parents**

## **MISSION**

It is the school district's mission to be responsible for providing each student with an opportunity and means to acquire knowledge and skills and to develop abilities to become a productive citizen. The district thus acknowledges the following beliefs:

1. Individuals who are well educated are our society's most valuable assets.
2. Individuals must take responsibility for their own actions and the consequences of them.
3. Learning is a life-long process.
4. Responsibility for the learning process is shared by students, family, community, and school.
5. Education must connect learning to real-life experiences.
6. Value systems that include respect, honesty, and responsibility are essential for good citizenship
7. Self-assessment and goal setting are critical elements for achieving success.

## **II. OPERATIONAL PROCEDURES**

### **A. Non-Discrimination Policy:**

Blair-Taylor Middle/High School does not discriminate on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in rules of behavior, including harassment and rules of appearance, in standards of compliance with the rules, or in disciplinary measures, including suspension and expulsion. The district encourages informal resolution of complaints under this policy; however, a formal complaint resolution procedure is available to address allegations of policy violations. **Any questions concerning this policy should be directed to: Mr. Dennis Dervetski, Superintendent, Blair-Taylor School District, 219 S. Main St., Blair, WI 54616 (608) 989-2881.**

### **B. ATTENDANCE**

Attendance is important for success in school and on the job. It is nearly impossible for a student to succeed in middle/high school without maintaining regular attendance. Truancy is the major cause of failure and of students not successfully completing high school. Truancy is defined by Wis. Statue. #118.16 (c), which states, "Truancy means any absence of part or all of one or more days from school during which the school attendance officer (principal) has not been notified of the legal cause of such absence by the parent or guardian of the absent

pupil." Truancy includes leaving school during the day without checking out through the 7-12 office, and missing all or part of a day or an individual class period without a legitimate excuse. Parents are notified of their child's truancy by mail and/or telephone if possible. Consequences of habitual truancy may include a fine (of approximately \$50) depending on the county, and may include driver's license suspension. The consequence may be repeated several times during the school year if the problem with truancy continues.

**ABSENCES (excused):** Students may not be absent unexcused from school more than ten (10) days per school year.

1. Absences excused within 5 days per semester/ ten (10) day limit per year are:
  - a. An advance request by a parent/guardian for a reason they deem appropriate and which is approved by the principal, or
  - b. An illness verified by a parent/guardian.
2. Absences excused outside the ten (10) day limit per year are:
  - a. Illness or medical appointments excused by medical documentation
  - b. Court or legal procedure excused by legal documentation
  - c. Death or major illness in the immediate family
  - d. Long term illness excused by medical documentation or verified by the school, or any documented illness beyond the initial 10 days
  - e. Medical/dental examinations should try to be scheduled after school or during student study hall periods.

Note: The office will ask for a doctor's note to assist with documentation of reason for absence

Note: A school letter may be sent home to inform parents of the excused and/or unexcused absences.

3. Board of Education Policy #431 addresses student attendance and examples of excusable reasons for absences from school:
  1. Illness of pupil. (number of days without a doctors excuse will be limited)
  2. Serious illness of a member of the immediate family.
  3. Wedding or death of family member.
  4. Work at home (Emergency situations and prearranged by parents with the principal).
  5. Family trip/vacation
  6. Medical and dental appointments. (The school reserves the right to expect a doctor's verification).
  7. A court appearance or other legal proceeding which requires the attendance of the student.

8. Only 4 (four) hours will be excused for getting driving permits or license(s). **Students should plan ahead to make these appointments so that school time is not used.**

**ABSENCES (unexcused):** Unexcused absences are defined as follows:

1. Any absence of part or all of one or more school days in which the school has not been properly notified of the legal cause of such absence by the parent or legal guardian,
2. Excessive "unexcused absences" beyond the 5/10-day limit per semester will be considered a "habitual truant,"
3. Any absence after which a student fails to provide a written excuse within two school days
4. Any out of school suspensions,
5. Skipping classes
6. Leave school grounds without authorization.

**The Blair-Taylor School District provides busing for students. If students choose not to ride the bus, they accept the responsibility of being in school on time. Blair-Taylor will not accept the excuse of missing the bus or ride or oversleeping. Blair-Taylor allows for one excused car problem annually.**

Here is a short list of definitely unexcused absences:

1. Hair appointments.
2. Shopping with parents or anyone else.
3. Picking up prom dress/tux or getting ready for prom or homecoming.
4. Working at any job that is not connected with a family farm.
5. Overslept or late due to car trouble.
6. Pick up graduation pictures. (Pictures taken should be done during the summer)
7. Baby-sitting (exceptions can be made in an emergency situation with immediate family and approval by the principal).

**ABSENCE (student procedure):**

1. Upon returning to school after an absence, students are required to report to the office before 7:55 a.m. with a written explanation of the absence from their parents or guardians, unless the absence has received prior approval or notification. Students must allow sufficient time to receive the admit slip and still report to class on time. Students, who fail to provide a written excuse from a parent/guardian upon returning to school, will be

given an admittance slip. The absence will be recorded as unexcused. A student will have 24 hours after returning to school to bring in an excuse and have the unexcused absence changed to an excused absence. After 24 hours, the absence will remain unexcused.

2. Students with excused absences are required and responsible for making up the missed work within the allotted time.
3. Students with unexcused absences are required to make up all missed work. Teachers may assign additional work to compensate for the loss of class time, or may require the student to make up work after school. All major exams will be allowed to be made up. Teachers may require that exams be made up after school.

**ABSENCES (school reporting):**

1. When a student has excused and/or unexcused absences beyond the 10-day limit per year, an attendance notification letter will be sent to the parent or guardian.
2. Students excused for illness more than 10 days beyond the absences excused outside the (10 day limit per year) will receive a note home explaining that a doctor's note will be needed to be excused.
3. Continued unexcused absences will begin the truancy process, and a notification letter will be sent home.
4. Report truancy to Trempealeau County.
5. Parents or guardians should be aware that if the district attorney finds the student truant, fines can be assessed to the parent or guardian with other possible student sanctions.

**Remember....all students leaving the building during school hours must receive office permission to sign out to be excused. This includes ill students leaving during the day. The office will contact the parent or the individual designated on the emergency card before an ill student may leave school. If the student leaves the building without following this procedures it may be considered unexcused.**

**NOTE for High School Students: Section IV of the Athletic Codes States: "A student must attend classes the entire day in order to participate in an athletic game or contest in that day. Absences excused in advance by the Principal or Athletic Director will be accepted. A student may not participate in practice or a game if he/she was absent from class because of illness for any portion of that day. Student may be considered unexcused if over 15 minutes late to class.**

**In case of detention a student, who does not serve his or her detention within the 24 hour timeline or the timeline designated by the teacher, will be sent to the ALC until served. Students sent to the ALC will be considered unexcused and will not be allowed to practice or participate in an athletic game or contest in that day.**

### **MAKEUP WORK**

**Students who miss school will be given the opportunity to make up work missed in accordance with the following guidelines:**

- It is the student's responsibility to contact the teacher(s) to make arrangements for making up work or tests missed.
- Examinations missed will be taken at a time mutually agreed upon by the teacher and student.
- In general, students are allowed one day more than they missed to complete their missed work, regardless of the reason for absence (tests are an exception to this; they should be arranged with the teacher as soon as possible).
- Students who attend an activity, event or a family vacation will be required to complete the Pre-Arranged Absence Form and turn it in to the office before participating / leaving.
- **EXCUSED ABSENCES:** All work will be graded at 100% of normal value if submitted within the time limit.
- **Note:** Distance Learning Classes will follow instructors policy

Missing school for athletics or school-sponsored events:

- It is the responsibility of the coaches or advisors to present a list of students to teachers a week or more (if possible) prior to the event or activity in which students will be absent from school.
- It is the student's responsibility to contact the teacher(s) prior to the event regarding assignments or tests. A student may not be able to attend the event or activity if he or she is failing (teacher approval may be required).

Students who attend an activity or event that will be required to complete the Pre-Arranged Absence form, have it signed by parent/guardian, and turn it in to the office before participating.

**C. Hall Passes:**

**High school** students are not permitted in the halls during class periods unless they are with a teacher or they have a valid written pass. **Middle school** students will use a sign out sheet or a pass. Students will be allowed to go to a classroom if they have a written pass from that teacher. When students receive a hall pass to go to the library, they must sign in to the library and sign out when leaving. Students will not be allowed to leave the library when fewer than five minutes of the class period remain, unless a call is made to the students' teacher.

**D. Homework:**

Homework is an integral part of each student's education, and each student is expected to spend some time beyond class on study related to that class. How much time each student must spend on homework depends in part on how well organized he/she is, how well he/she uses study halls, and how well he/she manages time.

**All teachers expect student's written work to include the "5 must haves"**

1. Letters must be legible.
2. Important words must be capitalized.
3. Sentences must begin with capital letters and have end punctuation.
4. Paragraphs must have proof.
5. Essays must have at least four paragraphs.

Assignments must be done neatly and in conjunction with each teacher's expectations. Some assignments are long-term in nature and will require extra planning by the student. To help with this, we suggest that all assignments be written down in the planner section of this handbook. Students should refer to course syllabi for more detailed expectations.

If assistance is needed, see the teacher(s); they are generally here before school and after school.

**E. STUDENT CONDUCT:**

The behavior and conduct of students attending B-T Middle/High School shall reflect: (1) Standards of good citizenship, (2) Self-discipline—being responsible for one's own actions, (3) Respect towards others.

## CODE OF CLASSROOM CONDUCT - Blair-Taylor Schools

One of the primary goals of the Blair-Taylor School District is to establish and maintain a favorable academic atmosphere for students and staff. Effective learning cannot take place in a classroom where student behavior interferes with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

Removal from class is a serious measure and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed where their terms are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance that would justify removal under this code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this code, in every circumstance the teacher should exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

### 1. Student Removal From Class (7-12)

Any staff member may remove a student from a room for the following reasons:

- a) **Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively.** Types of behavior included in this consist of the following:
- Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
  - Being under the influence of alcohol or other controlled substances, or otherwise in violation of district alcohol and other drug policies.
  - Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment.
  - Fighting
  - Taunting, baiting, inciting and/or encouraging a fight or disruption.
  - Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
  - Pushing or striking a student or staff member.
  - Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties.

- Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means.
- Dressing or grooming in a manner that presents a danger to health or safety, which causes interference with work or creates classroom disorder.
- Restricting another person's freedom to properly utilize classroom facilities or equipment.
- Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions.
- Throwing objects in the classroom
- Repeated disruptions or violation of classroom rules
- Excessive or disruptive talking
- Behavior that causes the teacher or other students fear of physical or psychological harm.
- Physical confrontations or verbal/physical threats.

**b) Other behavior as outlined below**

- Willful damage to school property.
- Defiance of authority (willful refusal to follow directions or orders given by staff)
- Repeatedly reporting to class without bringing necessary materials to participate in class activities or refusal to participate in class activities.
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.
- Repeated use of profanity.

2. High School Placement Procedures

Step # 1 – Student's removed from class will have an hour detention with the teacher who gave the detention. Student will be allowed to return to class the following day. Written notification from the teacher will be sent to parents/guardians at any time that a student is asked to leave a class.

Step # 2 – Student removed from the same class a second time will receive an ISS (In-School-Suspension) or OSS (Out-Of-School- Suspension) for one day. A student will be able to return to class after the suspension is complete. **A teacher will call a parent if a student is removed from class.** Any student serving ISS will be expected to use our pre-arranged absence form and get assignments from teachers prior to first hour.

Upon the second offense in the middle or high school, a conference will be held with student, parents, and teacher before the student is allowed to return to class.

Step # 3 – Student removed from the same class for a third time will receive a W/F (Withdraw Fail).

Depending on the nature of the offense, it is possible that a student could jump right to step two or three. The building principal has the final word on a student's placement.

Ref. To discipline policy # 442

Approved By The School Board 7-19-99

### Middle School Placement Procedures

Any student asked to leave a classroom because of behavior defined on the previous page will report to the principal's office. The student will receive a re-entry form and the following possible consequences:

- Lunch detention
- After school detention
- In-school suspension
- Out-of-school suspension
- Withdrawn from class and placed in the Alternative Learning Center (ALC)

The severity of the consequences applied depends upon the seriousness of the offense and previous disciplinary incidents. The building principal has the final decision on a student's consequences.

**Students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students. There are other considerations with regard to placement of these students. In particular, placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, most students covered by the IDEA should have a behavior plan, which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues and this Code annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.**

### **C. TARDINESS**

**High School punctuality is considered a necessary habit by employers!** Students who receive over three (3) tardies per semester will receive detention from the teacher. The teacher will write up a detention slip that will be sent home. Students who have served 2 detentions for tardies with their teacher will receive ½ day of ISS on their 6<sup>th</sup> tardy and a full day of ISS on their 7<sup>th</sup> tardy. An 8<sup>th</sup> tardy will result in a conference between the teacher, student and principal.

If a student is detained by a teacher or the office, a pass should be given to that student to allow admittance into the next class. **Middle school** Students who are tardy three (3) times during the week, will receive 2 (two) closed noon hours.

### **D. DETENTION (Procedures)**

**Teachers who give detention time to their students will host that detention.** Students may be assigned detention by the office or by any member of the faculty for undesirable patterns of attendance, tardiness, or conduct, as well as other disciplinary problems. Any student, who has not served within the 24-hour detention timeline, or timeline given by the faculty member, and has been removed to the ALC, will not be allowed to participate in any extracurricular school activity or athletic practices until this time is made up. Teachers may have students removed from their class if the detention is not made up and **parents have been contacted by that teacher.** All detentions assigned by the office will be at the principal's discretion and served either before school, noon hour, or after school. Students are responsible for their own rides home when serving detention.

Step # 1 – Students may be assigned detention by the office or by any member of the faculty for undesirable patterns of attendance, tardiness, or conduct, as well as other disciplinary problems. (Student Serves with Teacher)

Step # 2 – Student's who do not serve their detentions within 24 hours or the timeline given by the faculty member, will not be allowed to participate in any extracurricular school activity or athletic practices until this time is made up. **(Teachers will make a phone call home and student will also be removed from class to the Alternative Learning Center – ALC)**

Step # 3 – If a student fails to serve detention within 2 days in the ALC the detention turns into an ISS (In-School-Suspension)

Any student serving ISS will be expected to use our pre-arranged absence form and get assignments from teachers prior to first hour.

#### **E. LEAVING SCHOOL GROUNDS**

If a student needs to leave school for any reason the student must sign out in the high school office when leaving and sign-in upon their return. Failure to do so may result in disciplinary action. Students leaving school for a medical appointment without parent notification will be asked to bring back an appointment card or note from the medical facility. A doctor's appointment card may be requested by the office if excessive absences have been recorded.

#### **F. UNACCEPTABLE BEHAVIOR**

Disciplinary action may be taken as a result of any behavior which is disruptive of good order or which violates the rights of others. Students who engage in willful, persistent, and disruptive behavior that interferes with the educational process, or engage in hostile personal behavior, will be subject to detention, suspension, expulsion, and/or referral to the police, depending upon the severity of the behavior. The following acts are examples of unacceptable behavior at BTHS, on school buses, or at school-sponsored activities.

- 1. Tobacco:** The use or possession of tobacco products (smoking or chewing) during the school day, on school property, or at school sponsored activities is expressly forbidden (Wis. Statue #48.983 & 134.66 and Board of Education Policy #443.3.). In April of 1992, the Wisconsin Legislature passed a law making it illegal for persons under the age of 18 to possess cigarettes or tobacco products. Any school staff member may confiscate any tobacco product if seen or found on a student while on school grounds or at any school-sponsored activity. Students found with tobacco products during the school day may be

suspended up to five (5) days and may be cited by the police. Parents or guardians will also be contacted.

- 2. Alcohol:** The using, possessing, selling, or furnishing of alcohol during the school day, anywhere on school premises, or at any school-sponsored event will result in the student being suspended. Parents or guardians will be notified and a referral made to the police. Any student who comes to school or any school activity under the influence of alcohol will fall under this policy (Wis. Statue 125.09 & Board of Education Policy #443 and 442.2).
- 3. Controlled Substances:** The using, possessing, selling, or furnishing of non-prescribed drugs, chemicals, or illegal substances during the school day, anywhere on school grounds, or any school-sponsored event by any student at any time is expressly prohibited (Wis. Statue #161 & Board of Education # 442). An automatic referral will be made to the police for breaking this law. Parents or guardians will also be contacted. Students will be suspended with the possibility of an expulsion hearing.
- 4. Assault & Battery:** Wis. Statue #940 covers crimes against life and bodily security. Any student causing bodily harm by an act done with intent to cause bodily harm is guilty of a misdemeanor. The assault or battery of a student or school employee by a student will result in immediate suspension. Students should be aware that expulsion, as well as criminal and/or civil action might also result from an assault.
- 5. Vehicles, Fire, & Weapons:** Wis. Statue #941 deals with crimes against public health and safety. Students, who bring any weapons, are negligent in the operation of a vehicle, or who are negligent with fire or give false alarms, will be immediately suspended pending possible expulsion proceedings and criminal and/or civil action (Board Policy #446).
- 6. Defamation of Character:** Wis. Statue #942 prohibits intentionally defaming another person. Defamatory matter is anything that exposes another to hatred, contempt, ridicule, degradation, or disgrace in society. The staff at B-T Middle/High School will strive to eliminate all such behavior, and will report any such abuses to the proper authorities for remedy.

- 7. Vandalism:** Crimes against property fall under Wis. Statute #943. Students who deliberately damage the school's buildings, property or equipment, deface textbooks, or damage the property of teachers or students, will be required to pay for all damages and will be reported to their parents/guardians and the police. Students who accidentally break or lose something not belonging to them will be required to pay for its replacement and/or repair. Students threatening or attempting extortion towards others also falls under this statute. Any student caught extorting money or favors from another person will be immediately suspended and reported to the proper authorities.
- 8. Harassment & Disorderly Conduct:** Wis. Statute #947 covers crimes against peace, order, and other interests. Harassment is defined as striking, shoving, kicking, or otherwise subjecting another person to physical contact or attempts or threats to do the same—in other words "fighting." Disorderly conduct is defined as whoever in a public or private place, engages in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct. Under circumstances in which the conduct tends to cause or provoke a disturbance, is guilty of a Class "B" misdemeanor. Students doing such acts will be suspended immediately and may be issued a citation by police.
- 9. Sexual Harassment:** This is defined as any deliberate, repeated or unwanted verbal or physical sexual contact, sexually explicit derogatory statement, or sexually discriminating remark which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's academic performance. Sexual harassment can take the form of any unwanted sexual attention, ranging from leering, pinching, patting, verbal comments, display of graphic or written sexual material and subtle or express pressure for sexual activity. Any student who believes she/he has been subjected to sexual harassment by another student or employee must report the incident to the principal or guidance counselor or some other adult employee.
- 10. Threats against people or property:**  
Any documented verbal or written threats against people or property will result in suspension from school and/or pending a recommendation for expulsion from school.

## **11. Cell Phones and Two-Way Communications Devices:**

Communication devices (cell phones, etc., but not limited to) are definitely a convenience in this day and age, but they are not a necessity. Bringing a communication device to school is a privilege, not a right. The administration of Blair-Taylor School District asks that all students abide by this policy to keep communication device usage from becoming more of a nuisance than an asset.

Communication Devices (cell phones) **MUST** be turned completely off (not on vibrate) and must be out-of-sight during scheduled school day hours. Devices are to be left in the student's vehicle, or secured in the student's locker, (or other area designated by the building principal) during the school day. (Not on your person)

Grade 7-12 phones are to remain turned off from 8:05am -3:15pm

Grades K-6 phones are to remain turned off from 8:00am -3:00pm

All phone calls (incoming and outgoing) must be made through the building office.

Teachers, substitute teachers, support staff and administrators who see (or hear) a violation of this policy will immediately confiscate the student's device. Use of a communication device or failure to turn over the device to personnel will result in progressive discipline action of one hour detention, one day in-school suspension, one day out of school suspension. The communication device will be given to the student's grade-level administrative office and returned at the end of the school day or when the student has a legitimate parental excuse to leave.

Step # 1 – 1 hour detention

Step # 2 – In-School-Suspension

Step # 3 – In-School-Suspension and parent/guardian comes in to pick up phone

Step # 4 – Out-of-school suspension

Step # 5 – Not allowed to bring to school or check cell phone into the office at the beginning of each day. (Students may need to report to the office and be searched)

**12. Laser Pointers:** Laser lights have been proven to cause eye injuries and are banned from school premises.

**13. Computer Use:** Access to the Internet via the school is a privilege, not a right. Users should be aware that the use of the Internet and/or E-mail is not guaranteed to be private. System operators will have access to all user

accounts, including E-mail. Messages relating to, or in support of, illegal activities will be reported to the proper authorities.

## G. EXPECTATIONS

1. **Dress and Appearance:** Appropriate dress, good grooming, and good manners are essential to the educational well-being of our student body. School attire is conducive to the educational process and as such, should not cause any undue distraction to others.

Because of the mission of our school to discourage substance abuse, and because of our responsibility to **provide a harassment-free environment**, students will not wear any clothing that promotes alcohol or drugs, is sexually suggestive, uses obscene language, or promotes violence. Students wearing offensive clothing or inappropriate clothing will need to replace it with appropriate attire. This will be provided, if needed. Students that choose not to change or remove offensive attire will be removed from class and may be sent home. Dress code violators may also receive detention time.

For health and safety reasons, students and staff are required to wear shoes at all times when in school. Coats and headgear of any kind are not to be worn in school unless specifically required for safety or education. Dog collars, chains, or other paraphernalia are not to be worn or brought to school.

The following guidelines, while **not all-inclusive**, will be used by staff in discerning the appropriateness of student attire for normal school activities:

- a. Shirts or blouses **must reach below** the top of the pants or skirts. No skin should be visible in the midriff area.
- b. Skirts or dresses must not be more than one inch above the knee.
- c. Underwear area must not be visible, either from being uncovered or because of transparent outer wear.
- d. The shoulder area of shirts or blouses must be wide enough to prevent unnecessarily revealing the shoulder or underarm. Back area should also be covered. (i.e., tube tops, spaghetti straps are unacceptable for normal school use, and wearing inappropriate tops may also result in detention time)

e. A plunging v-neck line does not go below the armpit area. A camisole worn under may allow the v-neck to be below armpit area.

2. **Electronic music devices:** only allowed with permission from staff.
3. **Lockers:** Student lockers are provided by the school for the convenience of the student and are to be used solely and exclusively for the storage of outer garments and school-related materials. Students are not to switch lockers that are assigned to them. The principal must approve all locker changes. **Lockers are not the private property of students** or under their exclusive possession and may be opened and inspected by school authorities at any time. Any unauthorized item found in a locker may be removed. Students are not to tape or stick anything on their lockers. Please use magnets only! Do not leave books or materials on the shelf area above the locker.
4. **Food and beverages:** Items for lunch or after school stored in lockers should be in their original packages. Water is acceptable in the classrooms. Water bottles should be capped and students are responsible for any spills. **Juice or water** must be capped in the halls and lockers. Open containers are not acceptable in the halls or lockers.
5. **Visitors:** A one day "Student Visitor Permission" form is available in the high school office and must be filled out in advance of the visitation. **All visitors must get a visitor's pass from the office.**
6. **Backpacks:** Students will not be allowed to carry backpacks to their classrooms. All backpacks must remain in lockers during the school day.
7. **18-Year Old Students:** Even though students are considered of legal age when they turn 18, it does not allow them to disregard the rules and regulations of the school, or any directives from school staff.
8. **High School Dance Regulations:** Any class, club, or other school organization may sponsor a dance during the school year. Dances may only be held on Friday or Saturday night with Saturdays normally reserved for formal dances. A sponsoring group should file an activity permit for approval with the student council and the high school principal. The sponsoring group advisors plus another parent(s), if needed, must chaperone the dance. School board policy also requires a uniformed police officer at

all dances. Regular dances will close at 11:30 with formal dances extended to 12:00. Guests of BTHS students must be signed up in the high school office prior to 4:00 on the day of the dance or Friday if the dance is on Saturday. Guests will be the responsibility of the hosting student and are expected to obey the same school rules as BTHS students. Students absent the day of a dance may not attend unless they present an excused absence note. Students who stay home for an illness or who have any detention time may not attend. Middle school students are not allowed to attend high school dances. Dances and activities are considered an extension of the school day; therefore, all school rules apply. Middle School dances normally occur during the school day. Visitors attending the dance must sign in prior to their attendance.

9. **Public Displays of Affection:** The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, let good taste and respect for others be a guideline for public displays of your feelings toward your boyfriend/girlfriend. Being overly affectionate in school is not in good taste. This type of behavior will not be allowed and may lead to disciplinary action from the principal.
  
10. **Language:** In the Blair-Taylor Middle School and High School, students are expected to speak and act in a mature and respectful manner. Derogatory, obscene, or profane talk will not be allowed by students at any time. These actions reflect poorly upon both the student and the school district and could result in detention time, suspension, and a possible citation for disorderly conduct.
  
11. **Use of Office Telephone:** Students must ask permission to use the phone in the office. All telephone calls will be limited and no student will be allowed out of class to use the phone unless it is an emergency. Students will not be allowed to use the phone between classes unless it is an emergency. No student will be called out of class to receive a phone call unless it is an emergency. **Classroom phones are only for staff use.**
  
12. **High School State Tournament Attendance:**  
Students who wish to attend state tournaments during the school year must meet the following criteria:
  - A. Students attending a state tournament with a coach must be out for the entire length of the sport season.

- B. Students who wish to attend a state tournament will be excused only if they attend with some adult family member of their immediate family. (Adult means 21 or older and immediate family means brother, sister, aunt, uncle, parents or grandparents). Other circumstances must be pre-approved through the principal's office.
  - C. Must fill out an "Anticipated Absence Release Request" before the event. The student's parents must sign and return the release forms granting permission and all of the student's teachers must sign stating that he/she has passing grades. If student is failing any class, he/she will not be excused to attend. The completed absence release form must be turned in prior to the anticipated absence.
  - D. All detention time must be made up in advance of the absence or it will be treated as an unexcused absence.
13. **Driving Between Schools:** Students may not drive to other schools without office approval. Any student violating this rule shall on the first offense be placed on a one-day suspension (either OSS or ISS at the discretion of the principal). A second offense will cause the student to be removed from the class that he/she is driving to and a grade of WF will be placed on their record. This also applies to any students who ride along in the vehicle.
14. **Student Automobiles:** Students who drive a motor vehicle to school must know and obey the following rules: All vehicles must be parked in the school parking lot within the painted lines. Students are not to park where yellow lines are painted. Vehicles parked illegally will receive a fine as presented in board policy.

**Sitting in cars or being around cars during the school day is not permitted. The school parking lot is off limits during the school day.**

Students caught driving or riding with another person during school hours, (this includes noon hour), will end up with noon detention or ISS. Students will be suspended for the second infraction. Students may also be required to leave their car keys in the high school office for a determined length of time. Students who drive to school accept the responsibility of being on time.

15. **Bus Regulations:** Only regularly scheduled bus students are to ride the school bus. Students should be aware that riding the bus is a privilege and improper conduct can result in that privilege being denied.

- a. All rules of conduct that apply on other school property also apply on the school bus.
- b. Riders are not to create any disturbance on the bus that may distract the driver's attention from his/her driving.
- c. All passengers must be in their seats while the bus is moving. (The drivers have the right to assign seats.)
- d. Damage to the bus must be paid by the offender(s).
- e. Nothing is to be thrown on the bus or from the bus at any time.
- f. No part of the body is to be extended from the windows at any time.
- g. Food and drink are not to be consumed on the bus. If pop is taken on to the bus, it is not to be opened.
- h. Students are not to litter the bus with debris.
- i. The driver is delegated the same authority as a teacher to make and enforce rules.
- j. The following steps will be taken for disciplining normal disruptive acts:
  - i. (All offenses taken below will be reviewed by the principal and bus driver)  
(Steps may be skipped depending on the seriousness of the infraction.)  
1st offense - principal conference, warning, note to parents.  
2nd offense – Detention, Closed Noon, or possibly ISS  
3rd offense – Removal from the bus will be reviewed with the principal and bus driver.

16. **Lunch Hour:** Student behavior in the commons area should be based on courtesy and cleanliness. Lunch hour is part of the school day and students should act appropriately. Students will go through the lunch line in an orderly manner. Students are to remain in the commons until they have finished eating, including those students who bring their lunches. We expect students to pick up after themselves and leave the cafeteria neat and orderly. Free and reduced price lunch applications may be obtained in the high school office. Students should put money into their account before school or during their free period and keep their lunch accounts solvent. **Students will not be allowed to charge over \$4.50. Students may not be allowed to eat until the account is in the black.**

17. **Throwing Objects:** The throwing of snowballs or any other object is a threat to the health, safety, and welfare of others; as well as a disruption to the classroom environment. Students should realize that they could be held liable for any damages that may occur to person or property from such an accident. **Water gadgets are not allowed in school.**
18. **School Hours:** Students are not to be in the building before 7:45 A.M. or after 3:45 P.M. unless they are under the direct supervision of staff.

### **III. ACADEMIC INFORMATION**

#### **A. GRADUATION REQUIREMENTS**

Where it is determined at the end of the 3rd quarter of the school year that a senior is not meeting the graduation requirements as set forth by the Board of Education and the Department of Public Instruction, the student will be informed that he/she will not participate in graduation exercises unless all requirements are met prior their last day of classes before graduation or unless the principal has determined that the credit deficiency can be made up through attendance at summer school. In this case, there will be a notation of “working toward graduation” in the commencement program.

Any senior meeting the graduation requirements at the end of the 3rd quarter but not meeting the requirements at the 4<sup>th</sup> quarter mid-term will be notified that they will have two options to choose from. First, they may participate in the ceremony but there will be a notation on the program “working toward graduation” if they have not met the requirements 24 hours prior to graduation. Secondly, they may have the option to not participate in the graduation ceremony. For either option chosen, the student will receive their diploma upon successful completion of their requirements.

#### **B. COURSE CHANGES/INDEPENDENT STUDY**

All course changes must have the approval of the classroom teacher, counselor, parent/guardian, and principal. A grade of "WF" will be given to any student who is failing a class and drops after the fourth week of the quarter.

Faculty may make recommendations for class changes and initiate drop/adds in the best interest of the individual students without penalty.

All independent study coursed must be approved by the instructor. They must have class expectations and grading system for the class written out.

### **C. YOUTH OPTIONS**

Application Procedures: A pupil who intends to enroll at an institution of higher education under this section shall notify the school board no later than March 1 if he/she intends to enroll in the fall semester, and no later than October 1 if he/she intends to enroll in the spring semester. Written notification shall be made using DPI form PI 8700-A. The notice shall include the titles of the courses the pupil intends to take and the number of credits for each course, and shall specify whether the pupil is taking the courses for high school or postsecondary credit.

If the pupil specifies that he/she intends to take a course for high school credit, the school board shall determine whether the course is comparable to a course offered in the school district, and whether the course satisfies any of the high school graduation requirements under s.118.33 and the number of high school credits to award the pupil for the course, if any. See Policy # 342.42 for further information

### **D. EXCEPTIONAL EDUCATION**

As a student of the BTHS District, you have the right to seek help from the school if you are experiencing learning difficulties, emotional frustrations, or social problems. The school district can provide you with assistance in identifying the problems and will work with you regarding solutions and recommendations. You or your parent/guardian may seek assistance from one of your teachers, counselor, or principal for this kind of assistance.

### **E. INCOMPLETE GRADES**

An incomplete grade is given when a teacher's requirements for a specific course have not been met. Incomplete grades must be made up within two weeks after the end of the quarter. If the work is not completed within the two weeks, the grades will be recalculated and the student will receive the grade he or she has earned for that class. Extension of the two-week period may be granted at the discretion of the teacher and principal involved for extenuating circumstances.

## **IV. GENERAL INFORMATION**

### **A. DRILLS —FIRE —TORNADO**

We are required by State Fire regulations to have fire drills on a regular basis. When the fire alarm sounds, students are to move quickly and in an orderly fashion out the assigned exit to a distance of 100 feet from the building. This is done to be certain that the entrances to the building are clear and available for fire fighting equipment.

A tornado warning means a tornado has actually been sighted. If this occurs, an announcement will be made over the PA system. Students should

proceed to their assigned areas, sit on the floor close together, and face away from any glass or outside walls with their heads down.

## **B. SCHOOL CLOSING**

In case of inclement weather and school either has to start late or be canceled altogether, the following radio/TV stations will be informed generally by 6:00 A.M.: WKTY 580 AM or WSPL, WIZM 14.10, WAXX 104.5 FM or WAYY 1150 AM, WISS 1220 AM, WHTL 102.3 FM, WEAQ 790 AM or WIAL 94.1 FM, WKBT-TV- Channel 8, WEAU-TV-Channel 13.

## **D. MEDICATION**

If it becomes necessary for a student to take any form of medication at school, a signed note from a parent/guardian stating dose, time, and necessity of taking the medication, plus a written order from the physician prescribing the medication, must be presented to the office. All medication, including over-the-counter drugs, will be kept in and dispensed through the high school office or nurse's office. Students cannot keep any such medication in their lockers or share medication with other students, i.e., aspirin, etc.

## **E. CLUBS, SPORTS, AND ORGANIZATIONS**

BTHS offers a variety of co/ex-curricular activities. These activities are open to all 9-12 students. Students may be involved in many different activities but can hold an office in only one. Students should refer to the Athletic Code for information on all sports.

All co/ex-curricular activities are required to get approval through the student council with final approval by the principal before any fund raising activities take place. A "Statement of Purpose" must be on file in the office for any fund raising to proceed.

**Sport Programs Offered:** Football, Cross-Country, Volleyball, Basketball, Wrestling, Track, Golf, Softball, & Baseball.

**Co-Curricular Activities Offered:** Forensics, Drama Club, FFA, FCCLA, High Quiz Bowl, Jazz Band, Swing Choir, Letter Club, Pom Pon Squad, Cheer leading, Close Up, Student Council, Spanish Club, SADD, Creative Writing Club, Odyssey of the Mind & National Honor Society.

**National Honor Society:** sophomores, juniors, and seniors may apply for membership in NHS if they qualify. To qualify, a student must have a 3.33 GPA on a 4.00 scale. Besides scholarship, three other criteria are considered for NHS membership. Those criteria are leadership, service, and character. Membership is granted to those students selected by the faculty council. To be offered membership

into NHS is to be considered one of the highest honors that can be bestowed on a high school student.

#### **F. Blair-Taylor 7-12 Library Rules and Policies**

In order to ensure that the library is a place where students and staff can work effectively, and to provide everyone with equal access to library materials and services, the following rules and policies will be enforced:

- Library hours are from 7:45 a.m. to 3:30 p.m.
- All library users should return materials to their proper places.
- Students must have a signed pass from their teacher to be admitted to the library.
- No food, drink, etc. is permitted in the library.
- Books may be checked out for two weeks at a time. They may be renewed twice.
- Magazines are checked out for one week at a time. Current magazines stay in the library.
- If students do not return materials by the due date, they will be placed on the overdue notice sheet. Such students will not be allowed to check out any other materials until the overdue item(s) are returned.
- All rules that apply in other parts of the school will be enforced in the library.
- Failure to follow library rules and policies may result in the student's temporary loss of library privileges.

#### **H. Honor Rolls:**

To identify our outstanding high school students, and to give them a well-deserved pat on the back, we have developed the following honor rolls, which are generally published in the local newspaper after each term.

In seventh and eighth grade, all classes are used, and the honor roll is drawn up at the end of each quarter. Teachers recognize students in their classrooms for academic and social success. Award recognition is given at all grades near the end of the year.

- (A) Honor Roll – 3.67 or above
- (B) Honor Roll – 3.00 or above

## **I. Grading Scale:**

GRADE	PERCENTAGE	POINT VALUE
A	96 – 100 %	4.00
A-	92 – 95 %	3.67
B+	89 – 91 %	3.33
B	86 – 88 %	3.00
B-	83 – 85 %	2.67
C+	80 – 82 %	2.33
C	76 – 79 %	2.00
C-	73 – 75 %	1.67
D+	70 – 72 %	1.33
D	68 – 69 %	1.00
D-	65 – 67 %	.67
F	64 – 0 %	0.00

## **J. HOMECOMING AND PROM COURT CRITERIA**

1. To be selected as a member of either Homecoming or Prom court, a student must have Junior status for prom and Senior status for Homecoming (determined by credits)
2. At the (set) time of selection, a student cannot be failing any classes. This will be set by the advisors and done prior to the court vote.
3. Any student who has received sentencing from any court of law for inappropriate behavior is not eligible for selection one year after the event. In addition, students violating section II.F of the student handbook will not be eligible for one year after the event or will be removed from the court.
4. Any Student who gets suspended during or after the selection process will be dropped and replaced.
5. A court will have no more than five (5) couples and a student can only be on one court during their high school career. Exchange students being here for a year may be picked as an honorary member of the court, but cannot be considered for King or Queen.
6. The senior class will pick the homecoming court and the student body will vote for the king and the queen. The junior class will both select the prom court and vote for the king and queen.




Plagiarism:

Plagiarism is the act of using others' words or ideas without giving them credit. Individual teachers have different procedures, but students who are caught plagiarizing may receive a zero on the assignment and/or detention time.

## **K. Middle School Co-curricular consequences**




### **A. Students are expected to be alcohol, tobacco and drug**

**free.** Co-curricular consequences for possessing, using, buying or selling controlled substances:

-  **First Violation:** ineligibility for two months or two contests.
-  **Second violation:** ineligibility for 6 months or six contests.
-  **Third violation:** ineligibility for one year.

### **B. Students are expected to have outstanding conduct and**

**attitude.** Consequences for disorderly conduct, school rule violations, or suspension (in school or out of school):

-  **First violation:** ineligibility for one week or 1 contest and/or resolution of the violation.
-  **Second violation:** ineligibility for two weeks or 2 contests and resolution of the violation.
-  **Third violation:** ineligibility for three weeks or 3 contests and resolution of the violation.

\*Note: if violations are also violations of school rules and community laws, there may be additional penalties. Repeat violation of the integrity codes, upon recommendation of the coach, homeroom teacher or principal, may lead to dismissal from the activity for the year. Coaches have further latitude to make responsible rules and consequences as they see fit.

Students who are ineligible will still be expected to practice or rehearse with their teams or activities. Coaches may decide whether or not a student travels to competitions or performances while ineligible.

If a student is absent due to illness for more than 4/8 of a school day, she/he will not be eligible for practice, competition or performance. Other excused absences will be dealt with individually. Unexcused absences automatically make a student ineligible for that day.

Athletes are responsible for their own personal hygiene. This includes showering after participation and laundering all athletic clothing at least weekly.

BLAIR-TAYLOR HIGH SCHOOL  
STUDENT HANDBOOK  
ACKNOWLEDGEMENT FORM  
2008-2009

*Please complete form and return to the 7-12 office*

---

Student Name (please print)

---

Grade

Our signatures indicate that we have received, read, and understand the 2008-2009  
Middle School/High School Student Handbook.

---

Student Signature

---

Date

---

Parent/Guardian Signature

---

Date

