

**Brillion High School  
Student Handbook  
2022-2023**



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## Welcome

The School District of Brillion is committed and dedicated to the tasks of providing the best education possible for all children in the district for as long as they can benefit from attendance and their conduct is compatible with the welfare of the entire student body. To this purpose the Parent/Student handbook is provided to acquaint parents and students with our school programs and general policies.

Our school is made up of a number of different groups; students, teachers, administrators, custodians, aides, secretaries and cooks are all housed in a single building. As a result, it is necessary to develop guidelines to operate the school effectively. The rules and regulations contained herein are based on the state of Wisconsin laws, school board policy, administrative rules and common sense. These rules will be enforced equally for all students. Students who are responsible will be provided with various opportunities to learn and to be active in all extracurricular programs. The purpose of this handbook is to set limits that are necessary to provide a continuous climate for the opportunity to develop those attributes which promote and support mutual respect for parents, peers, teachers, and the public. Each student must learn to be responsible for his/her actions and to understand the impact of their actions on not only their own learning, but the functionality of the entire school

It is our desire that we work together as students, parents, and staff to support an educational environment that allows for positive learning experiences to take place for our young people. Cooperation between school and home is essential if we are to provide the best educational opportunities to meet the needs of our many students. To this end, it is our wish that we have a successful school year.

The premise of this handbook is that it will help us function as a school and to support the pillars that are listed below.

### BRILLION SCHOOL SONG

*Here's a cheer for Brillion High  
The school we love so well  
We'll always sing her praises  
Come on let's hear you yell  
Rah! Rah! Rah!  
We will fight with all our might  
For victory we will try  
But win or lose we'll always choose  
To be loyal to Brillion High*

## The Four Commitments of Brillion Public Schools

### **Building Community**

How can our school be a place where people come together to be supported? A common identity and a common purpose are the foundations for an effective team. When we work together we can accomplish exponentially more than what we can accomplish on our own. When we build community, we focus on establishing an environment in which people know and understand each other and have a sense of purpose that is commonly shared.

- Create and maintain positive, supportive, caring relationships
- Success will be celebrated by students, staff, parents and community
- Walk in one another's shoes
- Focus on what people do right

### **Growth For All**

How can our school be a place where everyone learns? Learning is the critical attribute that defines a school. Central to the learning process is growth. Learning is growth. Our school will be a place where everyone will grow in a manner unique to their strengths and their interests, ensuring that everyone is engaged and focused on their learning.

- Mindset that it's never too late to learn
- High expectations and support for all
- Take ownership of your learning. Effort affects your success.
- Improvement is a journey and not a destination
- Take risks. Mistakes are essential for learning

### **Take Care**

How can our school be a place where everyone is valued for who they are? Care and compassion for others is essential in our school community. When we make mistakes, we must fix them with an eye on the feelings of others. Care and compassion will extend to all things - to each other, to our physical place, and to ourselves.

- Take care of each other.
- Take care of this place.
- Take care of yourself.
- Be part of the solution in every situation
- Restore relationships that are damaged
- Model responsible and ethical behavior.

### **Be Our Best**

How can our school be the best place to teach and learn? Ongoing pursuit of excellence means holding high expectations of yourself and others. Being our best is not about comparing ourselves to others. It is about figuring out what our best is, and then pursuing it relentlessly.

- Put your best foot forward.
- Expect the best from yourself and encourage the best from others
- Be your best today; be better tomorrow

### **Philosophy of the Brillion Board of Education**

The following 21st Century Skills will be emphasized and incorporated into the curriculum:

- Literacy
- Technology
- Creativity
- Collaboration

### **Nondiscrimination Statement** ([See school policy 411](#))

It is the policy of the Brillion Public School District that no person may be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital, or parental status, sexual orientation, or physical, mental/emotional, or learning disability or handicap as required by Section 118.13, Wisconsin Statutes. This policy also prohibits discrimination as defined by title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973. The school district encourages informal resolution of complaints under this policy in the Brillion Public School District. Any questions concerning this policy should be directed to the District Administrator.

### **Age of Majority**

The school district realizes that a small percentage of its students have reached the age of majority. It is not the intent of the district to deny these students their constitutional rights. However, in order to maintain consistency in the school system and in its programs, it shall be the intent of the district to enforce all school rules and regulations of this handbook for all students regardless of age.

## Dates and Times

### Class Schedule

Brillion High School Daily Schedules 2022-23					
	Regular Schedule (68 min classes)		Wednesday (57 min classes)		Late Start (45 min classes)
Period 1	<b>7:45-8:53</b>	Period 1	<b>7:45-8:42</b>	Period 1	<b>10:00-10:45</b>
Breakfast	<b>8:53-9:00</b>	Breakfast	<b>8:42-8:50</b>	Period 2	<b>10:50-11:35</b>
Period 2	<b>9:05-10:16</b>	Period 2	<b>8:55-9:56</b>	Period 3	<b>11:40-12:25</b>
Period 3	<b>10:21-11:29</b>	Period 3	<b>10:01-10:58</b>	Period 4	<b>12:30-1:45</b>
Period 4	<b>11:34-1:12</b>	Period 4	<b>11:03-12:29</b>	Lunch A Class A	<b>12:30-12:55</b> <b>1:00-1:45</b>
Lunch A Class A	<b>11:34-11:59</b> <b>12:04-1:12</b>	Lunch A Class A	<b>11:03-11:28</b> <b>11:32-12:29</b>	Class B Lunch B	<b>12:30-1:15</b> <b>1:20-1:45</b>
Class B Lunch B Class B	<b>11:34-12:14</b> <b>12:14-12:39</b> <b>12:44-1:12</b>	Class B Lunch B	<b>11:03-12:02</b> <b>12:04-12:29</b>	Period 5	<b>1:50-2:35</b>
Period 5	<b>1:17-2:25</b>	Period 5	<b>12:34-1:30</b>	PRIDE	<b>2:40-3:05</b>
PRIDE / Homeroom	<b>2:30-3:05</b>	<i>No PRIDE time on Wednesdays. All students will be dismissed at 3:05 this year.</i>			

### Wednesday Early Release

Students will be dismissed at 1:30pm on Wednesday. Students desiring to remain in the building for practices, etc. must remain in the commons until practice begins.

**Emergency Closing**

Should severe weather or mechanical emergencies require the closing of school or make it impossible for buses to operate, an announcement will be made as soon as possible. A Skylert message will be sent notifying parents about closures. The information will also be shared on the following TV and radio stations:

TV-WBAY- Ch. 2	TV-WFRV-Ch. 5	WKFX 104.9	WNAM 1280
TV WLUK-Ch 11	TV-NBC-Ch 26	WAPL 105.7	WHBY 1150
WACY UPN-Ch 32	WIXX 101.1	WROE 94.3 FM	WOSH 1490
WGEE 1360	WCUB 980		

We ask that you make every effort to refrain from calling school during emergency closing times as the school is operating under emergency conditions and need the phone lines to maintain necessary communications. All activities scheduled for the remainder of early school closing days are canceled including practices and any events.

**Parent Teacher Conferences**

Parent/Teacher/Student conferences for the 2022-2023 school year are scheduled for October 26th and 27th, 2022 and January 16th, 2023. Parents and students are encouraged to meet and talk with teachers throughout the year.

## **Student Expectations**

### **General Conduct**

Policies and regulations are not designed to curtail activities of students, but rather to help them grow to respect the rights, privileges and property of others. Good citizenship and emotional maturity are necessary traits for success and it is our goal to help you understand what that means. It is essential that students use good judgment in maintaining this building. Brillion students have always displayed pride and good ethics and we intend to continue this practice. We are confident that this facility and the actions of the people inside of it will remain something our community is proud of.

### **Dress and Personal Appearance**

You will be expected to attend school in neat, clean and modest clothing. Industry and the world of work require their employees to be neatly groomed and well dressed. School is your world of work for the present. We encourage you to form the habit of being well groomed when you come to school. An individual's dress and personal appearance, like his and her behavior, should reflect a sensitivity to and respect for others. Dress and grooming standards are established so that the educational processes will not be interrupted by extremes in appearance or cleanliness and should reflect good taste and style appropriate for a school day. Examples of unacceptable apparel include logos that promote or have any reference to alcohol, drugs, or tobacco products, display profanity, are sexually suggestive, promote gang activity or have any off color meaning implied. Students are not allowed to wear jewelry that could be considered dangerous. Undergarments must not be prominently in sight.

Staff members will speak to students who they feel are not dressed appropriately. The student will be required to resolve the problem, or be sent to the office for the problem to be addressed.

### **Cell Phones**

It is understood that cell phones have become part of our everyday modern society. However, as an instructional institution we can not allow cell phones to become a distraction to the educational process or to be used inappropriately. Therefore, the following policy will be enforced with the understanding that many students will bring cellphones to school.

- The use of cell phones is prohibited during instructional hours (classes and study halls) unless part of the curriculum.
- When cell phones or other devices are needed for instructional purposes, teachers will inform students of this and they will be allowed to use them in class.
- Cell phones with picture capabilities are strictly prohibited in locker rooms, bathrooms, or any other place where privacy is expected.
- Students are allowed to use cell phones during breakfast break, lunch, and before or after the school day.
- When required by a staff member, students will place their phones in a designated location for the duration of the class period.
- Teachers have the right to take a student's cell phone if the student is not following the teacher's classroom policy regarding cell phones. It will be returned at the end of class or at the end of the school day.

- Misuse of a cell phone may result in the phone being turned over to school personnel and returned at the end of the day. Repeated violations may result in a parent being required to come and pick up the phone.
- Students who refuse to turn over their phones in accordance with this policy will be considered insubordinate and will face disciplinary consequences, up to and including out-of-school suspension.

### **Lunch Period Closed Campus**

Brillion High School has a closed campus during lunchtime. Students who elect to eat in the cafeteria need to be courteous and polite. Line jumping, throwing food on the floor, and not cleaning up after eating are not appropriate behaviors. All food items and beverages must be eaten or consumed in the cafeteria. During lunch, students will be allowed in the commons or classrooms with teacher supervision. All other areas are off limits. Students are not allowed to leave campus for lunch.

## **Attendance Policies and Procedures**

### **Attendance Policy [See School Policy 431](#)**

#### **SII8.15 Compulsory School Attendance**

Unless the child has a legal excuse, any person having under his or her control a child between the ages of 6 and 18 years shall cause such child to attend school regularly during the period and hours, religious holidays excepted, that the public or private school in which such child should be enrolled is in session, to the end of the school term of the school year in which he or she becomes 18 years of age or such child graduates before his or her 18th birthday. Compulsory school attendance does not apply to any child who is not in proper physical or mental condition to attend school, to any child exempted for good cause by the school board of the district in which the child resides or to any child who has completed the four year high school course. Success in school depends on several factors, but the prime factor is regular attendance. Days missed can never be made up completely, since the value of class discussion is lost forever. The Brillion School District strictly enforces the state's mandate for compulsory attendance and expects that students be in regular attendance.

### **Tardiness**

Being on time to school, as well as classes throughout the day, is an important part of the high school record that a student establishes. The school regards as a prime responsibility, the dependability which business and industry demand. A student who is habitually tardy, may, at the discretion of the administration and/or teacher, be required to make up work missed during the allotted period of time that may be assigned to make up lost school time. The student will be assigned one detention per tardy (for every class period (1st-5th period) after the 4th tardy per trimester. (Adjustments may be granted by the building principal)

### **Pre-arranged Absence**

If a student has prior knowledge of an absence for any reason, permission should be obtained in advance whenever possible. The student must present a note from his or her parents or guardian indicating the day or days, time, and the reason for the absence. If acceptable, the student will be given a pre-arranged sheet for each teacher to indicate the student's present grade status and the effects of the absence, it is

requested that the parents again sign the pre-arranged sheet prior to final approval by the school. The student must also check with the office upon returning to school to receive an admit slip back to class.

### **Unexcused Absence**

Students who fail to bring an acceptable excuse for being absent will be considered unexcused. The unexcused absence will be recorded in each class missed and the student may be given the opportunity to make up the work at the discretion of the administration and/or teacher during the allotted periods of time that may be assigned to make up lost school time. Students who do not check out with the office before leaving may also be considered unexcused.

### **Truancy/Habitual Truant**

#### 118.16 (l) Truancy Defined

A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester, Wis. Stat. sec.

118.16(1)(a) and (c).

If a student misses part or all of five (5) or more days without an acceptable excuse in a school semester, the student is "habitually truant" and a truancy referral may be made by the school against the student under Wis. Stat. sec. 118.16(5), to the juvenile court intake worker or municipal court.

When a student is truant as defined by law, the administration will initiate a referral to be sent to the local law enforcement officers. The court will then have jurisdiction to deal with the students and parents and when necessary invoke a penalty for the truancy.

The school attendance officer shall notify the parent or guardian of a child who is a habitual truant by registered, certified, or first class mail, when the child initially becomes a habitual truant. The notice shall include all of the following:

- A statement of the parent's or guardian's responsibility, under Wis. Stat. sec. 118.15(1)(a), to cause the child to attend school regularly.
- A statement that the parent, guardian, or child may request program or curriculum modifications for the child under Wis. Stat. sec. 118.15(1)(d), and that the child may be eligible for enrollment in a program for children at risk under Wis. Stat. sec. 118.153(3). 9
- A request that the parent or guardian meet with appropriate school personnel to discuss the child's truancy. The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time, and place for the meeting.

However, parents may excuse their child's absence in writing before the absence. A child may not be excused for more than 10 days in a school year under this provision, Wis. Stat. sec. 118.15(3)(c).

### **Leave School Permit**

Passes may be issued only by the office allowing students to leave the campus during the school day.

This is allowed as a service to the student. Students will be required to have a written note, a phone call, or email by the parent or guardian excusing the student. Students must report to the office before school on the day that they will be leaving school. A Leave School Permit will be issued to the students prior to the time they need to leave. The attendance email is [bhsattendance@brillionsd.org](mailto:bhsattendance@brillionsd.org)

Leaving school without a pass, at any time during the school day, will be considered an unexcused absence. Students who are absent from school because of a school sponsored activity will not be counted as being absent from school.

A student who is feeling ill or is injured during school should report to the high school office immediately. We discourage texting parents before they report to the office as we need verbal communication with their parent, guardian or emergency contact before we can have them leave school. Following these procedures prevents interruptions into classrooms to contact the student. We appreciate your help in this matter.

### **Notification of Student Absence:**

Parents are asked to notify the school by 7:45am if a student is going to be absent or will be leaving school. The best way to notify the school is to use the attendance email: [bhsattendance@brillionsd.org](mailto:bhsattendance@brillionsd.org) Phone calls or notes are also acceptable ways to communicate.

## **Disciplinary Policy and Procedures**

### **Student Harassment See School Policy 411.1**

The Brillion Public School District does not tolerate student harassment including sexual harassment, in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. It is the policy of the Brillion Public School District to maintain and ensure a learning environment free of any form of harassment or intimidation toward and between students.

Student harassment is behavior toward students based in whole or in part, on sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability which substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive school environment and is considered a form of student discrimination according to state law.

Sexual harassment can be a person, of the same or opposite gender, and is defined as any deliberate, repeated or unwanted physical sexual contact, sexually explicit derogatory statement, or sexually discrimination 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, but is not limited to any unwanted sexual or gender-related behavior ranging from leering, pinching, patting, offensive jokes, unwanted flirtation, graphic commentaries about a person's body, verbal comments, display of graphic or written sexual material, overt or implicit threats or bribes and subtle or expressive pressure for sexual activity.

Students who believe they have been subjected to harassment or any parents/guardians who believe their child has been subjected to harassment should report the incident(s) to the building principal/designee.

It is the intent of the Brillion Public School District to create an atmosphere where complaints will be treated fairly and promptly. If a student or parent is not comfortable with making a complaint to the principal/designee, the complaint may be made to a guidance counselor, psychologist, teacher, or other administrator, with the understanding that incidents must be reported to administration for review and action. The employee receiving the complaint shall report the complaint to the principal or other administrator. The designated harassment officer shall be informed of any complaints.

Third party witnesses are strongly encouraged to report observed incidents of harassment to the administration.

Retaliation against anyone reporting or thought to have reported harassment behavior is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge or informal complaint of harassment is substantiated.

Encouraging others to retaliate also violates the policy.

### **Disruptive Activities**

The hazing, heckling or teasing of other students is a contemptible practice and will not be tolerated. Also, the use of profane, indecent and uncouth language is prohibited on school property.

### **Detention**

A student shall receive a detention for behavior including, but not exclusive to the following: Swearing, tardiness, skipping school, fighting, harassing, public displays of affection on school grounds, disrespectful behavior, and any other behavior deemed offensive by any member of the staff, administration, or support staff.

All detentions will be served during the noontime break for lunch unless otherwise directed. If the detention is received between the time the student arrives at school and the end of the 3rd hour, the detention is to be served at lunch that day. If the detention is received between lunchtime and the time the student leaves school that day, the detention is to be served the next school day during lunchtime. Any student can receive a detention for behavior unbecoming that individual and his/her school while attending a school sponsored event. A student will be asked to sign the detention slip which informs them they have a detention. Students refusing to sign the detention slip have confirmed they know they have one by refusing to sign. A detention cannot be given for missing or late work.

Detention shall be supervised by teachers on a rotating basis from week to week. Detention rules shall be as follows:

- If the detention is given between Friday afternoon and Tuesday morning, they will serve that DT on Tuesday. If the detention is given Tuesday afternoon through Friday morning, they would serve the DT on Friday of that week.
- During detention the following is not allowed: talking, headphones, music, cell phones, television, computers, hand-held games, or communicating with others in or out of the detention room.

If a student who receives a detention fails to show up, or is late for his/her detention it shall be doubled. If the student fails to show up a second consecutive school day, the detention becomes an in-school suspension followed by a noon detention. If a student is absent and excused by the office, the student is not responsible for serving the detention on that day. If the student is in school during detention time he/she is responsible for serving it. If the student is absent unexcused he/she is responsible for the detention plus the violation of being absent unexcused. On half days of school there will be no detention.

### **In-School Suspension**

When detention does not improve inappropriate behaviors, an in-school suspension may occur to attempt to bring about a behavior change. In-school suspension may be used for the following:

- continuous disruptive behavior in class, school, at school events, or on a school bus
- unexcused absence from a school office detention
- continuous unexcused absences from school
- insubordination

Students serving an in-school suspension are expected to do school work. Teachers will provide students with appropriate assignments. Students may be allowed access to Chromebooks to do their assignments, but will not be allowed to access music, videos, social media sites, or other sites not required for coursework.

### **Out of School Suspension**

Violations that are sufficiently severe and may warrant an out of school suspension of up to five days assigned by the principal include the following:

1. The possession, use or being under the influence of any unauthorized drug, narcotic, or alcoholic beverage while on school premises or at a school sponsored function.
2. Possession or use of any tobacco products, e-cigarettes, or other inhalant products such as vaping devices while on school premises or at a school sponsored function.
3. Possession or use of fireworks or other explosive devices while on school premises or at a school function.
4. Possession or use of concealed or dangerous weapons while on school premises or at a school function.
5. Possession of any weapon or facsimile weapon while on school premises or at a school function
6. Creating or distributing text, pictures, video, or other information that disrupts the learning environment and/or implies a threat toward students, adults, or buildings on the school premises or at a school sponsored function.
7. Malicious damage to or theft of school or personal property on school premises.
8. Actions that jeopardize the health, safety, or general welfare of students or adults on the school premises or at a school sponsored function, including but not limited to hazing, heckling, or harassing other students verbally, in writing (including electronic devices), or physically
9. Continuous behavior, which seriously interferes with orderly conduct of the school, and/or prohibits other students from learning.
  - a. The out of school suspension in this instance will only be used after other alternatives such as: detention, teacher-student-principal conference, in-school suspension during the class period and parent, teacher, student, and principal conference.

Violations listed above may also result in referral to the Board of Education for an expulsion hearing. Students who have been suspended are not allowed to participate in school activities during the term of their suspension.

## **Lockers and Locker Room Policy and Procedures**

### **Lockers** [See School Policy 446](#)

Each student will be assigned a hall locker in which he/she will keep all books, coats, backpacks and other school materials, and a gym locker in which each student will be assigned a combination lock for his or her physical education locker. If this PE lock is lost or damaged, the student will be required to pay a replacement value.

- All students are expected to keep their lockers neat and orderly. The school authorities reserve the right to open lockers for inspection at any time.
- Any unauthorized items found in the locker may be removed. Items removed from the locker may be held by the school or for return to the parents or guardian of the student (without liability to the school for safekeeping) unless the inspecting authority suspects that possession or storage of the unauthorized items found in the locker involves a violation of law, in which case the suspect material removed from the locker shall be turned over to law enforcement officials.
- All lockers are owned by the school and subject to search. The student and his/her parent or guardian shall be notified by the inspection authority of items removed from the locker and the delivery of these items to law enforcement officials. Parents or guardians will also be informed of their rights as to what items removed from the locker they may retrieve.
- **NEVER** share locker combinations with other students. If you have valuables, do not place them in your locker, bring them to the high school office for safekeeping. The school accepts no responsibility for valuables or money left in a locker. Report defective lockers and evidence of theft to the office immediately.

### **Locker, Car and Student Searches**

Although student lockers are considered property of the Brillion Public School District, the district expects students to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school administrators for any reason at any time without student consent and without a search warrant. Searches are authorized in the district for the purpose of maintaining order and discipline in the schools and to protect the safety and welfare of students and school personnel. Locker and vehicle searches are to be conducted by the building principal or designee. The administrator shall be in the company of the police liaison officer and/or a staff member. School officials may seize any items that are dangerous or are illegal during the search. Reasonable searches among the personal belongings of the student contained within the locker may be conducted where there are reasonable grounds to believe that the search will provide evidence that the student has violated or is violating the law or school rules. Any items that are seized during the search will be safeguarded until determination has been made by the appropriate authorities for disposition of the items. The search will be documented by school officials. The adult student or the parent(s)/guardian of a minor student shall be notified of items removed.

An administrator accompanied by a staff member and/or the police liaison officer may conduct a search of a student's person, purse, duffel bag or similar articles if the search is based on reasonable suspicion, based on personal observation or reliable information from a third party, that the student has a dangerous or illegal item or substance in his/her possession. Such searches may occur only if there is inadequate time based on the nature of the situation to contact the police. School authorities should remain sensitive so as not to invade the privacy of students any more than necessary to achieve the purpose of the search. The results of the search will be documented by school officials. The adult student or the parent(s)/guardian of a minor student shall be notified of items removed.

Strip searches are illegal and will not be condoned by the school district at any time. If the nature of the problem is so serious or severe that this type of search is to be considered, law enforcement agencies will be contacted immediately.

### **Locker Room Privacy**

The Brillion School District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

- Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
- Under no circumstances can a person use a camera, video recorder, cell phones, or other recording device to capture, record or transfer a representation of a nude or partially nude person in the locker room. Any other use of a camera, video recorder or other recording device in the locker room requires the prior permission of the building principal or designated locker room supervisor and the person being photographed, videotaped or recorded.
- Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

This policy shall be publicized annually and posted in each locker room in the District.

## Graduation Requirements

Each student successfully completing the prescribed Brillion High School program shall upon the recommendation of the High School Principal and approval of the Board of Education be presented a diploma certifying graduation. Each student shall complete a minimum program of 25 credits that shall include the courses required for graduation from Brillion High School.

In order to participate in the graduation ceremony, seniors must have completed all of the credits necessary to earn a Brillion High School diploma.

The required courses shall include the following:

4	Credits	English These credits include: 1 credit English 9 1 credit English 10 or Pre-AP English 1 credit English 11 or AP English 1 credit English 12 or AP English
3 ½	Credits	Social Studies These credits include: Global Studies American Government or AP Govt. 20th Century American History or AP History in Grade 11
3	Credits	Math to include Algebra
3	Credits	Science (including Biology)
1 ½	Credits	Phy. Ed.
½	Credit	Health
½	Credit	Personal Finance (Beginning with Class of 2023)
16	Credits	Total from Above Required Courses
9	Credits	Total from Additional Elective Courses
25	Credits	Total Required for Graduation

By Wisconsin State Law, all students must pass the US Citizenship exam prior to graduation in order to receive a diploma.

**For students who enroll in Brillion High School for the first time, the guidance counselor, and the principal shall evaluate their previous program of studies in terms of equivalences of the curriculum and grant credit accordingly.**

**All seniors choosing to attend graduation exercises will wear caps and gowns. In addition, all financial obligations and/or detention time must be made up prior to graduation in order for students to participate in the ceremony.**

## **Guidance Services**

### **Guidance Service [See School Policy 341.2](#)**

A counselor is available to students whenever you want to discuss a school problem or other personal concerns. The counselor will respect your right to privacy by treating your discussion confidentially. The counselor cannot make decisions for you, but will listen and assist you in making your own decision. A counselor can help you with:

- Personal problems in and out of school
- Choosing your high school courses
- Planning your career
- Planning post high school education
- Gaining information about scholarships and other financial aids
- Obtaining information about employment

### **Permanent Records**

Brillion High School has adopted Students and Permanent Record policies that meet the specifics of both Wisconsin State Law and Federal Law. The student's permanent record is generally referred to as the student's high school transcript. This file may be referenced by staff members while the student is in high school as well as to provide employers with graduation verification after the student has graduated. This record is a composite of the student's performance from the time of entrance into school until graduation. Included on this record will be grades received, ACT scores and attendance records. Students may send their transcripts to postsecondary institutions by going to [www.parchment.com](http://www.parchment.com).

## Grading and Academic Recognition

### Grading Practices at Brillion High School

Your grade in courses at Brillion High School is made up of 2 components: Summative Assessments and Coursework. Students will receive feedback about their progress through a third, ungraded component: Progress Check.

90% of grade = Summative Assessments: may include: tests, quizzes, projects, research papers, presentations, panel discussions, demonstrations, reports, essays, performances, etc. - anything that a teacher may use to make a judgment of a student's mastery of standards.

10% of grade = Coursework: may include: participation, practice activities, class discussion, reading assignments, writing assignments, worksheets, projects, group activities, presentations, quizzes, etc. - anything that a teacher may use to help students master skills and content, may be part of the coursework grade.

0% of grade = Progress Check: may appear in the gradebook, and will be represented with a common rubric score of 0-4.

4: Exceeds Expectations: Demonstrates mastery of standard and ability to apply standard to additional circumstances.

3: Meets Expectations: Demonstrates mastery of standard.

2: Developing: Demonstrates basic understanding of standard; does not demonstrate mastery of standard.

1: Below Expectations: Demonstrates progress toward understanding of standard; does not demonstrate basic understanding.

0: No Attempt: No attempt to demonstrate standard or attempt is too minimal to evaluate

### Standard Grading Scale

All classes at Brillion High School will use the following standard grading scale:

95-100 - A	80-82 - C
93-94 - A-	77-79 - C-
91-92 - B+	75-76 - D+
88-90 - B	72-74 - D
86-87 - B-	70-72 - D-
83-85 - C+	Below 70 - F

### Weighted Classes

The following academic courses will receive weighted grades but are not eligible for the pass/fail option:

AP English Lit and Comp.

CAPP Calculus

AP English Lang and Comp.

CAPP Physics

AP Psychology

Chemistry II

AP Government

Human Anatomy

AP US History

Accounting II

AP Chemistry

Spanish III & IV

CAPP Pre Calc.

### **Senior Honor Students**

Seniors will be recognized for academic honors at graduation by achieving the following grade points during their high school career (based on a weighted scale):

- Cum Laude (Honors) 3.5 - 3.749
- Magna Cum Laude (High Honors) 3.75-3.999
- Summa Cum Laude (Highest Honors) 4.0 and above

Class rank for the purpose of graduation recognition will be computed by the weighted cumulative GPA at the completion of the second trimester.

### **Honor Roll**

The honor roll is posted following each grading period listing the names of all students who have maintained high grades in their classwork. To be included on the honor roll students must be enrolled in mainstream regular or weighted courses for more than 50% of their coursework. To compute the honor roll the following system is used.

REGULAR COURSES	POINT VALUE	WEIGHTED COURSES	POINT VALUE	PERCENT	LETTER GRADE
A	4.00	A	5.00	95-100	A
A-	3.67	A-	4.67	93-94	A-
B+	3.33	B+	4.33	91-92	B+
B	3.00	B	4.00	88-90	B
B-	2.67	B-	3.67	86-87	B-
C+	2.33	C+	3.33	83-85	C+
C	2.00	C	3.00	80-82	C
C-	1.67	C-	2.67	77-79	C-
D+	1.33	D+	2.33	75-76	D+
D	1.00	D	2.00	72-74	D
D-	.67	D-	1.67	70-71	D-
F	.00	F	.00	69-Below	F

The total points are added and divided by the total credits being carried at that time. Partial credit courses are figured in the honor roll at their assigned fractional value. Students on the high honor roll must have a GPA of 3.60 and above, and for the honor roll students must have a GPA of 3.00 to 3.59.

## **Early College Credit and Start College Now**

### **[See School Policy 343.46](#)**

Early College Credit and Start College Now allow public high school juniors and seniors who meet certain requirements to take post secondary courses at a UW institution, a Wisconsin technical college, or one of the state's participating private non-profit institutions of higher education. Approved courses can count toward high school graduation as well as college credit.

The administration shall determine whether the course(s) satisfies graduation requirements, and if high school credits will be awarded to the student. The Board of Education believes all students should complete grade requirements in district programs. Upon recommendation by the administration, the Board of Education will pay the cost of the course(s) under these programs according to state laws and regulations. The maximum number of credits a student will be allowed to take in a high school career is eighteen (18).

Students will be responsible for making the initial purchase of any required textbooks for the course. If, at the conclusion of the course, the student chooses not to keep the textbooks, the student may return the textbook with the receipt to the high school for a full refund.

If the student fails the course or for some reason does not complete the course, the student must reimburse the district for any and all costs incurred related to the course.

Students must apply by October 1st for any second or third trimester class and March 1 for any first trimester class in the 2022-23 school year. Any questions involving the Early College Credit or Start College Now programs should be addressed to the Guidance office or High School Principal.

## **On-line Classes**

Edgenuity online courses are generally reserved for summer school and in certain cases, credit recovery during the school year. Students who take summer school and still need to make up an additional course may be allowed to utilize an Edgenuity course in the subsequent school year.

## **Course Add and Drops**

Course additions and deletions should be finalized by the third day of the trimester. If a required class fails, the course must be made up in summer school or in the subsequent school year.

## **Academic Integrity**

All school work submitted for the purpose of meeting course requirements must represent the individual efforts of each student. Any form of academic dishonesty is prohibited. Academic dishonesty, cheating, and plagiarism are defined as:

- Copying or stealing another's work and submitting it as one's own.
- Allowing another person or persons to copy your work and submit it as their own.
- Doing another person's work for them.
- Buying or selling work or answers.
- Providing another person with answers to homework, tests, or quizzes.
- Copying or stealing teachers' answers keys, or teachers' edition texts.
- Copying answers from notes or a book onto a cheat sheet or body parts and using those answers when taking a quiz or test. The student who actively provides and answers is equally responsible and is subject to the same punishment as the copier.
- Copying work from books or the internet without proper documentation and submitting it as one's own
- Using electronic devices inappropriately on tests or quizzes.

### **Consequences of Academic Integrity Violations**

- Occurrences of cheating will result in a meeting between the teacher and student. Students will be required to redo the test or assignment. The teacher and student will agree on a grading procedure for the make-up assignment.
- Parents will be notified.
- Subsequent offenses, or a more serious infraction, may result in the suspension of the student and/or the removal of the student from the class with the grade of "F."

### **Guidelines for Retaking Assessments**

The main purpose of allowing students to retake an assessment or to redo an assignment is to allow the student to demonstrate mastery of a skill or content. Therefore, allowing students to retake assessments or to redo assignments is at the teacher's discretion. Students should not take the retake option for granted. They need to meet certain criteria established by the teacher that demonstrate that the student has mastered the material. Once they have done this, they will be given another opportunity to demonstrate mastery on the assessment or assignment.

When planning for student retakes, teachers should take the following into consideration and communicate to students what is expected:

- All students can earn the opportunity to reassess a summative assignment. One reassessment is the norm. In unique, unusual circumstances an additional reassessment opportunity may be provided at the teacher's discretion.
- Course reassessment policies may be tiered by course and department.
- Reassessment must allow an opportunity for a student to earn a passing grade.
- Summative work turned in after the initial due date may not allow the student to reassess.
- Completion of the required coursework and/or additional, corrective work can be required before the date of the reassessment, which will be determined by the teacher.

### **Incompletes**

Incompletes for any grading period are the exceptions rather than the rule.. They may be issued at the discretion of the teacher for absenteeism or other reasons that prohibit the student from completing the assigned work by the end of that grading period. It is also understood, due to the time element, that the name of a student who received an incomplete and made up the work after posting of the honor roll list will not be included in the honor list, but notation of honor status will be made on their permanent records. The incomplete is the responsibility of the student and must be made up within two weeks after the end of the grading period or the teacher may allow more time under special circumstances.

### **PACE**

Pursuing Academic and Character Excellence (PACE) is an option for students who are facing challenges in their high school experience. The purpose of this program is to help students who have fallen behind to get themselves back on track toward graduation. During PACE, students will work with an assigned teacher to recover missed credits.

### **Homeroms and ACP**

All students will be assigned to a grade-level homeroom teacher. During selected homerooms, students will have the opportunity to participate in lessons and activities related to Academic and Career Planning (ACP). The purpose of this time will be to help students reflect on their current progress and set

academic, personal and career goals. Teachers will work to help students grow as learners and young adults during this period. A variety of different activities will take place throughout the year in these times.

### **PRIDE/ Homeroom**

PRIDE (Personal Responsibility In Determining my Education) time is a scheduled period in which students have the opportunity to get remedial assistance and/or enrichment. All teachers will post their offerings so students may choose where to attend. Teachers may require students to attend their classes during this time for assistance. We will also provide RTI(Response To Intervention) opportunities for students using these periods.

- Students required to be in more than one area will go to the highest priority for the day
- Once you are in a session, you must remain there for the period unless given permission to move to a new session by both teachers.

### **Report Cards and Online Grades**

Report cards are issued every trimester and are available on parent access. The final report card in June is mailed to parents. Parents that would like copies of their trimester report cards sent home should contact the guidance office. The trimester grades are the grades that are used to compute class rank and whether or not the student receives credit for the course. The progress report as well as trimester grades are the grades that determine extracurricular eligibility for students. Parents can access grades on-line. Teachers will update grades every five days. Progress reports are posted on-line at the halfway mark of each trimester.

## Student Fees

### Dues and Fees

The Board of Education recognizes the need for student fees to fund certain school activities, which are not financed by local, state, or federal funds. Dues and fees will be assessed by clubs and classes according to a majority vote of the membership of each group. Students wishing to join clubs and participate in class activities will be required to meet these financial obligations. Diplomas will be held until obligations are met. A list of general fees for activities is made available to students and their parents in a fall and spring, as well as posted in each student's e-funds account.

### Fees and Deposits

- Physical Education towel fee - \$5.00
- Students will pay a \$50.00 per year fee for chromebooks.
- Driver Ed Behind the Wheel Fee - \$250.00.
- Rental of school owned instruments
  - Percussion (per year) - \$45.00
  - French horn, baritone, oboe, bassoon, bass clarinets & tuba (per year) - \$60.00
- Individual Class Fees:
  - Freshmen: \$5.00; Sophomore: \$10.00; Junior: \$15.00; Senior: \$25.00
- Foods Courses - \$15.00
- Art Classes - \$10.00
- Technology and Engineering Courses - \$10.00
- Athletic Participation
  - Football - \$30.00
  - All other sports - \$10.00
- Athletic Admission Fees
  - Adults - \$5.00
  - K-12 Students - \$3.00
  - Preschool - Free
  - Senior citizens - Free
- Eastern Wisconsin Conference Athletic Passes
  - Adult - \$55.00
  - Student - \$25.00
  - Family (includes parents & K-12 students) - \$135.00

Textbooks are furnished by school district. If a book is damaged a fee will be assessed depending on the extent of the damage.

### School Meal Information [See School Policy](#)

Lunch prices are \$2.90 per day for paid students and free for reduced and free students. Adult meals are \$4.65. Ala Carte items are priced individually.

Breakfast prices are \$1.55 for a student meal and free for reduced and free students. Adult meals are \$2.56. Ala Carte items are priced individually.

See school [Policy 761](#) about the free and reduced lunch program.

See school [Policy 763](#) about the school lunch program.

## Technology

### **Technology** [See School Policy 443.5](#)

All students will have a computing device in order to enhance the educational process in all subjects with the aid of educational technology.

With one-to-one computing ability, students will have better opportunities both at school and outside of school to collaborate with teachers and other students, access, analyze, manipulate, and display information. Although students will undoubtedly gain skills in using the individual technology itself, the main goal is to use technology to enhance the content already taught in the current classes and provide students and teachers with new ways of delivering and differentiating the curriculum.

In today's "Information Age" where all of the information in the world is at our fingertips, students need to have the tools and the knowledge to access, assess and utilize information and knowledge. That is our purpose in providing students with computing devices.

Examples of what students may encounter in classes with their devices may include any of the following:

- Digital portfolios
- Blogging
- Website development
- Collaboration through shared documents, chatting, email, etc.
- Digital assessment

Students are ultimately responsible for the condition of their devices. Basic application and monitoring software will be loaded on devices prior to dissemination. Students should not download music, movies, or other programs on the machine itself as this may affect performance of the machine. A one year factory warranty will cover factory defects. Additional device protection is available through the school to cover repairs not in the factory warranty and/or after 1 year.

Students will mostly be using the devices with the Cloud (Internet-based applications and online storage). Google Applications for Education, <http://www.google.com/a/help/intl/en/edu/index.html> will be the primary source for this service. Others may be added as Cloud computing continues to develop.

Students will be able to take the devices home during the school year. The devices will work with most home Internet networks. If students do not have the Internet at home, they can use the Brillion Public Library.

#### Leasing Fee Structure

- Parents are required to pay a \$50/year set fee at the beginning of the year for each of the student's 4 years (subject to change in successive years for different classes only).
- Parents have the option of buying a device protection plan (only covering the device during the school year) through the school for \$25/year-(subject to change yearly) to cover issues not covered in the 1 year factory warranty. This 1 year factory warranty does not cover drops, breaks, spills, hardware failure, kids picking off keys, etc.
- Students will have the option of buying the device after four years for \$50 (fee subject to change each year).
- Any device not purchased at the end of the student's senior year with graffiti/stickers on the chromebook will be charged \$10.

### Protection Plan and Repairs

1. A protection plan will be offered by the school as an additional fee on a yearly basis.
  - a. With a \$25/year protection plan, parents opting to purchase the plan all four years without any issues:
    - i. 4 years of leasing x \$25/year for protection plan = \$100 for protection plan over 4 years
    - ii. 4 years of leasing to own @ \$50/year = \$200 for device over 4 years
    - iii. Total cost for parent over 4 year period for device leasing and full coverage; Total = \$300, which is the approximate price of original chromebook.
  - b. This protection plan covers each of the following repairs once per year:
    - i. Screen replacement, keyboard issues and missing keys, trackpad, and camera replacements
    - ii. Additional damages beyond once per year will be charged full repair prices.
  - c. This protection plan does not cover
    - i. Lost/stolen charger \$20
    - ii. Replacement case \$25
    - iii. Asset tag removal \$25
    - iv. Lost/stolen chromebook \$300
  - d. Parents who do not purchase the \$25 protection plan for their student's chromebook will have the cost of repair or replacement charged to their student's account if damage occurs
    - i. Approximate cost of common repairs:
 

1. Screen replacement	\$50
2. Keyboard/trackpad replacement	\$50
3. Missing key replacement	\$50
4. Camera replacement	\$50
  - e. In the event a chromebook is not able to be repaired due to damage, the parents will be responsible for the cost of a new chromebook
  - f. Parents will not be charged if a repair/replacement is needed due to manufacturer defects or normal use as determined by Brillion IT Staff.
2. Students who fail to turn their chromebook in for summer maintenance on the agreed upon date in the spring may be assessed a \$25 fee.
3. Issues will accumulate and be tracked for the duration of the time the student uses the device. Each accidental or intentional incident over the four years of using the device will count as a separate issue. Parents have the option at any time to opt to have their student leave the Chromebook at school, which could minimize damage.

### Internet

#### Acceptable Use of the Internet by Students

The Brillion Board of Education supports student use of the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational and informational needs. Information available to students via the Internet is constantly changing, therefore it is impossible to predict with certainty what information students might locate. The district staff has the right to restrict or terminate Internet access. The district further has the right to monitor Internet activity in any form that it sees fit to maintain the integrity of the network.

### High School Computer Guidelines (school and personal computers)

#### Expectations:

- Use of computers is academically related
- No games, music, movies, social networking or other media is allowed in the classroom or study hall unless part of the curriculum
- Personal laptops will not have access to school printers
- Use of technology to bully, threaten, or damage BHS property will not be tolerated
- Downloading must be done for educational purposes
- Sharing of passwords or others' accounts is prohibited
- Students must use Brillion Wireless networks when connecting any device to the internet.

When the device is connected to the school internet, the content will be filtered. Any attempt to circumvent the content filter will be considered a violation of the Acceptable Use Policy. Content accessed by the students outside of school is only filtered at the level of the internet provider.

The use of this device is a privilege afforded to our students. Misuse will result in appropriate corrective action as determined by the principal. The level of action varies with severity to the breach, but general guidelines will be:

#### Consequences of Misuse:

First offense - verbal warning

Second offense - detention

Third offense - Meet with principal about corrective actions

The use of this device is a privilege afforded to our students. Misuse will result in appropriate corrective action as determined by the principal.

## Miscellaneous Information

### Human Growth and Development [See School Policy 341.31](#)

The Brillion Public School District believes that human growth and development is the responsibility of every individual and requires an understanding of the structure and function of the human body and patterns of health and growth.

Goals: The Human Growth and Development K-12 curriculum will:

- Be well rounded, sequential, and comprehensive
- Foster a student's physical, mental, emotional, and social growth
- Provide a knowledge base with regard to appropriate age and ability level
- Provide information on the reproductive system including reproductive health, pregnancy and sexually transmitted diseases
- Provide an understanding of emotional needs and ways to meet those needs
- Provide students with effective coping skills and support systems to maintain positive mental health
- Develop the social skills necessary for healthy relationships

### Visitors

All visitors should report to the high school office for a pass. Passes for visiting students will only be issued in rare circumstances, at the discretion of the principal.

### Work Permits

Work permits for students twelve through fifteen years old are required by the Wisconsin Department of Industry, Labor and Human Relations and are available in the high school office throughout the year. The office must have the following information in order to be able to issue a work permit:

- Written request from your prospective employer
- Written permission of your parents
- A copy of your birth certificate/baptismal certificates, unless you have received a previous work permit
- Social Security Number
- A registration fee of \$10.00

### Fire Drills

Use the exit designated on the fire drill card posted in the room you are in when the fire horn sounds. The goal of any fire drill is to get out of school rapidly and safely.

1. Walk rapidly at all times. NEVER RUN.
2. Open and use all doors at the exits.
3. Walk away from the building and move to the sidewalk area.
4. Do not talk when going out or when returning back into the building.

In a fire drill, teachers will make sure every student is out of the room, lights turned off and the room door is closed. Silence must be maintained in a fire drill so that any verbal direction that may be necessary, can be heard.

### **Tornado Warnings**

Teachers have been given information to send their class to an assigned shelter area. Students should proceed to the shelter area in an orderly manner and once in the area they are to remain until released. Once in the assigned area students are to follow the teachers' instructions. Students are to remain quiet so they are able to hear all information given.

### **Student Information Directory [See School Policy 347](#) [See School Policy 347.1](#)**

Information such as the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized 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 previously attended by the student shall be considered public information and may be released appropriate persons and media, unless parent or adult students refuse the release, in writing, of their own initiation. See complete Brillion High School Policy located at the end of this document.

### **Student Recruiting Information**

High schools shall provide, upon a request by military recruiters or an institution of higher education, access to high school student names, addresses, and telephone listings, referred to as directory data under s.118.125, Wis. Stat. A high school student or the parent of the student may request that this information not be released without written parental consent.

In essence, if a military recruiter asks for the names, addresses, and telephone listing of high school students, that information must be provided by the school officials except in the following circumstances:

- The school is a private school and maintains a religious objection to service in the armed forces that is verifiable through information or materials of the school.
- The school has afforded parents the opportunity to opt out of providing this information to third parties, and the parents opted out.

If any parent would like to opt out of this state requirement, contact the high school guidance office at 920-756-9238.

### **Student Driven Vehicles**

School buses are provided for rural student transportation. All student driven vehicles are required to be parked within the lined spaces in the back parking lot. Vehicles that are parked illegally may be towed away at the owner's expense. Students are not to be in or on any vehicle during the school day, including the noon hour.

The guidelines are as follows:

1. Student driven vehicles must be parked in the student parking lot behind the school.
2. Students are allowed to park in the athletic parking lot after 3:00 and on weekends.
3. Students authorized to use their car during the school day or arrive after 8:30 am are allowed to park in the north lot.
4. The speed limit in and out of the parking lot is 15 miles per hour.
5. Students will not be authorized to loan their vehicles to other students.
6. All student vehicles are to be kept locked during the day.
7. Students are not authorized to be in their vehicles during the school day.
8. All vehicles parked on school property are subject to search by school officials or by law enforcement officials at the direction of school officials.

### **Community Service Recognition**

At Brillion High School, we want to recognize the effort of our students in the community. This will be done through our community service recognition at the graduation ceremony. Students who complete 80 hours of service before May 1 of their senior year will be recognized. Below are the criteria for completion:

- The hours are counted from their first day of school as a freshman to May 1 of their senior year.
- A year is considered May 2nd of the previous year through May 1st of the current year.
- You may not receive any academic credit for your hours served.
- Club participation on it's own does not qualify for community service. Many clubs and extracurricular activities do service projects that would count.
- A maximum of 40 of the hours may be earned during the school day.
- The maximum number of hours allowed to earn in a day is 8 hours.
- Hours in which you are paid are not included as a community service.

### **Lost and Found**

The lost and found box is kept in the office for your convenience. Each student should learn to take care of his or her property. Most property reported stolen has been lost through negligence on the part of the owner. In order to reduce the loss of property due to carelessness and theft, each student is requested to comply with the following regulations:

1. Keep a careful record of the numbers placed on all textbooks and equipment issued to you. Make sure you sign your name in ink on the student registration slip found on the inside front cover of each text or workbook.
2. Avoid suspension by refusing to borrow or use anything, which belongs to another person without first obtaining permission.
3. Mark your personal property for later identification if lost or stolen, e.g. name inside athletic shoes, or on calculators, etc.
4. You are asked to take all lost articles that you find to the office without delay.

### **General Student Conduct Expectations**

- Gambling of all types is prohibited
- Listening to music with or without earphones is not permitted during instructional time.
- Public displays of affection, beyond holding hands and undue familiarity are not in good taste and will not be allowed.
- Sunglasses and coats are not to be worn in class
- Skateboards and rollerblades are not allowed in school
- Defacing school property or vandalism will not be tolerated. The cost of any vandalism will be assessed to the student plus appropriate disciplinary action. No gang graffiti, dress, or activity.

### **Study Hall Procedures**

1. Students are to be assigned to specific seats
2. Attendance will be taken by the teacher
3. Students not making use of their study hall time may be removed from the library
4. Students signing out to another room must have a pre-signed pass from that teacher. Students should get an admit slip from that teacher if they are tardy reporting to study hall.

### **LMC (Library Media Center)**

Library Media Center (LMC) correctly names the library because of the various types of materials available for student use. Students are always welcome in the LMC as long as appropriate etiquette is observed. All magazines, newspapers, audiovisual materials, and books are for student use. Students are to follow the guidelines listed below when using the LMC.

1. The LMC is a quiet place. Students should not plan lengthy conferences.
2. All materials must be checked out by the librarian or supervising teacher.  
Ask for assistance, if necessary.
3. Most books may be kept for two weeks and renewed if there is not a waiting list.
4. The regulations on reserve books may vary. Be sure when you check out materials that you understand when it must be returned.
5. Books and magazines must be kept clean and handled carefully.
6. Lost or damaged items will be charged to the person who checked them out.
7. Students are expected to use the LMC materials while present.

### **Activity Calendar**

All athletic contests, assembly programs and other special extracurricular activities will be entered on the official school calendar. All requests for placement on this calendar will be made through the high school office. It is important that all proposed activities be cleared on the school calendar before definite plans are undertaken. Activities already scheduled on the calendar will have priority over all other proposed activities. A sign up for use of the auditorium will be maintained in the high school principal's office. Scheduling of the gym activities will be done through the athletic director. This includes all gyms on the elementary/middle school site as well as the high school. You can view our various calendars on the Brillion Public Schools website - [www.brillionsd.org](http://www.brillionsd.org) . Click on "Calendars" and then you can proceed to the various calendars.

### **Dances**

Dances are special events that occur periodically throughout the year. No dances will be allowed when school will be in session the following day. The following rules and regulations govern dances:

- Students may bring a guest to the dance who is not enrolled in our school if a guest pass is completed by the guest's school and turned in by the deadline before the dance.
- All guests must be current high school students, or no more than 1 year past their high school graduation.
- Any student leaving the dance is not permitted to return.
- Proper dress and conduct are expected. All school rules and expectations apply at dances, regardless of whether they are held at the school or off-site.
- Cleaning up after the dance will be the responsibility of the sponsoring group.

### **Assembly Programs**

There will be periodic assembly programs held throughout the school year. Rules of common courtesy will be adhered to for all those who wish to attend the assembly.

### **Extracurricular Programs See School Policy 453.5**

The student interscholastic/extracurricular programs at Brillion High School are meant to be the normal extension of the total educational experience. We feel strongly that student activity programs, properly operated, provide experience in daily human relations which cannot be found in any other educational content. We strongly encourage students to be active and participate in at least one extracurricular activity.

#### **Athletic Teams**

##### Boys

Baseball  
Basketball  
Cross Country  
Football  
Golf  
Hockey (Co-op)  
Swimming (Co-op)  
Track  
Wrestling

##### Girls

Basketball  
Cross Country  
Hockey (Co-op)  
Poms  
Softball  
Swimming (Co-op)  
Track  
Volleyball

#### **Clubs and Organizations**

Art Club  
Big Brother/Big Sister  
Chamber Choir  
Drama Club  
FBLA  
FCCLA  
FFA  
Flags  
Forensics  
High Mileage Vehicle  
The Menagerie

Jazz Band  
National Honor Society  
Pep Club  
Project Unify  
Science Club  
Spanish Club  
Sting Cancer  
Student Council  
Varsity Club

#### **A Real Brillion Fan Is Someone Who:**

- Attempts to know the rules of the game
- Recognizes and appreciates the performance and efforts of the coaches and all the players
- Maintains appropriate behavior at all times
- Supports the team win or lose
- Shows respect for the officials
- Refrains from bleacher stomping

### **Filing A Complaint**

1. Ask for a copy of the school district's complaint (or grievance) procedure used to file complaints under s.118.13, Wis. Stat., and PI9, Wis. Admin. Code.
2. Follow exactly what the complaint procedure says. There may be several steps to follow. You must file your complaint in writing to meet the requirements of the law. Complaints should be submitted to Dominic Madison, District Administrator, 315 S. Main Street, Brillion, WI 54110 (920-756-2668).
3. The district must let you know within 45 days or less that it has received your written complaint.
4. The district has a total of 90 days from the date you file your written complaint to respond to your concerns (unless you agree to an extension).
5. Review the final response you get from the school board. If you do not accept the board's negative decision, you have 30 days to file a written appeal with the Department of Public Instruction.

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

·*Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

·*Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Brillion School District has developed and adopted policy, #347 Student Records, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Brillion School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Brillion School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## **Meningococcal Disease: Protect Your Child**

Public health authorities recommend that teenagers and college-bound students be immunized against a potentially fatal bacterial infection called meningococcal disease, a type of meningitis.

Meningococcal disease is a rare but potentially fatal bacterial infection that can cause severe swelling of the brain and spinal cord (meningitis) or a serious blood infection (meningococemia). Meningococcal disease strikes up to 3,000 Americans each year; nearly 30 percent of these cases are among teenagers and college students.

Up to 83 percent of all cases among teens and college students may potentially be prevented through immunization, the most effective way to prevent this disease. A meningococcal vaccine is available that protects against four out of five strains of bacterium that cause meningococcal disease in the U.S.

The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommends that all 11-12 years olds should be vaccinated with meningococcal conjugate vaccine (MCV4). A booster shot is recommended for teens at age 16 to continue providing protection when their risk for meningococcal disease is highest. Teens who received MCV4 for the first time at age 13 through 15 years will need a one-time booster dose at 16 through 18 years of age. If a teenager missed getting the vaccine altogether, they should ask the doctor about getting it now, especially if they are about to move into a college dorm or military barracks.

### **About Meningococcal Disease**

Meningococcal disease is often misdiagnosed as something less serious because early symptoms are similar to common viral illnesses. Symptoms of meningococcal disease may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash.

Teenagers and college students are at increased risk for meningococcal disease compared to the general population, accounting for nearly 30 percent of all U.S. cases every year. Meningococcal disease can be misdiagnosed as something less serious because early symptoms such as high fever, severe headache, nausea, vomiting and stiff neck, are similar to those of common viral illnesses. The disease can progress rapidly and can cause death or permanent disability within 48 hours of initial symptoms.

Meningococcal disease is spread through direct contact with respiratory and/or oral secretions from infected persons (for example, kissing or sharing drinking containers). It can develop quickly throughout the body, so early diagnosis and treatment are very important. Even with immediate treatment, the disease can kill an otherwise healthy young person within hours of first symptoms. Of those who survive, up to 20 percent may endure permanent disabilities, including brain damage, deafness and limb amputations.

Lifestyle factors common among teenagers, college students and military personnel are believed to put them at increased risk of contracting meningococcal disease. These lifestyle factors include crowded living situations (for example, dormitories, sleep-away camps), active or passive smoking and irregular sleeping habits. Teens should avoid sharing eating utensils and drinking out of the same container, since infections may spread through this type of close contact.

To learn more about meningococcal disease, vaccine information, and public health resources visit the following web sites.

Center for Disease Control and Prevention meningococcal meningitis information

- General information regarding [meningitis disease](#)
- [Meningitis Fact Sheet](#)
- [American Committee of Immunization Practice Recommendations for Prevention and Control of Meningitis](#) (201  
[Updated Recommendations for Use of Meningococcal Conjugate Vaccines](#) (2010)  
National Association of School Nurses – [Voices of Meningitis](#)

A list of local [Wisconsin public health departments and contact information](#)

- [Meningitis Foundation of America](#)
- [National Meningitis Association](#)
- [American Academy of Family Physicians](#)
- [American Academy of Pediatrics](#)
- [American Academy of Pediatrics](#)