



Welcome to [Hayward High School](#). Here at HHS we pride ourselves on the continuous commitment to ensuring a safe environment and the best education for all students.

We welcome our new students and staff to a new year here at Hayward High School. Mr. Dan VanderVelden-Principal, Mr. Doug Stark-Assistant Principal and Ms. Pam Huston-Activities Director/Assistant Principal, will be working very hard to create an academic and enthusiastic environment.

One way to help communicate to all students, parents and staff members is to make available services like our [Hayward Community Schools Calendar](#) and our [Hayward High School](#) website. You may also be interested in visiting our counselors, Mrs. Eckes or Mr. Morgan, to schedule appointments to discuss students' schedules, progress, or future educational plans. Teachers maintain information regarding specific classes at [Meet The Staff](#).

Please utilize these services for keeping informed of all events and activities your student may be involved in throughout the year.

Our district motto is **“Win the Day!”** Our efforts with the entire educational community will focus on winning the day, every day, to ensure a positive and successful educational experience for all students at Hayward High School.

The following is the 2017-2018 Student/Parent Handbook. Please take the time to read and understand what is written. Students are responsible for the expectations included within the handbook. **Not reading the material is not an excuse for not meeting the expectations within the handbook.** Start the year off right, **“Win the Day!”** Read the handbook!

Hayward High School Student/Parent Handbook

Hayward Community Schools Mission Statement

ACHIEVE

Core Values-Building a World of Good

Respect

To value self, others, property, and diversity

Responsibility

To be accountable for your actions towards oneself, others, and community

Honesty

To consistently seek and speak the truth

Compassion

To show care and kindness for others

Fairness

Treating people equally and making decisions without favoritism or prejudice

Citizenship

Becoming a productive and contributing member of society

School Song

All Hail to thee our staunch old Hayward High
The grandest school, and here's the reason why -
Our team fights hard and fair to win the game
To keep our banners high, with fighting spirit "do-or-die"
That makes our school stand for the best
With true and noble hearts we'll stand the test
And cheer the school that brings our success, our success
HAYWARD, HAYWARD HIGH!

The words of the Hayward High School Song were composed by Mr. Merrill Mohr, Music Director, during the school year 1937-38; the music is "The Washington and Lee Swing."

School Personnel Phone (715) 634-2619

High School Administration (Ext. 9501)

Dan VanderVelden- Principal (Ext 9500)
Doug Stark Assistant- Principal (Ext. 9504)
Pam Huston Activities- Director (Ext. 9505)

High School Guidance (Ext. 9502)

Brett Morgan-Counselor Students A-K (Ext. 9509)
Kylah Eckes-Counselor Students L-Z (Ext. 9512)
Belinda Stevens-School Psychologist (Ext. 9030)

High School Office Personnel

Susan Quandt-Administrative Assistant (Ext. 9503)
Janyce Freund-Administrative Assistant (Ext. 9501)
Lacie O'Brien-Guidance & Athletic Administrative Assistant (Ext. 9502)

Board of Education

Linda Plante-President
Greg Neff-Vice President
Lynelle Swenson-Clerk
Dr. Harry Malcolm-Treasurer
Stacey Hessel, Jim Ahrens, Derek Hand-Members

District Administration (Ext. 9001)

Craig Olson-Superintendent of Schools (Ext 9000)
Jeanne Stahl-Business Manager (Ext. 9004)
Carol Lynn Wheelock-Mashlan-Director of Pupil Services (Ext. 9010)
Paul Anderson-Coordinator of Technology Infrastructure (Ext. 9702)
Janelle Disher-Coordinator of Technology Integration (Ext. 9701)

District Coordinators

Mimi Dahlby-Gifted & Talented Coordinator (Ext. 9034)

Other Staff

Harry Rasmussen-At Risk Teacher (Ext. 9585)
Kim Lambert -Home/School Coordinator (Ext. 9508)
Brett Bond-Head Custodian (Ext. 9562)
Jessica Galde-School Nurse (Ext. 9036)
Joanne Hyatt-School Lunch (Ext. 9560)
Officer Wes Peters-District School Resource Officer (Ext. 9510)

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Attendance

COMPULSORY SCHOOL ATTENDANCE

Regular attendance at school is required by Wisconsin State Law but is also the key in the development of the child. Regular attendance at school has shown to improve academic growth, knowledge, confidence, friendship and self-reliance.

We ask that when a student is absent from school that a parent/guardian call the school office at 634-2619, ext. 9501 before 8:30 a.m. and inform the school of the student's name, grade and the reason for his/her absence, or the student must report to the office with a written excuse signed by his/her parent or guardian indicating the date(s) and reason for the absence or tardiness. Students are expected to submit an excuse on the day they return. Compulsory school attendance is covered by State Statute 118.15 which states that any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age, unless the child is excused under sub. (3) or has graduated from high school.

EXCUSED ABSENCE/TARDY

An absence or tardy which parents are aware of and which school officials judge to have occurred because of an appropriate reason, include, but are not limited to:

1. Illness or injury
2. Medical or dental appointments
3. Death in the family; subsequent funeral
4. Marriage in the immediate family
5. Participation in a school-sponsored event
6. No bus transportation, unless due to loss of riding privileges or missing the bus
7. Local extreme weather conditions
8. Religious meeting or church attendance
9. Court attendance or court-imposed consequences
10. Family emergency: Parents need to call the school office each day the student is

needed at home and explain the emergency. If the student knows in advance of the situation, the student should complete a pre-arranged absence form.

LIMIT OF 10 DAYS EXCUSED ABSENCES

The district requests the parent/guardian to obtain a written statement from a physician or licensed practitioner attesting to the specific dates, and physical or mental condition of the student after the student has been absent all or part of ten (10) days (non-prearranged), during the school year, or all or part of four (4) consecutive days due to illness. Such excuses will be made in writing and shall state the period of time for which the absence is valid. If this written statement is not provided, then the absence will be unexcused (Policy #116).

TRUANCY

Any absence, for part or all of one or more days, from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, the pupil will be considered to be truant from school and subject to the consequences of a truant. Compulsory School Attendance State Statute 118.15.

HABITUAL TRUANCY

A student is considered by law to be a habitual truant when he/she has been absent from school without an acceptable excuse for part or all of five (5) days on which school is held during a school semester.

Truancy/Unexcused Absences

An unexcused absence is defined as an absence, which school officials judge to have occurred because of inappropriate reasons, or simply any unauthorized absence from school regardless of parent/guardian approval. These include but are not limited to:

- a. Student leaving class/campus without permission.
- b. Shopping trips, beauty appointments, haircuts, music concerts etc.
- c. Transportation problems such as missing the bus, if operating on schedule, or a car breakdown.
- d. Attendance at school sponsored events during the school day unless participating (example track meets, baseball games, etc.)
- e. Errands
- f. Students reporting late to class 15 minutes or more without an excused pass.
- g. Truancy

Consequences

Consequences for Unexcused Absences/Truancy/Habitual Truancy

1. First Unexcused Absence
 - a. Principal/Assistant principal-student conference
 - b. Parent/guardian contact (phone call)
2. Second Unexcused Absence
 - a. Principal/Assistant principal-student conference

- b. Parent/guardian contact (letter of concern)
- c. Lunch Detention

3. Third and Fourth Unexcused Absence

- a. Principal/Assistant principal-student conference
- b. Parent/guardian contact with a truancy referral
- c. Truancy Officer referral
- d. Begin the Sawyer County Human Services truancy referral process
- e. Loss of hall pass privileges and lunch detention

4. Fifth Unexcused Absence/Habitual Truancy

- a. All consequences and intervention for previous unexcused absences will be reviewed.
- b. Conduct truancy meeting with the student, parent, assistant principal, truancy officer and counselor
- c. Referral to appropriate agencies/services
- d. Truancy Citation and Truancy Court appearance

*Additional unexcused absences will be dealt with on an individual basis using appropriate personnel input and will include the Truancy Court referral process. Also, appropriate letters will be sent home from the school, as unexcused absences occur to notify the parent/guardian of the problem and consequences.

AGE OF MAJORITY

All students at Hayward High School must follow school rules. Students who have reached their 18th birthday are permitted to originate their own excuse for absence only if they are not living with their parents/guardians, and an age of majority contract is completed, submitted to the high school office and accepted by an administrator. The student is still bound by the same set of acceptable reasons as listed in the school attendance policy.

Excused and Unexcused Absences for Adult Students

- a. Adult students who are not living with their parents, and these excuses must be on our excused absence list.
- b. When an adult student has **two** unexcused absences, a meeting will be held with the administration.
- c. Adult students who have chronic tardiness, or attendance problems, may lose their privilege of excusing themselves from school, and may be subject to detention, ALAC and suspension.
- d. Adult students must have an office pass to leave campus during the school day.

HAYWARD EDUCATIONAL LEARNING PERIOD (H.E.L.P.) & Cane Career Advisement (C.C.A.)Period

HELP and Cane Career Advisement is a 30 minute homeroom period (see daily schedule) designed to help students succeed academically and socially in school and home.

The HELP and Cane Career Advisement period allows time for Academic and Career Planning (ACP), individualized help, academic tutoring, Special Education services, relationship building with students and staff, and countless opportunities to allow students and staff to interact on a positive and productive basis.

HELP/C.C.A. Schedule

Period 1 8:15 - 9:45 (Extra 5 minutes for announcements)

HELP/C.C.A. 9:50 - 10:20

Period 2 10:25 - 11:55

A Lunch

Lunch.....11:55 - 12:25

Class.....12:30 - 2:00

B Lunch

Class.....12:00 - 12:45

Lunch.....12:45 - 1:15

Class.....1:20 - 2:00

Period 4 2:05 – 3:30

COMPLETION OF ASSIGNMENTS

Students are required to complete all assignments satisfactorily based on the teacher's expectations and standards. All absences, both excused and unexcused, including suspensions, may result in missing class assignments. It is the responsibility of all students who are absent, for any reason; to secure a list of all missed assignments from all teachers.

Excused students will be allowed one school day more than the number of days missed for the completion of all assignments. For example: A student who misses five consecutive days of school would be allowed six school days to complete his assignments. It is the responsibility of the student to complete all make-up assignments within the required time lines. At the end of this time line, a zero may be recorded for any assignments that have not been completed. If a student does not make up an assignment within the required time lines, the student may be allowed (at the discretion of the teacher and administration) to attend after school tutoring or ALAC to complete the work and receive credit. The principal and assistant principal has the discretion to extend make up work time lines in cases of long-term illness, family crisis, or other extenuating circumstances.

PRE-ARRANGED ABSENCES

A pre-arranged form must be completed, signed (by both parent and student) and submitted to the office prior to the absence. It will be the responsibility of the student to pick up a pre-arranged form in the office. Unless the form is fully completed and returned to the office, the absence will not be recorded as pre-arranged. In cases where absences have been pre-arranged or when the teacher has provided prior notice of due date, assignments must be submitted in accordance with the time lines indicated by the teacher. At the end of agreed timeline, a zero may be recorded for any assignments that have not been completed.

HALL PASSES

Students are not permitted in the halls or restrooms during class periods without a pass. Students are to bring all necessary materials for classes and study periods. All passes must be shown to school personnel when requested.

HALLWAY PASS PRIVILEGE PROCEDURE

Hall passes written by the school personnel will be used by the students of Hayward High School to travel from one location in the school to others. Being allowed a pass to leave the classroom is a privilege, and students earn this privilege by following school rules.

Students and staff when using the Hallway Pass Privilege will use the following procedures.

1. A pass may be issued at the discretion of the staff member.
2. Students who fail to follow school rules will be denied a pass privilege.

NOTE: Students who have their pass privileges revoked have their names posted on a NO PASS LIST. Students on the “no pass list” should not be in the hallway by themselves at any time during classes.

HOMEWORK REQUESTS

Parents may contact the high school office to request homework for absences due to illness. However, best practice would be emailing individual teachers to request homework assignments.

TARDINESS

Each student has the responsibility to report to school and scheduled classes on time. A bell indicates the beginning of each class period. Students are required to be in their assigned classroom when the bell rings. If the student has been detained by a staff member or has been in the office, he/she should ask for a late pass before going to the next class.

1st Block Tardy Procedures

(1) Report to office for tardy pass

- (a) 1st tardy- warning and sent to class
- (b) 2nd tardy- lunch detention
- (c) 3rd tardy- no hall passes
- (d) 4th tardy- ALAC until 2nd block
- (e) 5th tardy- ½ day ALAC, level 2 discipline referral, meeting with parents and possibly Mr. Olson, superintendent.

(2) Second Semester- student tardies may be cleared and process begins again at 1st level

(3) Office will keep track of 1st block tardies. Teacher MUST send 1st block tardy students to the office.

2nd, 3rd, 4th Block plus HELP Tardy Procedures

Unexcused tardies will be handled by the following procedures:

Step 1. First tardy, students will receive a verbal warning from the teacher that for the next tardy they will receive a detention.

Step 2. Second Tardy, students will receive a teacher assigned half hour detention.

Step 3. Third Tardy, students will receive a teacher assigned half hour detention.

Step 4. Fourth Tardy, student will be sent to the office with a written discipline referral.

Step 5. Five or more Tardies, students will receive a level two discipline referral.

Consequences may include but are not limited to detentions, ALAC placement and a referral to law enforcement for truancy.

Chronic and/or persistent tardiness will cause the student to be considered as blatantly refusing to follow school rules. The disciplinary consequences will be enacted according to the District Discipline Policy.

CLOSED CAMPUS

No student is permitted to leave the campus without first receiving permission from school authorities. It is mandatory for each student to present either a written excuse or have a telephone call from his/her parents stating the reason for wishing to leave. The student will be issued a pass granting permission to leave the campus. This regulation is in effect during school hours from the time the student first arrives on school premises through dismissal. Students who leave campus without approval from school authorities will be considered unexcused / truant. Students who violate this regulation are subject to disciplinary action.

OPEN CAMPUS

Leaving campus for lunch during the school day is a privilege for only **Juniors and Seniors. This privilege may be revoked by administration at any time if student is not in good standing.** Tardies, unexcused absences, "F's" discipline referrals are all criteria used to determine good standing status. Students must have a parent/guardian consent form in the high school office that gives permission to leave during his/her lunch period, ride with another student, or take passengers in his/her vehicle.

WORK PASSES, WORK PERMIT, WORK EXPERIENCE

Minors may not be employed during the hours they are required to attend school as defined in section 118.15 (Compulsory School Attendance) of the Wisconsin Statutes.

DETENTION

Detention is a penalty for violating school regulations. Detentions will be assigned by staff members where the individual case warrants. All detentions will be served during lunch in the ALAC room.

1. The detention must be served on the assigned date. Students who are late for detention will serve their detention and receive an additional detention.

2. Students who are absent on the day of an assigned detention must serve it on

the day they return to school.

3. Students must serve the detention before participating in any co-curricular activities.

4. Students will follow this procedure when assigned a detention:

a. Sign the detention slip when issued the detention. This is required so the student has a record of the detention time and date. Students who refuse to sign a detention slip are responsible to serve the detention on the assigned date. Students will be given a copy of the detention slip.

b. Students who refuse to serve a detention will receive a disciplinary referral for insubordination, and disciplinary consequences, to include, but not limited to placement in the Alternative Learning Academic Center or an out of school suspension.

WITHDRAWAL FROM SCHOOL

Wisconsin Statute 118.15 of the Wisconsin Compulsory School Attendance Law requires that individuals must attend school or some approved educational program until the end of the school term, quarter, or semester of the school year in which the individual becomes 18 years of age.

The following procedure must be used:

1. Secure a withdrawal form from the high school office.
2. Return books to each teacher and secure his/her signature on the withdrawal form.
3. Return books to the library and secure the librarian's signature.
4. Remove personal belongings from P.E. locker, get signature from a P.E. teacher.
5. Clean out locker.
6. Return Crome Book, bag and cord to IT specialist.
7. Return completed withdrawal form to office.
8. Final withdrawal will be acknowledged by the principal and records forwarded to the new school when these procedures are completed and all financial obligations paid.

School Regulations

DISTRICT DISCIPLINE POLICY

Sound disciplinary measures shall be maintained at Hayward High School. A positive approach in the disciplinary measures shall be used taking into account the dignity of the student, respect for school personnel and school rules and the need for positive motivation of students.

This policy is in effect for all students during school, at any time students are under supervision of school personnel, and during school approved activities. When appropriate, and/or required by law, a referral will be made to Law Enforcement. All referrals are cumulative on a semester wide basis. Students will also be under the co-curricular code where applicable.

I. Level One offenses / first three discipline referrals

Level One offenses include, but are not limited to:

- a. Profanity
- b. Academic dishonesty
- c. Chronic tardiness to school or class
- d. Unexcused absence to class or school (truancy)
- e. Failure to follow school rules
- f. Behavior that stops the class from functioning
- g. Violation of the internet/intranet technology use agreement.

Consequences include but are not limited to: reprimand, detention, ALAC, out of school suspension, and/or a referral to law enforcement for possible citation.

II. Level Two offenses / fourth, fifth and sixth discipline referrals

Level Two offenses include, but are not limited to:

- a. Habitual truancy
- b. Habitual tardiness of five or more tardies to class or school
- c. Profanity directed toward school personnel
- d. Threats, intimidation, harassment, fighting, and/or physical violence
- e. Instigating, inciting or encouraging threats, intimidations, harassment, fighting and/or physical violence
- f. Tobacco, e-cigarettes/vapor cigarettes use/possession or possession of drug paraphernalia
- g. Possession of dangerous items to include but not limited to: (laser lights, knives, explosives, military devices, or other weapons)
- h. Theft or physical destruction of property (in addition the student will make restitution)
- i. Repeated failure and/or neglect to follow rules.

Consequences include but are not limited to suspension out of school up to five (5) consecutive days, and may include a pre-expulsion conference with the appropriate school representatives, and/or a referral to law enforcement for citation or other legal action.

III. Level Three offenses / seventh discipline referral

Level Three offenses include, but are not limited to:

- a. Possession of firearms or dangerous items
- b. Use of an object as a weapon, or using an object as a weapon to convey a threat or to intimidate a person
- c. Possession/use/distribution of illegal or illicit drugs including alcohol
- d. Repeated failure and or neglect to follow school rules
- e. Bomb threats
- f. Endangering the property, health, or safety of others including threats, intimidation, harassment and/or physical violence/fighting

Consequences include, but are not limited to, immediate suspension out of school for up to

fifteen (15) days followed by a hearing to consider expulsion from the Hayward Community School District, and/or a referral to law enforcement for citation or other legal action.

As part of the zero tolerance policy, the board of education will not tolerate:

- 1. Possession, use, or distribution of illegal or illicit drugs, including alcohol;**
- 2. Possession, use or display of weapons;-INCUDING POCKET KNIVES**
- 3. Bomb threats, possession of explosives or firearms;**
- 4. Endangering the property, health or safety of others including acts of violence, or threats of violence.**

BUS DISCIPLINE PROCEDURES

These bus rules, along with a seating chart, **MUST** be posted in every bus so they are clearly visible to all riders:

RULES: (to be posted in every bus):

1. Rider must be seated in assigned seat.
2. Follow directions issued by the bus driver.
3. Keep hands, feet and all other objects to yourself.
4. No student will participate in any action or activity that endangers the health, safety or welfare of any rider on the bus.

DISCIPLINE PROCEDURE:

First Offense/Slip: Warning/conference with student; copy of report sent to parent.

Second Offense/Slip: 1-3 day suspension of riding privileges; phone call to parent; copy of report sent to parent.

Third Offense/Slip: 3-day riding suspension, mandatory conference with parent, school official, driver and student.

Fourth Offense/Slip: 3-day riding suspension; pre-expulsion conference/report sent to parent (conference may result in the decision to expel the student from the bus at this step.)

Fifth Offense/Slip: 3-day riding suspension with extension, pending notice of bus expulsion hearing, per s.s. 120.13(l).

Severe Clause: In cases involving serious misconduct, the student involved may be suspended or expelled from bus riding privileges in accordance with the due process procedure outlined in Wis. Stats. 120.13(l) without the necessity of following the policies set forth in steps 1 through 5 above.

Conduct causing the implementation of this severe clause could include, but is not limited to, the following:

1. Fighting.
2. Possession/display or use of weapons.
3. Destruction of property.
4. Use and/or possession of alcohol, tobacco or other illegal substance.

5. Gross insubordination.
6. Use of profanity toward the bus driver.

NOTE: Wisconsin Law 118.15 requires that a student attend school regularly during the full period and hours of a normal day. **A bus riding suspension does not eliminate a student's obligation to attend school.** The parent/guardian will be responsible for the student's transportation both to and from school during the riding suspension.

BUS RIDERS: Out-of-Town Activities

Riding the bus to out-of-town activities is considered a privilege and all the school regulations will be observed. Students may secure a place on the bus by signing up in the high school office and paying the fees for transportation and game ticket by 4:00 p.m. the day before the activity. Students riding the bus to out-of-town activities are to abide by all school rules. Violations will be handled in accordance with the District Discipline Policy.

STUDENTS REMOVED FROM CLASS

Students who are removed from class for disciplinary/disruption reasons must follow the instructions from the teacher and report immediately to the office. Teachers are to call and inform the office of the student's removal and report the infraction. Students will receive further instructions on what to do for the remainder of the block. **Teachers are required to contact a parent/guardian within 24 hours to notify them of the reason for removal from class.**

ALCOHOL AND/OR OTHER CONTROLLED SUBSTANCES

The Hayward Community School District believes students have the right to attend school in an environment that is free from alcohol and controlled substances. These substances interfere with the learning environment of students and the performance of students and employees. Hayward Community Schools will establish a comprehensive Alcohol and Other Drug Abuse Program, which includes education, student assistance, staff development, family support, and youth oriented activities.

The following actions are prohibited by students in or on school property, in a district owned or contracted vehicle or at school-sponsored activities:

- 1) the use, possession, dispensing, distribution, manufacturing, transfer, or sale of controlled substances and alcohol or drug paraphernalia, including VAPES, E-Cigs, etc.
- 2) being under the influence of alcohol or controlled substances.
- 3) the possession, distribution, or sale of look-alike or counterfeit drugs and/or controlled substances.
- 4) the distribution or sale of prescription or over-the-counter drugs.

Parents/guardians and students will be informed of the established standards of conduct related to alcohol and controlled substances. Failure to abide by this policy will result in

disciplinary action up to and including suspension or expulsion from school. Such disciplinary action shall be done in accordance with state law and established procedures. Violation of this policy will result in referral to law enforcement officials for prosecution under specific local, state, or federal laws. (Policy #443.4)

The District shall assist students, parents/guardians and staff to be aware of procedures and programs that exist to deal with the problems associated directly or indirectly with controlled substance and alcohol use and abuse.

ALTERNATIVE LEARNING ACADEMIC CENTER (A.L.A.C.)

The A.L.A.C. room is a supervised room with time-out areas used by the administration as an alternative placement and an alternative to out of school suspension. The A.L.A.C. program will provide students with another opportunity to change their behavior and continue their attendance at school.

ACADEMIC HONESTY / INTEGRITY

Fundamental to the principle of independent learning are the requirements of honesty and integrity in the performance of academic assignments, both in the classroom and outside. In an effective educational program, each student must accept the responsibility for his/her own education. When one attends Hayward High School, one is required to accept this responsibility with the understanding that one who submits work which is not his/her own violates this requirement and forfeits the opportunity to receive credit for that work.

A number of actions are specifically prohibited by this section. These focus on plagiarism and on academic dishonesty in the taking of examinations, the writing of papers, the completion of daily assignments, and the use of the same work in more than one course.

This list of examples covers the more common violations, but it is not intended to be exhaustive.

1. Examinations: Any student giving or receiving assistance during an examination or quiz violates this section.

2. Plagiarism: Any form for plagiarism violates the Academic Honesty Principle. Plagiarism is defined as the submission or presentation of work, in any form, that is not a student's own, without acknowledgment of the source.

3. Use of the same work in more than one course: Submission of the same work in more than one course without the prior approval of all teachers responsible for the courses violates the Academic Honesty Principle.

4. Electronic transmission of documents, information, or answers to students will be considered academic dishonesty.

Consequences may include but are not limited to:

First Violation- written referral, loss of points, zero on the assignment/test, additional assignment, detention/ALAC placement, athletic code violation.

Second Violation- written referral, zero on the assignment/test, ALAC placement, removal from class with an F in the class, athletic code violation.

CONFLICT RESOLUTION

Students who have conflicts with other students must make an attempt to resolve these issues by seeking out an adult in the building. Consequences for students who threaten, harass, intimidate, or fight will be handled in accordance with the District Discipline Policy.

COMPLAINTS/CONCERNS

Students who have complaints or concerns should come to the office and see an administrator to discuss their concerns/issue.

CONDUCT AND PARTICIPATION AT HOME OR AWAY CO-CURRICULAR EVENTS

Students attending co-curricular events or any school-sponsored activity are to abide by all school rules. Violations will be handled as if the incident occurred during school in accordance with the District Discipline Policy.

Attendance at co-curricular events is a privilege. Spectators will conduct themselves appropriately in an educational setting and display good sportsmanship and respect for all. Inappropriate behavior will result in removal from the venue.

First Offense: Suspended from attending the next three (3) home athletic contest dates. Multiple contests on the same date are considered to be one date.

Second Offense: Suspended from attending the next six (6) home athletic contest dates. Multiple contests on the same date are considered to be one date.

Third Offense: Suspended from attending all co-curricular events (athletic contests, dances, performances) for the remainder of the school year.

Attendance at away games during the suspension is not allowed and is not counted toward the dates of suspension. Violation of this rule will result in an additional three (3) home dates of suspension and additional referral.

Severe Clause: The Administration reserves the right to exceed the above steps and consequences on an individual basis for conduct of such serious nature as to affect the operation and function of the school system or any of its co-curricular programs.

PARTICIPATION AT CO-CURRICULAR EVENTS

Participating in a school event as a spectator, athlete, competitor or volunteer requires that a student be in good standing. Students who violate school rules can be excluded from co-curricular activity participation. The school administration has the authority to exclude any student who is in violation of school rules from attending or participating at school events.

CRIMES - BOMB SCARES

Any student who intentionally conveys or causes to be conveyed any threat or false information, knowing such to be false, concerning an attempt to destroy any property by the means of explosives, will be cited at a Level III referral and prosecuted under Wisconsin Statute 941.015.

CRIMES - LASER POINTERS

Under Wisconsin Act 157, no person may intentionally direct a beam of light from a laser

pointer:

- a) For no legitimate purpose at any part of the body or any human being;
- b) In a manner that could reasonably be expected to alarm, intimidate or terrify another person;
- c) In a manner that, under circumstances, tends to disrupt any public or private event or create or provoke a disturbance; or
- d) At any part of the body of a correctional or law enforcement officer without the officer's consent.

THREATS OF VIOLENCE/ILLEGAL ACTS

Students are encouraged to report any threat of violence or other illegal acts on school property. Students may report to school personnel such as teachers, counselors, administrators, coaches, and the school resource officer. Students who report threats of violence or other illegal acts will remain anonymous. These reports will be investigated and taken seriously.

Students are expected to inform the administration immediately when they have knowledge or suspect that a confrontation between or among students may occur. To encourage or allow a violent act to take place creates an unsafe situation in the school and would be considered active participation.

Active Participation in a Violent Act- Offering support to a student who is confrontational, intimidating, harassing, bullying, threatening, or fighting is a violation of school rules. Students who offer assistance or support to another student who is involved in an act of violence are subject to disciplinary consequences to include but not limited to suspension out of school, recommendation for expulsion, and a referral to law enforcement.

Note: More than one student supporting or encouraging a violent act of another student can be gang-like behavior, and will be dealt with by the administration according to the Gang and Gang Related Behavior Policy.

Examples of a student actively participating in a violent act include but are not limited to the following:

- Cheering on a fight
- Encouraging statements
- Physical presence
- Delivering notes or messages
- Spreading rumors, which may start a confrontation
- Acting as a lookout for school officials
- Videotaping

DISORDERLY CONDUCT

City ordinance #208 states that no person shall in a public or private place, engage in

violent, abusive, indecent, profane, boisterous, unreasonably lewd or otherwise disorderly conduct under circumstances in which such conduct tends to cause or provoke a disturbance. Whoever is found guilty of such disorderly conduct under the provisions of this ordinance may be assessed a fine.

DRESS AND PERSONAL APPEARANCE

Students will be required to dress appropriately for school in order to maintain good decorum and a favorable academic atmosphere, both of which require a healthy, safe, decent, non-disruptive, non-offensive and non-distractive environment. Student's dress and personal appearance should reflect sensitivity to and a respect for others.

Staff will direct students to the office if they feel the dress or appearance is inappropriate.

A few rules to note are these:

1. Some type of footwear must be worn.
2. Headgear (examples: hats, caps, scarves, hoods, bandanas) may not be worn in the building. If students wear these items to school, they must remove them immediately upon entering the building and keep them in their lockers.
3. Clothing that displays print or graphics that is offensive in nature may not be worn. Examples of offensive print would include but not be limited to: gang symbols, words, statements or graphics referencing immorality, racism, profanity or other obscenity.
4. Shirts/blouses should have appropriate length/height sleeves that will cover the shoulders and any undergarments.
5. Coats or jackets are not to be worn during the school day. Students will be allowed to carry their bags with school supplies and computers during the day.
6. Students will not be permitted to wear clothing that exposes the midriff or undergarments. When standing, no skin may show at the waistline. Any clothing, which is sexually explicit because it is too tight, too short or too revealing in any way is improper to wear to school.
7. Students will not be permitted to wear or to have chains, metal spikes or studs or any other object, which may be determined to create an unsafe or threatening atmosphere.
8. Students will not be permitted to wear excessively baggy clothing, which in the opinion of the school administration, could be used to conceal dangerous items or illegal substances.

Students who violate this will be subject to, but not limited to, the following actions: conference with school officials and possible exclusion from their classes for the day, parental conference, suspension, and expulsion. Students can be required to wear an acceptable substitute item of clothing at the discretion of the school administration.

Inappropriate items will be confiscated and parents will be required to pick up these items at the end of the school day.

FALSE FIRE ALARMS

Whomever intentionally tampers with or removes, without authorization, any fire extinguisher or gives a false fire alarm by the improper release of the school fire alarm

system may be fined up to \$500 or imprisoned not more than one year in the county jail or both. Wisconsin Statute 941.13.

FINES

Students are responsible for the books, materials, and equipment loaned to them for use. If, in the judgment of school personnel, any such items are misused or abused, a fine will be imposed. The maximum fine will be the replacement cost of the damaged property.

FOOD AND BEVERAGES

Teachers will determine consumption of food and beverages in the classrooms. Food or drink is not allowed in the LMC, any computer labs, or the Distance Learning Lab. District Policy 762 prohibits the consumption of soda/pop during mealtime, which includes breakfast and lunch.

GANG-LIKE ACTIVITIES / BEHAVIOR

Per district policy 447.6, gang-like activities and behavior are prohibited during the school day, on school buses and at all school activities.

1. No gang insignia may be worn, possessed, used, distributed, displayed, carried or sold by any student on school grounds or at school-related activities at any time.
2. Gangs are not permitted to meet or congregate on school premises or at school-related activities at any time.
3. Students shall not use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. soliciting others for membership in any gang,
 - b. requesting any person to pay protection or otherwise intimidating or threatening any person,
 - c. committing any other illegal act or other violation of school district policies,
 - d. inciting other students to act with physical violence upon any other person.
4. Any student known to be a member of a gang will be barred from representing the school as a member of an athletic team or as a participant in extra-curricular activities until the student proves to the satisfaction of the school principal that he/she either is no longer affiliated with a gang or is no longer a gang member.

Students involved in gang-like activities/behavior will receive disciplinary consequences to include but not limited to out of school suspension, pre-expulsion conference, and referral to law enforcement.

HALLWAY CONDUCT

The following rules have been established for orderly hallways in the school:

1. Follow directions of the school staff.
2. Be polite.
 - a. Do not use profanity or obscene gestures.
 - b. Do not put down others.
 - c. Keep hands, feet and objects to oneself.
3. Walk on the right side of the hallway - Do not run.

4. Talk quietly - Do not yell.
5. Keep the hallways and locker area clean - Do not litter.
6. Students are required to have a written pass when they are in the hall during class periods. Passes must be shown to school personnel when requested.
7. Do not assemble in large groups which interferes with others right to pass freely and safely through the hallways.

HARASSMENT AND/OR BULLYING OF STUDENTS

Harassment and/or bullying of students will not be tolerated in the Hayward Community School District, which includes any property or vehicles owned, leased or used by the schools. The School Board considers these actions to be detrimental to the health and safety of students, and disruptive to the educational environment.

Harassment and/or bullying could include acts motivated by, but not limited to, hostility toward the victim's real or perceived sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, gender identity, socio-economic or family status, physical attributes, disability/handicap or any other basis protected by state or federal law. Examples of acts of harassment and/or bullying include physical intimidation, force or assault, humiliation, bigoted epithets, vandalism, extortion, oral or written threats, taunting, put downs, name calling, threatening looks or gestures, false accusations, social isolation, retaliating against another student for reporting harassment or bullying, or any other behavior that substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment.

Any student who believes he/she has been subject to harassment and/or bullying may file a complaint in accordance with established complaint procedures or may complain directly to the building principal or designee, school resource officer, or the District Equity Coordinator.

Students who engage in harassment and/or bullying in violation of this policy and/or retaliating against an individual for reporting harassment and/or bullying shall be subject to school disciplinary measures consistent with District policies and procedures up to and including suspension and/or expulsion.

See complete details in School Policy 411.1

IMMUNIZATION COMPLIANCE

Any student not meeting state-mandated immunization requirements can be excluded from school for up to 10 days. A student entering the Hayward Community School District has a full school year plus 30 days into his/her second year to meet requirements before exclusion would occur. During the first year legal notices are sent out at state-mandated intervals to all parents/guardians of noncompliant students. After 3 notices, if the student is still not compliant with required immunizations, that student's name is sent to the District Attorney for possible legal action. If for some reason a student returns their second year and has still not met those first year requirements, a notice will go to the parent/guardian on the 15th school day and if still not compliant by the 30th school day that student will be

excluded from school.

Parents/guardians do have the option of signing a waiver on immunizations for religious, medical or personal conviction reasons.

LOITERING

Persons who do not attend school or work at the school may not be in the building without permission. Unauthorized persons will be warned and asked to leave. If they ignore this request or if they return, a complaint will be signed against them for criminal trespass.

LUNCHROOM EXPECTATIONS

1. Follow directions of school staff
2. Respect other students' position in the lunch line. Do not cut/"budge" in front of others
3. Use good manners in the lunch line and at the lunch table
4. Clean up your space after eating
5. Take your tray and garbage to the cleaning area
6. District Policy 762 prohibits the consumption of pop/soda during meal times.
7. Stay in the lunchroom until the bell rings.

MEDICATION ADMINISTRATION

It is recommended that medication be administered to students at home rather than at school whenever possible.

Before any prescription medication may be administered to a student, school personnel must receive written parental consent and written instruction from the student's physician. Written instructions and parental consent must also be obtained before any non-prescription medication may be administered to students.

Parents must complete and sign a non-prescription or prescription medication form, which notifies the high school administration of medications that are being taken or administered at school. The **Parent's Consent Form** and the **Physician's Order Form** are available in the High School office.

MOTOR VEHICLES/ATVS/SNOWMOBILES

Driving vehicles and parking on school property is a privilege for students. Those who do drive vehicles on school property have the responsibility to follow the regulations that are established. Those regulations include the following:

1. **Vehicles parked on school property will be subject to searches by the administration or designee based on reasonable suspicions that the vehicle contains illegal or dangerous objects defined in the student handbook. If a student enters his/her vehicle during the school day without permission or a pass, the vehicle may be searched.**
2. Obey all signs and markings including parking in the stalls.
3. Park in the areas designated for student parking.

4. Students are to abide by State and local driving laws established for school zones **speed limit is 15 miles per hour.**
5. Students may not drive their vehicles from the school grounds during the school day except by special permission from the office. Nor may they transport other students who do not have permission from the office to leave.
6. Use or possession of illegal substances and non-prescribed drugs and alcohol, in vehicles and on school premises is a Level III violation of the school-wide discipline code and a violation of state law. Violations will be referred to law enforcement.
7. Possession of a firearm in vehicles and on school premises is a Level III violation of the school-wide discipline code and a violation of state law. Violations will be referred to law enforcement.
8. Off road use of motor vehicles such as UTV's, dirt bikes, ATV's is prohibited on school property. Snowmobiles may be allowed with prior approval from administration.

Failure to follow the above regulations will result in disciplinary action:

1st Offense: One-week suspension of parking privileges

2nd Offense: Four-week suspension of parking privileges

3rd Offense: Loss of parking privileges for the remainder of the school year.

Severe Clause: Students who exhibit reckless and irresponsible use of a motor vehicle are subject to loss of parking privileges, suspension out of school, and a referral to law enforcement.

Motor vehicles parking in a no parking or restricted area may be subject to a parking fine and/or be towed at the owner's expense.

NEWSPAPER

The Wanaki is the official newspaper of HHS. It covers items of special interest, activities, athletics and general information concerning the educational and social lives of our students. According to school and board policy, no profane, obscene, offensive or suggestive language or pictures may be used in the newspaper. Other publications may not be distributed without permission from the administration.

PLEDGE OF ALLEGIANCE

State law requires that the Pledge of Allegiance is recited daily. This will be recited each morning as part of the daily announcements. It is not mandatory for students to participate in the reciting of this pledge. However, students who choose not to participate are required to sit quietly and show respect for those who are participating. Proper protocol is for one to stand and face the flag with the right hand over one's heart.

POSTINGS AND ANNOUNCEMENTS

The administration must approve all written announcements before they may be posted in the school. Postings should be restricted to the bulletin boards that are located throughout

the hallways in the school.

PUBLIC DISPLAY OF AFFECTION

Public display of affection is inappropriate behavior in school. Such behavior as embracing, holding hands, hugging, petting and/or kissing in school is offensive to other students and faculty and is in poor taste. Students who are reported to the administrative staff for this behavior are subject to disciplinary action.

PERSONAL ELECTRONIC DEVICES

Hayward High School recognizes that, in this day and age, electronic technology is very much a part of students' and families' everyday lives. We feel it is time to embrace this reality. Therefore, in an attempt to keep our students engaged in learning, HHS has a cell phone policy. By managing the environment in which cell phones are used, HHS will be able to focus on learning, as well as providing students with the opportunity to demonstrate cell phone/personal electronic device etiquette.

POLICY

Student cell phones/communication devices are not to be seen or heard in the classroom for any reason. It is the student's responsibility to ensure that a cellular phone or electronic device is set to silent during their class periods and secured out of sight. Students ARE NOT permitted to leave class for the purpose of using a cell phone or communication device. In the case of an emergency, students may ask permission to be sent to the office where they can use their phone or a school provided phone.

If a classroom teacher confiscates a phone, the phone will be secured in a safe place until the teacher can take the phone to the office. **Students who refuse to give the teacher their phone will be sent to the office and may face the consequences of a double violation (lunch detention, ALAC, or out of school suspension).**

The use of cell phones/personal electronic devices, however, will be permitted in the hallways at passing time and in the cafeteria area during the student's lunch time. **Students should not call or text students who are in class.** Phones should be set to vibrate or silent in the cafeteria and hallways.

School personnel have the authority to detain and search, or authorize the search of, any student upon reasonable suspicion of inappropriate use of a wireless communication device. School personnel have the authority to confiscate or to remove the wireless communication device from the student's possession. After the second time a wireless communication device is removed from the same student, the device will not be released to the student; however, parents may be asked to pick up any device confiscated under this policy.

Parents are discouraged from calling or texting students on their cell phones during school hours. In an emergency situation, please contact the high school office (ext. 9501) to leave a message for your child. Students will be contacted by the office and will be allowed to use a phone in the school office to contact the parent promptly.

ACCEPTABLE TIMES FOR USE OF CELLULAR DEVICES

For clarification purposes, cell phones may only be used before school, during passing times, during lunch, and after school hours.

The use of cell phones/personal electronic devices during passing time is not an excuse for tardiness. If a student is tardy and still using his/her cell phone or electronic device when entering the classroom, he/she will be given a tardy and a violation of the cell phone policy. **The phone/device must be put away before entering the classroom.**

VIOLATIONS OF THIS POLICY

First Time Offenders: Devices will be taken from students and brought to the office. Students may pick up their device at the end of the school day, after a conference with administration.

Second Time Offenders: Devices will be taken from students and brought to the office. Student will have the option of having their parent come to the school office to pick up the device or have administration keep the phone for one week.

Third Time Offenders: Devices will be taken from the student and brought to the office. The device will be held for one week and parents will be required to pick the device up.

After the third offense, the device will be taken from the student and they will lose the privilege of possessing a personal electronic device for the remainder of the year. The parent may pick up the confiscated device, but the student cannot be in possession of a personal electronic device, in the school building, for the remainder of the school year.

Students violating this policy could be disciplined up to and including expulsion. The administration is not required to reimburse students or parents for confiscated devices if the students have violated these rules.

RESTRICTED AREAS

There are areas on the school premises and in the school building where students are not permitted to assemble. Specifically, the following areas have been designated as "Off Limits":

1. The main parking lot on the north side of the school.
2. The blacktop parking areas on the east and south sides of the school.

- 3. The vestibule areas between the inner doors and the outside doors located throughout the school.
- 4. The areas surrounding the outer limits of the school property.

During lunch students are allowed to be in the commons or courtyard outside the commons area.

SEARCHES AND SEIZURES

Desks, lockers, books and equipment loaned to students remain school property while in the possession of the student. Such property is provided for the convenience of the student and shall be used only for authorized school purposes.

Students will be expected to exercise discretion in bringing personal items to school, recognizing that any personal items in their lockers or desks or on their person, which constitutes evidence of an illegal act or school rule violation, shall be subject to seizure.

Searches conducted by school personnel shall be considered reasonable provided the following criteria are met:

1. The administration or their designee has the right to search all student desks, lockers, books and other equipment loaned to students for purposes of cleanliness, finding missing library books and other school equipment or maintaining the integrity and safety of the school environment.
2. The principal, assistant principal, or their designee shall be authorized to search a student's person, locker, desk or personal property, such as handbags or other items in the student's possession, when there is a reasonable belief that a student is in possession of items which are contrary to law or school regulations.
3. Any unauthorized item that is found in searches shall be subject to seizure. The items may be given to the parent or guardian of the student, returned to its rightful owner, or forwarded to law enforcement officials as the circumstances may warrant.
4. Vehicles parked on school property will be subject to searches by the administration or designee based on reasonable suspicions that the vehicle contains illegal or dangerous objects defined in the student handbook. If a student enters his/her vehicle during the school day without permission or a pass, the vehicle may be searched.

SKATEBOARDS

Skateboarding on school property creates an unsafe situation for students and staff, and is not allowed.

SOLICITATION, SALES AND FUND RAISERS

All solicitation, sales, and fundraisers must be cleared through the school administration. The procedure applies to organizations as well as individuals.

USE OF THE BUILDING

The school will be open at 7:30 a.m. each school day. Under no circumstances will students be allowed in the building after 4:00 p.m. without the presence of a faculty advisor

or other approved adult supervision.

Communications and Miscellaneous

ACCIDENTS

When an accident occurs in school, on school grounds or at any school-sponsored activity that requires first aid or the services of the school nurse or a doctor, it must be reported at once to the teacher or coach in charge. The person in charge shall complete the accident report form and forward this form to the principal's office.

ACTIVITIES & ASSEMBLIES

School-wide activities such as homecoming, snow week, lyceums, spring awards program, NACC Pow Wow, and Red Ribbon Week are planned within the school day. Although the activities, generally, are not academic in nature, they are considered to have educational value in a variety of ways. All students are encouraged to attend and to participate. Building passes are not issued to students who do not want to attend or participate in these activities. Since these activities are part of the regular school day, attendance in school is required. Students who do not attend or participate in all school activities are required to attend a supervised study lab where they may be engaged in learning.

ANNOUNCEMENTS

All announcements will be made at the beginning of the first period. If one wishes to have an announcement read, one should secure the written approval of the teacher in charge of the activity and have the teacher turn the announcement in to the office by 3:00 p.m. the day before the announcement is to be read.

CHURCH NIGHT

Wednesday is designated as church night in Hayward. Every reasonable effort should be made not to schedule school functions to interfere with church activities. All activities are to be concluded by 6:30 p.m.

CLASS RANK PROCEDURES

Class rank is finalized at the end of first semester of senior year according to cumulative GPA.

All Hayward Community School District High School Staff taught classes will count on a 4 point scale with the exception of the first 4 credits of administratively approved Advanced Placement and/or College Transcribed classes listed below. The approved Advanced Placement and/or College Transcribed classes will receive a Grade Point Average multiplier of 1.2 that will be counted by the end of the student's 7th semester.

The following classes will not be included in the calculations for class rank: Classes not taught by HCSD High School Staff, Adaptive Special Education classes, Interactive TV

classes, Virtual/Online classes, Independent Study classes and/or any other class not previously approved.

Cross Reference: 341-Rule

HAYWARD COMMUNITY SCHOOL DISTRICT-SCHOLARSHIP SELECTION TIE-BREAKING PROCEDURE 461.1

Hayward High School believes excellence in education goes beyond the single criteria of grade point average, and should be determined by such factors as rigor of course work and test scores. The following procedures will be used to break ties resulting in identical class rank averages that may affect the recipients of the state scholarship. The high school guidance counselor will compute the rank based on transcripts and test results.

1. Highest ACT composite score. The final eligible ACT test score would be the December test of the student's 12th grade year.

If a tie still exists-

2. The students with the greater number of high scores on the four ACT subtests: English, Mathematics, Reading, and Science.

If a tie still exists-

3. Coin Flip.

DANCES

Formal and informal dances are held during the school year as part of the school's co-curricular activities. They are open to Hayward High students and their guests. Guests must be under the age of 21. No middle school students will be allowed at high school dances.

All dances are scheduled through the high school office.

1. All dances will end at 11:00 p.m. (Exception: Prom)
2. Acceptable school conduct is required at all school dances.
3. No one is permitted to leave school dances and return.
4. Dances will be chaperoned by at least two high school faculty members, two parents, and a law enforcement officer.
5. Non-Hayward High School students must be signed up on the guest list/form and approved by the administration before attending any dance. Only one guest is allowed per student.
6. The school administration has the authority to exclude any student who has violated school rules from attending or participating in school events.

CAUTION: FOR PROM OR HOMECOMING DANCES, DO NOT MAKE EXPENSIVE PLANS PRIOR TO YOUR GUEST BEING APPROVED.

ELECTIONS ELIGIBILITY

To be eligible for election to a court, class board or student council, students must meet the following requirements:

1. No unexcused absences during the semester of the election.
2. No Level 2 discipline referrals during the semester of the election.
3. Student must display conduct, which is acceptable and represents the school in a positive manner.
4. Students running for class board or student council must submit the appropriate nomination forms on time.
5. Students elected to the homecoming, snow week or prom court who receive a discipline referral, will be removed from the court and replaced by an alternate.
6. Students elected to the court, class board or student council must meet all expectations. For example: attend all events and meetings, participate in committees, meetings, etc.
7. Students elected to class board or student council who do not fulfill their responsibilities or demonstrate repeated poor behavior may be replaced by the advisor.

COURT PARTICIPATION ELIGIBILITY:

1. Homecoming Court Eligibility: Homecoming court participants must have a current athletic/activities code sheet on file. All senior students in good standing are eligible for the court and to be named king and queen. All students in good standing, as determined by the administration, will have the opportunity to be on the various courts throughout their high school career.

2. Snow Week Court Eligibility: Snow week court participants must have a current athletic/activities code sheet on file and must be a student in good standing as determined by the administration. The king and queen will be selected from the senior court.

3. Prom Court Eligibility: All juniors who have a current athletic/activities code sheet on file and are in good standing, as determined by the administration, are eligible for prom court.

FIELD TRIPS

Off campus field trips that are coordinated with the curriculum serve as a valuable educational experience. Each student involved in out-of-the-district field trip must return a parent/guardian signed permission form for each field trip. This approval slip will indicate the basic itinerary and the time schedule of the field trip, and emergency medical information. These trips are school-related activities, thus all school regulations apply.

FIRE DRILLS

Wisconsin State Law requires that all schools hold periodic fire drills to prepare for fire or other disaster. Everyone, without exception, is to evacuate the building immediately upon the fire alarm. Fire drill instructions are posted in each room. Upon exit from the building, students are to move at least 100 ft. from the building and maintain an orderly grouping. Students will return to the building only after the "all clear" signal is given. Pupils reporting false alarms will be charged under Wisconsin laws, suspended and/or expelled.

FOOD SERVICE ACCOUNTS

The HCSD offers a daily breakfast and lunch program for all students. Students will be issued a lunch account number. The School District annually sets the cost of meals.

LOCKERS

Lockers are school property and are provided as a convenience to the student for storage of books, supplies, jackets, coats and the like. Student lockers are assigned by the office and are under the jurisdiction of school authorities. They are to be kept clean and orderly free of trash, old papers, etc. A locker is to be used only by the student assigned to it. Lockers are subject to random or periodic inspection or search. The administration or designated school personnel has the right to search all or any student locker(s) if a search is considered necessary to maintain the integrity of the school environment, look for stolen materials, or to protect other students. Locker inspection will be done periodically during HELP Periods as a school-wide activity. It is in the best interest of the student to keep his/her lock combination confidential. The school is not responsible and cannot replace or pay for anything stolen out of one's locker. Never keep valuables or money in the locker. Students are urged to bring valuable items to the office for safekeeping. The school administration will not investigate thefts from unlocked lockers.

LOCKS, LOCKERS, LOCKER ROOM

Students are assigned a lock and a small individual locker compartment for physical education equipment in the P.E. locker room. Students should keep lockers locked at all times and not tell anyone the locker combination.

Students are responsible for their locker. If the lock is lost, the school is to be reimbursed \$5.00 for the replacement. Students should show care and respect for locks and lockers and avoid slamming lids and locker doors. The dials on the locks should be rotated after the lock is put in place. Students who get in a hurry sometimes just leave the lock hanging there, and their valuables are not secure.

Personal locks are not allowed and will be cut off.

LOST AND FOUND

Lost and found items will be kept in the office. Textbooks will be returned to the teachers involved and library books to the L.M.C. Articles not claimed within 30 days will be discarded or donated to local thrift shops.

NON-DISCRIMINATION

It is the policy of the Hayward Community School District that no person, on the basis of color, sex, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, learning disability or handicap as required by s 118.13, WI State Statutes may be denied admission to any school in this District or be denied participation in any curricular, extra curricular, pupil services, recreational, or other programs or activities.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race, national origin, color), Title IX of the Education

Amendments of 1972 (gender), Section 504 of the Rehabilitation Act of 1973 (handicap), and American Disabilities Act of 1990 (disability).

The District encourages informal resolution of complaints under this policy. However, a formal complaint resolution procedure is available to address allegations of violations of the policy in the Hayward Community School District.

Any questions concerning this policy should be directed to: Craig Olson, District Administrator, Hayward Community School District, 15930 W 5th Street, Hayward, WI 54843, (715) 634-2619, ext. 9001.

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disabilities, should be directed to: Carol Lynn Wheelock Mashlan, Director of Pupil Services, Hayward Community School District, 15930 W 5th Street, Hayward, WI 54843, (715) 634-2619, ext. 9002 or 9010.

Career and Technical Education Opportunities

The District offers all career and technical education opportunities on a nondiscriminatory basis (without regard to race, color, national origin, sex, disability or gender). Career and technical educational classes typically include classes in the area of, agriculture and natural resources, business and information technology, family and consumer education (CTE), health science, marketing management and technology and engineering. All students enrolled in the Hayward Community School District have equal access to the CTE classes at the grade level they are offered

PUBLIC NON-DISCRIMINATION COMPLAINT PROCEDURES

If any person believes that the Hayward Community School District or any part of the school organization has failed to follow the law and rules of s. 118.13, Wis. Stats., or in some way discriminates against pupils on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, he/she may bring or send a complaint to the District Administrator, Hayward Community School District, P.O. Box 860, Hayward, WI 54843.

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

Step 2. A written determination of the complaint shall be made by the Board within 90 days of receipt of the complaint unless the parties agree to an extension of time, appeals under 20 USC s. 1415 and ch. 115, Wis. Stats., relating, to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, subch. V, Wis. Stats., Complaints under 20 USC s. 123 1 e-3 and 34CFR ss. 76.780-76.782, commonly referred to as EDGAR complaints, that the state or a sub-

grantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

Step 3. If a complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the state superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the state superintendent if the Board has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 S. Webster Street, P.O. Box 7841, Madison, WI 53707.

Step 4. Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, IL 60606.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers, counselors or the principal by telephoning the school office (715-634-2619 ext. 9501).

PERSONAL PROPERTY

Students should put their names on all items of personal property, all books, notebooks and personal belongings such as physical education uniforms and wearing apparel. Lost items should be reported immediately to the office.

PROGRAM CHANGES

Students will be allowed to drop courses only if circumstances arise that justify a schedule change. Any change must be parent, teacher, counselor and principal approved. **After the first week of a class, a course dropped may be recorded as a withdrawn failure.**

PROGRESS REPORTS

Student progress reports may be mailed anytime to parents of students. These reports do not necessarily mean a student is failing, but a deficiency is noted which needs correction.

Report Cards

Will be mailed to parents/guardian at the end of each term and are available on the district website through parent access link.

SAFETY CODES

The Hayward School District uses Emergency Codes to evaluate or lock down classrooms should a crisis situation occur. Periodic drills will be conducted throughout the school year to familiarize students with procedures.

CODE BLACK: Bomb Threat

CODE YELLOW: Lock Down, possible danger

CODE RED: Lock Down, immediate danger situation

Students are reminded that calling in a bomb threat is a Class E felony, a federal offense, with serious consequences.

SCHOOL CLOSINGS

The decision to close school because of weather is made by the Superintendent of Schools. Announcements in this regard will be made over Radio Stations [WHSM](#), [WRLS](#) and [WOJB](#). Closings will also be posted on the district's website. An automated phone message will also be sent to each household as early as possible. When school is cancelled, all school activities will be cancelled including athletic practices.

VISITORS

Students will not be permitted to bring visitors to school during the hours and times that school is in session. (8:00 a.m. to 3:30 p.m.)

TELEPHONES

Students will be allowed to use the office phone before school, during lunch, or after school to contact parents/guardians. Students will not be called to the telephone during school hours. Messages will be delivered through the school office in case of real emergencies. Students may not be excused from classes to make return non-emergency telephone calls.

TEXTBOOK DAMAGE AND LOSS

Textbooks and library books are provided by the school district for student use. Any writing or defacing that can be determined as deliberate will result in appropriate action being taken by the school or law enforcement.

The charge to students will be based on a ten-year lifetime if a book is lost or damaged. The teacher will determine what to charge students by consulting the textbook register in the office. (For example: a two-year old book that is lost has 80% of its life remaining. If the book costs \$100.00, the student is charged \$80.00.) Cost of damaged books will be based on the age of the books and the degree of damage. Students are to pay for damaged and lost books in the office.

TORNADO AWARENESS

The school plan for action in case of a tornado will be put into effect by means of the public address system. All students are to stay indoors or move indoors if outdoors.

TORNADO WATCH means conditions are conducive for tornadoes to develop

TORNADO WARNING means a tornado has actually been sighted

FEES AND DEPOSITS

Athletic Participation Fee - All athletic team participants will be charged an annual fee of \$25.00 per sport. Families will pay a maximum fee of \$125.00 per year.

Concerts - No charge to students.

Drama Productions - Charges are determined by sponsoring organization subject to the approval of the administration.

Calculus - \$15.00 materials fee

Dances - Determined by the sponsoring organization.

Art- Students taking art classes are charged for materials used in projects that become their property. All art classes require a \$5 lab fee.

F.A.C.E. - Students will purchase the necessary materials when they make personal projects.

Technology Education – Most Tech Ed courses have fees and students will be charged for materials used in projects that become their property.

Laboratory Fees - Charged only if equipment is broken, destroyed or lost, and safety glasses/goggles when required. (\$3.00 cost for tech education goggles)

Locker and Lock Fee - \$25.00. This is a one-time fee upon enrollment into Hayward High School. Replacement fee for PE locks is \$5.00

Lunch Prices - LUNCH: Adults \$3.25, Students \$2.40. BREAKFAST: Adults \$1.80, Students \$1.30. Milk 40¢.

Anatomy Class - \$40.00 Materials Fee

Punch Card (all home games) - Adults: 20 punches for \$60.00. Students: 20 punches for \$30.00.

Single Admission (Football, Volleyball, Basketball, Hockey) - Adults \$4.00. School Students \$2.00.

School Newspaper - Copies of the school newspaper cost 25¢.

Yearbook - The cost of the Yearbook varies with the cost of publication.

WHERE TO GO - WHAT TO DO

In case of sickness - report immediately to the office.

For guidance counseling services - make an appointment in the Guidance Office.

To have an announcement read - see the Advisor of your activity.

Fire Drill - there is an evacuation plan posted in each school room.

To find lost articles - report to the high school office.

To obtain a work permit - report with your birth certificate or baptismal certificate, social security number, and a statement from your parents and employer plus \$5.00 to the high school office.

To find out if school is closed because of bad weather - listen to [WHSM](#), [WRLS](#) and [WOJB](#). by 7:00 a.m. or access the [district's website](#) for information. An automated phone message will also be sent to each household.

To withdraw from school - report to the High School office.

To join a club - see the advisor or one of the officers.

In case of injury at school - report it at once to the teacher in charge. If medical treatment

is necessary, report to the nurse in the high school office.

In case of personal conflict - report immediately an adult, administration, or School Resource Officer.

Services

SCHOOL NURSE

Services from the school nurse can be obtained in the high school office. In case of emergencies: First-aid kits are located in the Tech. Ed. rooms, Biology, Chemistry and Physics rooms, F.A.C.E. rooms, athletic training room and High School Office.

If a student becomes ill during the school day, he/she should 1) inform the teacher; 2) report to the office, and 3) check into the health room. An attempt will be made to contact the parent/guardian. A sick student should not leave school without permission from the office. Students who are ill and do not follow the above procedures will be unexcused if they do not report to class.

LIBRARY MEDIA CENTER

Welcome to our school library and the 2017-18 school year. Please visit your library often, in person and [on-line](#), to access the resources, technologies, and services sure to boost your academic success. Go to our new Moodle website at <http://moodle.hayward.k12.wi.us> and log in to quickly retrieve the library subscription databases from school and anywhere outside of school, providing you have wifi and the passwords (available from your library staff). You'll retrieve eBooks, digital journals, magazines, newspapers, and movies, as well as other scholarly information. Remember that you can use our online library catalog, DESTINY, from home as well. The [HHS Library](#) is on [Facebook](#) too, and by "Like" ing it you will gain access to a whole lot more. Please visit our new Moodle page to learn more about our library's regular and extended hours, expectations and contact information. LMC hours are: 7:30 a.m. to 4:45 p.m. Monday through Thursday, 7:30 a.m. to 3:30 p.m. Friday.

"Libraries store energy that fuels the imagination. They open windows to the world and inspire us to explore and achieve and contribute to improving our quality of life. Libraries change lives for the better." ~Sidney Sheldon

STUDENT ASSISTANCE PROGRAM

Hayward Community Schools provide a program of education, assistance and support for students affected by their own or other's drug and/or alcohol related problems. The program is designed to address personal concerns that affect the students' abilities to function in school. Policy 443.4

Referrals may be made by self-referral, parents, teachers or other concerned persons to a guidance counselor. Notification letters are sent to all parents / guardians of students

wishing to be a part of S.A.P.

Graduation Information

Seniors must meet all graduation requirements stated in Policy 344.6 and be in good standing in order to participate in graduation ceremonies.

GRADUATION POLICY 344.5

GRADUATION EXERCISES

Graduation is one of the most significant ceremonies at Hayward High School. Students who participate in the graduation exercises will wear traditional caps and gowns and attend graduation rehearsal. In order to participate in graduation ceremonies, all requirements stated in Policy 344.6 and 344.7, if applicable, must be satisfied.

GRADUATION/SENIOR STATUS/SCHOLARSHIP INFORMATION

The school will assist the student whenever possible and will inform parents when the graduation status of their child is in question. To be considered in “senior status” and to participate in all senior activities, including commencement, students must have a minimum of 20 credits entering the fall term, and have a plan established to assure graduation by the end of second semester.

1. Counselors will make every effort to check seniors’ credits and inform the individual student and principal of instances where the minimum requirements for graduation are not being met.

2. It is the student’s primary responsibility to know his credit status each year and to inquire of his/her counselor for assistance and solution to alter deficiencies or reaffirm his/her credit standing.

3. Transfer students’ previous credits will be appraised in terms of Hayward High School requirements, but they must earn a minimum of 6 credits and attend Hayward High School at least one full year in order to receive a HHS diploma.

4. Parents are advised that the purchase of senior photos, announcements and purchase of cap and gown does not guarantee graduation privileges.

5. In order to be eligible for academic scholarships in the District, a student must have completed the final two semesters of course work while enrolled at the Hayward Community School District and be in good standing.

SENIOR HONOR STUDENTS

A senior student who, at the end of seven semesters, ranks in the top10 percent of their class shall be eligible for the distinction of a Senior Honor Student. The class enrollment is established by the number of students identified as seniors on the state report made on the third Friday in September. Hayward School District offers an Honors Diploma for students

whose grade point average is 3.5-4.0. To qualify as an honor student, one must have completed a minimum of 3 semesters at Hayward High School and hold full time student status. Students in the top 10% will receive gold honor sashes. Students with a grade point average of 3.5 – 4.0 will receive a gold cord. Students with a grade point average of 3.49 – 3.0 will receive a silver cord.

EARLY GRADUATION - POLICY #344.7

Students requesting early graduation from high school must do so prior to the start of the school year in which they plan to graduate. The following must accompany the request:

- Parent consent
- Guidance counselor consent
- High school principal consent
- District Administrator consent

GRADUATION REQUIREMENTS

To be considered for a Hayward High School diploma, the student must first acquire the minimum credits as outlined below.

Graduation Requirements

A minimum of 28 credits are required to graduate with a Hayward High School Diploma.

These credits must include:

- a. 4 credits in English – including ½ credit of Speech
- b. 3 credits in Social Science- including ½ credit of Civics
- c. 3 credits in Mathematics - Minimum level of Algebra I B
- d. 3 credits in Science- including 1 credit of Physics First & 1 credit Biology
- e. 1-1/2 credits in Physical Education – must be earned over 3 separate years
- f. ½ credit of Health Education is required in 9th Grade
- g. ½ credit of Financial Literacy

Other Graduation Requirements

1. Students with disabilities that properly complete the programs specified in their IEP and have completed the recommendations in the IEP by the Committee, may participate in graduation activities and may be awarded a diploma.
2. Students must have a minimum of 20.0 credits when entering the fall term of their senior year, or have a plan established to assure graduation by the end of fourth term.
3. Every student will enroll in 8 credits each year.
4. Assigned periods will be determined by the master schedule.
5. Schedules are considered final.
6. Credit will be awarded only at the term or semester in which the course is taken and completed. If the student fails a required course, the course must be repeated. If the

student fails or receives a D in a course, the student may choose to retake the exact same course and supplant the failing grade with the new grade.

7. Counselors will make every effort to help the students check their credits, but it is the student's responsibility to know his/her status each year and to ask the counselors for assistance to make up deficiencies. Students will receive a copy of their transcript prior to scheduling for review. Students are encouraged to attend their individual senior and sophomore counselor/parent meetings to review requirements and discuss any credit deficiencies.

8. Civics Test Requirement: Beginning in the 2016-2017 school year, in order to receive a high school diploma a student must take, during the high school grades, a civics test comprised of 100 questions that may be asked of an individual during the process of applying for U.S. citizenship by the United States Citizenship and Immigration Services. The student must correctly answer at least 60 of those questions. Students are allowed to retake a test an unlimited number of times in order to achieve a passing score. Students with disabilities who have an individualized education plan (IEP) must complete the test, but cannot be required to pass the test in order to graduate. A limited-English proficient student must be permitted to take the civics test in the student's language of choice.

SPECIAL EDUCATION

Hayward Community School district provides a full range of special education programs and related services for any child aged 3-21 whose parent/guardian resides in the Hayward district. Students are not required to attend Hayward schools in order to use these services. The instructional programs include disabilities such as emotional disturbance, learning disability, cognitive disability, autism, visual impairment, auditory impairment, orthopedic impairment, traumatic brain injury, early childhood developmental delays, and speech/language disability. The related services may include, but are not limited to, screening, evaluation, instruction, transportation, and other related services as defined by law. In order to access these programs and services; contact your child's school counselor or the district director of EEN services at 715-638-9030.

School Counseling Program

High School Counseling activities provide for a systematic delivery of counseling services which are accessible to all high school students through individual, small and large group counseling and through collaboration with parents, teachers and school board and community based agencies. Students can make appointments with a counselor on a daily basis to address personal/social, educational or career concerns as needed. Counselors, teachers and student services personnel meet on a biweekly basis to allow for coordination of counseling efforts including the sharing of ideas and materials. Counselors, teachers, school-based student support services personnel and community agency personnel also meet to monitor individual student progress and teacher concerns. This increases all students' accessibility to school counseling services and school and community based

programs.

Athletics

Hayward High School is a member of the Wisconsin Interscholastic Athletic Association (WIAA) and the Heart of the North Conference. It sponsors varsity teams for boys in baseball, basketball, football, golf, hockey, track, cross country running, cross country skiing and soccer. The girls athletic program includes varsity sports in basketball, golf, track, hockey, softball, volleyball, cross country running, cross country skiing and soccer. Our school colors are black and gold and our athletic teams are called the "Hurricanes." While enrolled at Hayward High School, students are encouraged to take an active part in the athletic program. In addition to developing a healthier body and mind, participation in a competitive sports program will develop effective leadership qualities and a sense of honor and self respect for others.

Athletic Participation Fee - All athletic team participants will be charged an annual fee of \$25.00 per sport. Families will pay a maximum fee of \$125.00 per year.

Co-Curricular Activities

Students are encouraged to participate in co-curricular activities offered at Hayward High School because participation is an important part of high school education. Although all activities have value, it is suggested that students limit their participation to the number, which will allow them to become active members and give quality performance in each.

Classes and organizations are to receive the approval of the co-curricular Activities Director before scheduling activities. All activities will be posted on the office calendar to prevent conflicts.

Classes and organizations may conduct fundraising activities if approved by the Activities Director. Funds raised in this manner may not be distributed to individual students, but will be used for improving the school, and/or sanctioned club/organization expenses.

All monies collected by or for student organizations or classes are to be deposited by the organization's treasurer and/or faculty advisor in the high school office. A receipt will be issued after the money is counted.

CO-CURRICULAR CODE OF CONDUCT

All participants in athletics and/or other co-curricular activities are governed by the Hayward High School Co-Curricular Code. All students who participate in any co-curricular activities, including athletics, are required to have a signed Co-curricular Code of Conduct on file in the high school office. The code is in effect from the date of first signing until all eligibility has expired.

DRAMA CLUB/THEATER PRODUCTIONS

The primary activity of the Drama Club is to offer support wherever needed for HHS stage productions. Membership is open to anyone interested in theater. Hayward High School stages a major production each fall. Tryouts are open to anyone willing to spend time after school and in the evening rehearsing and building scenery. The active theater program at HHS gives many students the chance to discover and develop their acting and technical theater talents.

FBLA (Future business Leaders of America)

FBLA is an organization that prepares student leaders for business and business-related careers. Wisconsin has reported 181 chapters and 6,058 members. At the same time, students can choose from over 4 competitive and skills events from the areas of technology, public speaking, business, finance and management. Students may finish as the very best in the nation, win recognition, and win cash from FBLA sponsored events.

FCCLA (Future Career Community Leaders of America)

Goals for FCCLA are:

- to provide opportunities for personal development and preparation for adult life
- to strengthen the function of the family as a basic unit of society
- to encourage democracy through cooperative action in the home and community
- to encourage individual and group involvement in helping achieve global cooperation and harmony

- to promote greater understanding between youth and adults
- to provide opportunities for making decisions and for assuming responsibilities
- to prepare for the multiple roles of men and women in today's society
- to promote family and consumer sciences and related occupations

FCCLA is involved in activities such as the food shelf, toys for tots drive and career awareness. Members participate in local, state, and national competitions

FORENSICS

Forensics is an organization to stimulate interest in various forms of speaking. It is open to all students and consists of 15 categories: demonstration, farrago, group discussing, group interpretation, solo acting, special occasion, play acting, poetry reading, prose reading, story telling, debate oratory, four-minute oratory, public address and extemporaneous speaking. It is not necessary to be a member of a speech class. Competition begins at the local level and ends in Madison where the state forensic meet is held.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is an honor bestowed upon a student. A faculty executive committee makes selections, which are based on scholarship, character, leadership and service. Membership is open to juniors and seniors. To be eligible for membership a student must have attended Hayward High School for at least one semester, and have a cumulative grade point average of 3.4. Students who are academically eligible then must complete an application form. The faculty executive committee reviews the information. A majority vote is needed to be selected. A review of information gathered

does not guarantee selection. Interested students or parents may receive additional information by inquiring at the school office.

NATIVE AMERICAN CULTURE CLUB

This club is open to all students. Its goal is to promote an understanding of the Native American Culture. The member's are also given an opportunity to participate in various cultural experiences as planned by the membership and the advisors.

NEWSPAPER

The Wanaki is the official newspaper of the HHS students and faculty. It covers items of special interest, activities, athletics and general information concerning the educational and social lives of the students. Any high school student may join the Wanaki staff if he/she has interest and/or talent for writing. There are also opportunities for typists, photographers, artists and business managers.

SKILLS USA

Skills USA serves as the student organization for technology education. Skills USA gives its members many opportunities to use and expand upon the skills and concepts they learn in their technology education classes. By extending their knowledge through a variety of activities, Skills USA members sharpen their leadership abilities as well as their professional, social and personal skills. Students have the opportunity to compete in regional, state and national skills contests.

SPANISH CLUB

The purpose of the Spanish Club is to provide an opportunity for Spanish students to participate in conversation and explore Hispanic cultures, cuisine and legends. Throughout the school year Spanish Club participants create fun activities in Spanish. At the end of the year the Spanish Club participants go to the elementary school and have a blast sharing the activities with the elementary students!

STUDENT COUNCIL

The purpose of the Student Council is to promote and to give experience in leadership, to coordinate student activities, and to act in any capacity where the student body as a whole must be represented. It serves as an intermediary with the school administration, is a means of reflecting student opinion, and gives the student some measure of determination in matters delegated to them by school authorities. Any student who is a member in good standing of his class (at least a "C" in each subject) may be a candidate for representative. Three members are elected annually from the freshman, sophomore, and junior classes, four from the senior class. One or more seniors must have had previous experience on the Council.

The Student Council can be effective only if each student takes an active interest in the selection of representatives and in the projects of the organization. Students should vote for members who have the time to spend and who are interested in the welfare of the entire school, but individual responsibility does not end there. Students should make their

opinions known and be willing to help with the activities. Council meetings are open to all students and anyone who wishes to speak at a meeting may ask to be put on the agenda.

YEARBOOK

Do you like taking pictures? What about scrapbooking? Maybe you are thinking about a career in journalism or writing. Then your school needs you. The HHS Yearbook Club is looking for motivated and talented students to help document another school year. Be part of telling the story of the students and their lives here at HHS.

Pictures do tell a thousand words; don't let the school year go by without any! The yearbook, Ba-Ke-la, is a collection of photographs, articles and essays emphasizing students and their activities. The organization is open to juniors and seniors. Students involved with yearbook gain experience in photography, writing and interviewing. In addition, participants help secure advertising and subscriptions. All students are actively involved with the on-line design and layout of the book.

TSUNAMI

The Tsunami Club's purpose is to promote a positive school climate. This is an atmosphere in which all students and staff feel safe and comfortable. Membership is open to anyone who has an interest in helping to provide this environment.

CHARACTER EDUCATION

The Character Education Club will provide opportunities for members to learn and practice the core values as put in place by the Hayward Community Schools Character Education Committee—respect, responsibility, honest, fairness, compassion, and citizenship. Members will develop and participate in positive activities that focus on building a solid character and balanced living.

ART CLUB

The Art Club is open to all students and will provide opportunities for members to do projects both in the school and in the community. The club meets regularly during lunch B and members will activity run the meetings and plan the events. Art Club is a great way for students to get involved, create new ideas, and express their artistic self in various avenues.

WE WILL RISE

We Will Rise is a club designed to create awareness and acceptance within the student body, staff and administration about various social issues including, but not limited to, the LBGTQ community and mental health issues.

TRAP AND SKEET

Trap and Skeet is open to all students' grades 9—12. The purpose of the club is to provide education and respect around firearm safety while allowing for a competitive team environment that can be carried on throughout high school and beyond.

MOUNTAIN BIKE TEAM

The Hayward Composite Mountain Bike Team is open to all students' grades 6-12. This club starts in mid July and runs through September. Members' will learn how to train and compete on composite mountain bikes.

Intranet/Internet Guidelines

All policies, rule, or documents regarding the use of the internet and/or computers in the Hayward School District can be found on the [IT Services](#) web page.

POLICY REFERENCE

All Hayward Community School Board Policies may be viewed by parents and community members. A copy of the policies is kept on file in the high school office. All School District policies are on the website at www.hayward.k12.wi.us. The following policies may be of particular interest to parents of high school students.

Children At-Risk Policy #342

Youth Options Policy #343

Student Records Policy #347

Access to Student Records by Military Recruiters #348

Student Surveys Policy #349

Prayer in the Schools #381

Equal Educational Opportunity and Non-discrimination Policy #411

Student Attendance Policy #431

Homeless Education Policy #432

Student Discipline Policy #443

Code of Classroom Conduct #443.1

Tobacco Use by Students #443.3

Student Alcohol and/or Other Controlled Substance Abuse Policy #443.4

Use or Possession of Pagers or Two-Way Communication Devices #443.6

Student Conduct with Laser Pens Policy #443.9

Student Suspensions/Expulsions Policy #447.4

Gang and Gang-like Related Behavior #447.6

Student Assistance Programs #456

Healthy Lifestyles Policy #762

CASES NOT COVERED BY SPECIFIC REGULATIONS

The school and administration reserve the right to establish fair and reasonable rules and regulations for things requiring action that are not covered in this handbook and/or student behaviors that may arise. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations and consequences for similar incidents. Matters not addressed in this handbook should not be interpreted as limitations on the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students of

Hayward High School.