

HAYWARD HIGH SCHOOL  
STUDENT  
&  
PARENT  
HANDBOOK





Dear Parents,

Welcome to Hayward High School! Here at HHS, the administration and staff pride ourselves on our continuous commitment to ensure a safe, welcoming environment and the best education possible for all students.

One way to help communicate to all students, parents and staff members is to make available our [Hayward Community Schools Events Calendar](#) and our [Hayward High School](#) website at <http://www.hayward.k12.wi.us>. Please use these links to keep informed of all events and activities your child may be involved in throughout the year.

You may be interested in arranging an appointment to discuss your child's schedule, or educational progress. We encourage a strong partnership and teamwork between families and school. Appointments for school counselors, administrators, or a teacher can be made by calling the high school office.

Our district motto is **"Win the Day!"** The entire educational community will focus our efforts on winning the day, every day, to ensure a positive and successful educational experience for all students entering our high school.

Please take the time to read and understand the 2021-2022 Student/Parent Handbook. Students are responsible for the expectations included within the handbook. **Not reading the student/parent handbook is not an excuse for not meeting the expectations within the handbook.** This handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration and teaching staff will make every effort to act fairly and quickly to resolve the issue and communicate with the parents in a timely manner.

**"Win the Day!"**

*Mr. Dan VanderVelden*

HHS Principal

# 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 toward 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.*

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## **District Phone (715) 634-2619**

### **High School Administration (Ext. 9501)**

Dan VanderVelden - Principal (Ext 9500)  
Doug Stark - Assistant Principal (Ext. 9504)  
Billy O'Brien - Assistant Principal - Activities & Athletic Director (Ext. 9505)

### **High School Guidance (Ext. 9502)**

Brett Morgan - Counselor Students A-K (Ext. 9509)  
Kylah Eckes - Counselor Students L-Z (Ext. 9512)

### **High School Office Personnel**

Susan Quandt - Administrative Assistant (Ext. 9503)  
Janyce Freund - Administrative Assistant (Ext. 9501)  
Kirsten Strottman - Guidance & Athletic Administrative Assistant (Ext. 9502)

### **Board of Education**

Linda Plante - President  
Derek Hand - Vice President  
Lynell Swenson - Clerk  
Dr. Harry Malcolm - Treasurer  
Stacey Hessel, Jim Ahrens, Michael Kelsey - Members

### **District Administration (Ext. 9001)**

Craig Olson - Superintendent of Schools (Ext 9001)  
Jenifer Frank - Business Manager (Ext. 9004)  
Dr. Laura Kieran - Director of Pupil Services (Ext. 9010)  
Paul Anderson - Coordinator of Technology Infrastructure (Ext. 9702)  
Janelle Disher - Coordinator of Technology Integration (Ext. 9701)

### **Title IX Coordinator**

Doug Stark - Assistant Principal - High School (Ext 9504)

### **Other Staff**

Kim Lambert - Tribal, Community & School Liaison (Ext. 9508)  
Brett Bond - Head Custodian (Ext. 9562)  
Jessica Galde - School Nurse (Ext. 9208)  
Joanne Hyatt - School Lunch (Ext. 9529)  
Officer Wes Peters - District School Resource Officer (Ext. 9510)

## 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. The home and school should regard it a prime responsibility to assist students to develop good habits of attendance.

### ATTEND AND ACHIEVE

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 legally responsible for 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, or has graduated from high school.

### EXCUSED ABSENCE/TARDY

An absence or tardy which parents are aware of and which school administration 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 inclement 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 to explain the emergency and expected length of absence.

### LIMIT OF 10 DAYS EXCUSED ABSENCES

If a student has been absent all or part of ten (10) days during the school year or all or part of four (4) consecutive days due to illness, the district requests the parent/guardian obtain a written statement from a physician or licensed practitioner attesting to the specific dates, and physical or mental condition of the student. 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 (State Statute 118.15(c)).

## **PRE-ARRANGED ABSENCES**

If the student knows in advance of the situation, the student should complete a pre-arranged absence form. 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 obligation of the student or parent 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 and the teacher has provided prior notice of a due date, assignments must be submitted in accordance with the time frame indicated by the teacher. A zero may be recorded for any assignments that have not been completed by the end of the agreed time frame.

## **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*.

## **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. Teachers **must** send period 1 tardy students to the office.

### **Period 1 tardy procedures:**

Report to the office for a tardy pass and receive the following consequences:

**First tardy** - warning and sent to class

**Second tardy** - 2<sup>nd</sup> warning, meet with administration, sent to class

**Third tardy** - lunch detention assigned

**Fourth tardy** - CANE card will be confiscated, lunch detention, conference with administration and placed on "no pass" list for 10 days

**Fifth tardy** - Behavior plan put in place by administration.

### **All other periods & homeroom tardy procedures:**

Unexcused tardies will be handled by the following procedures:

**First tardy** - students will receive a verbal warning from the teacher that for the next tardy will be assigned a detention.

**Second Tardy** - students will receive a teacher-assigned half-hour detention.

**Third Tardy** - students will receive a teacher-assigned half-hour detention.

**Fourth Tardy** - students will be sent to the office and a discipline referral submitted by the teacher.

**Five or more Tardies** - students will be placed on a behavior contract.

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

**Second Semester-** student tardiness may be cleared and the process begins again at the first level. The high school office will keep track of period 1 tardies.

## **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, including students reporting late to class fifteen (15) minutes or more without an excused pass.

Students with unexcused absences will NOT be given an opportunity to make up missed assignments for credit. Homework will receive zero credit. All participation grades missed due to unexcused absences will receive zero credit.

### **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.

## **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 the students who are absent 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 assignments. It is the responsibility of the student to complete all make-up assignments within the required time lines. At the end of this timeline, a zero may be recorded for any assignments that have not been completed. If a student does not make-up assignments 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 have the discretion to extend make-up work time lines in cases of long-term illness, family crises, or other extenuating circumstances.

## **AGE OF MAJORITY**

**All students at Hayward High School must follow school rules.** Students who have reached their 18th birthday may be allowed to originate their own excuse for absence when an age of majority contract is agreed to by the parents/guardians. Contract must be completed, submitted to the high school office, and accepted by an administrator. The student is still bound by the same set of expectations as listed in the school attendance policy.

## **REGULAR BELL SCHEDULE**

*WARNING BELL* – 8:10

Period 1 – 8:15 – 9:31

Period 2 – 9:35 - 10:55

Period 3 Lunch A

10:55 - 11:20 LUNCH

11:24 - 12:50 CLASS

Period 3 Lunch B

10:55 - 11:40 CLASS

11:40 - 12:05 LUNCH

12:09 - 12:50 CLASS

Period 3 Lunch C

11:05 - 12:21 CLASS

12:25 - 12:50 LUNCH

Period 4 – 12:54 – 2:10

Period 5 - 2:14 - 3:30

## **CANE CARDS**

Students in “good standing” will be in possession of their individual CANE Card which allows the student privileges that include Junior/Senior open campus, participation in school activities, hall passes, and other privileges under the discretion of school administration.

**Good Standing** is defined as:

- No habitual truancy referrals
- No outstanding detentions
- No discipline referrals resulting in out-of-school suspension or in-school suspension
- No failing quarter grades

*Students not meeting the above criteria may have their CANE Card confiscated by Administration. Administration also has the right to revoke a CANE Card.*

## **HALL PASSES**

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

## **HALLWAY PASS PRIVILEGE PROCEDURE**

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

When using the Hallway Pass Privilege students and staff 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 CANE card privileges withheld will have their names posted on a “NO PASS LIST.” Students on this list should not be in the hallway during class periods unless they are escorted or under direct supervision of a staff member.**

## **HOMEWORK REQUESTS**

Parents may contact the high school office to request homework for absences due to illness. However, the most effective method to request homework is by emailing individual teachers.

## **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/guardian stating the reason for requesting a 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 school days is a privilege for Juniors and Seniors who are in good standing and have their CANE Card. 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**

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. To be eligible for an exception to this statute the student must be enrolled in our school to work experience program.

## **DETENTION**

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

1. The detention must be served on the assigned date. Students who are late for detention will serve the remaining time of that 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 still 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 an additional detention. Refusal to serve a second detention will receive a discipline 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 completed:

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 the locker.
6. Return Chromebook, bag and charger to TIS specialist.
7. Return completed withdrawal form to office.
8. Pay all outstanding school fees.

When all the above procedures are completed records are forwarded to the new school.

## **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, a referral to law enforcement for possible citation and possible removal of the CANE card.

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

Level Two offenses include, but are not limited to:

- a. Profanity directed toward school personnel
- b. Threats, intimidation, harassment, fighting, and/or physical violence
- c. Instigating, inciting or encouraging threats, intimidations, harassment, fighting and/or physical violence
- d. Tobacco, e-cigarettes/vapor cigarettes use/possession or possession of drug paraphernalia
- e. Possession of dangerous items to include but not limited to: (laser lights, knives, explosives, military devices, or other weapons)
- f. Theft or physical destruction of property (in addition the student will make restitution)
- g. 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 an expulsion in abeyance conference with the appropriate school representatives, a referral to law enforcement for citation or other legal action and

removal of the student's CANE card.

### **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:**

- Possession, use, or distribution of illegal or illicit drugs, including alcohol, e-cigarettes and vaping devices
- Possession, use or display of weapons; INCLUDING POCKET KNIVES
- Bomb threats, possession of explosives or firearms
- Endangering the property, health or safety of others including acts of violence, or threats of violence.

### **BUS DISCIPLINE PROCEDURES**

These bus rules, will be posted on every bus so they are clearly visible to all riders:

#### **RULES**

1. Rider must be seated in the 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 PROCEDURES:**

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

**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(I).

**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 substances.
5. Gross insubordination.
6. Use of profanity or disrespect 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 and bus rules will be observed. 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.

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 an in-school-suspension supervised room used by the administration as an alternative placement to out-of-school suspension. The A.L.A.C. placement will provide students with an opportunity to change their behavior to continue their attendance at school. The length of A.L.A.C. placement is determined by the administration.

### **ACADEMIC HONESTY / PLAGIARISM**

Hayward High School regards academic honesty as a cornerstone of its educational mission to "Achieve." It is expected that all school work submitted for the purpose of meeting course requirements represents the original efforts of the individual student. All work submitted by a student should be a true reflection of that student's effort and ability. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, faculty, students, and families are all important contributors to the upholding of academic integrity in the school learning community.

A number of actions are specifically prohibited by this section which includes, but is not limited to: test taking, homework, class assignments, and the original creation of essays, compositions, term papers, the use of the same work in more than one course, and scientific research.

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 of plagiarism violates the Academic Honesty policy. 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 Policy.
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 a final grade of 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 meet with an administrator to discuss their concerns/issue and when needed complete a District Incident form.

### **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 or event.

**First Offense:** Suspension from attending the next three (3) home athletic contest dates.

Multiple contests on the same date are considered to be one date.

**Second Offense:** Suspension from attending the next six (6) home athletic contest dates.

Multiple contests on the same date are considered to be one date.

**Third Offense:** Suspension 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 discipline 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.

### **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/Illegal Act** - Offering support to a student who is confrontational, intimidating, harassing, bullying, threatening, or fighting is a violation of school rules. Student(s) who offer assistance or support to another student who is involved in an act of violence or illegal act 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:

- Physical presence to encourage fight
- Inciting statements
- Spreading rumors that cause a conflict
- Video Recording
- Delivering notes or messages
- Acting as a lookout for school officials

### **DISORDERLY CONDUCT**

**City ordinance 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 in the learning environment. Whoever is found guilty of such disorderly conduct under the provisions of this ordinance may be assessed a fine.

### **CRIMES - BOMB SCARES** (Statute 941.015)

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 laws.

### **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.

## **BACKPACKS**

Backpacks are allowed for the transporting of books and supplies to and from school. For safety concerns, backpacks and purses must be kept in the lockers from 8:10 a.m. to 3:30 p.m. District-supplied computer bags will be allowed to carry Chromebooks.

## **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, nondisruptive, non offensive, and distraction free environment. Students' dress and personal appearance should reflect sensitivity to, and a respect for, oneself and 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 shoe 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, obscenity, drugs, vaping, E-cigs, and alcohol references.
4. Shirts/blouses should cover any undergarments.
5. Coats or jackets are not to be worn during the school day.
6. Students will not be permitted to wear clothing that exposes undergarments. Any clothing, too tight, too short or too revealing in any way is improper for 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 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.

- A conference with administration or guidance to work out a solution for a change in apparel
- Assigned a possible A.L.A.C. placement for the day
- Parent conference
- Repeated offenses may result in a school suspension
- Offensive clothing/ items may be confiscated, and only returned to parents/guardians.

## **FALSE FIRE ALARMS**

Whoever 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 and all computer labs. District policy prohibits the purchase of soda/pop during mealtime, which includes breakfast and lunch.

## **GANG-LIKE ACTIVITIES/BEHAVIOR**

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. solicit 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.

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 interfere with the rights of others to pass freely and safely through the hallways.

### **HARASSMENT AND/OR BULLYING OF STUDENTS** (District policy #5517)

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.

### **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 asked to leave. If they ignore this request or if they

return, a complaint will be signed against them for criminal trespass.

Students not involved in after-school activities or tutoring are not allowed to loiter after school. Students waiting for rides home must wait in the main entrance lobby area (Door A).

### **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 prohibits the purchase and discourages consumption of pop/ soda during meal times.
7. Stay in the cafeteria or lunch area 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 must 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. They may not 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 UTVs, dirt bikes, and ATVs are prohibited on school property. There are no ATV/UTV legal trails that lead to the high school property. Snowmobiles may be allowed with prior approval from administration, or must be a member of our snowmobile club

**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.

## **SKATEBOARDS**

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

## **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. Students reported to the administration for PDA 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 and develop cell phone/personal electronic device etiquette.

### **"PERSONAL COMMUNICATION DEVICES "PCDs" (District policy #5136)**

Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after-school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

However, technology including, but not limited to, PCDs intended and actually used for

instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. The use of a PCD to engage in non-education-related communications is expressly prohibited.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after-school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular

activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

## **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. Students will be required to drop their phone off BEFORE school in the office for 5 days. The student may pick their phone up at the end of the day, but must drop it off the next morning. Parents will be notified by the Administration.

**Third Time Offenders:** Devices will be taken from the student and brought to the office. Students will have the option of having their parents come to the school office to pick up the device or have administration keep the phone for one week.

**Fourth 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 fourth 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 (District policy #5771)**

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, backpacks, 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 administration 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.

## **Communications and Miscellaneous**

## **SCHOOL 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 to the United States 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.

## **SOLICITATION, SALES AND FUNDRAISERS**

**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.

## **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 PowWow, 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 are expected to 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.

## **FAMILY NIGHT**

Wednesday is designated as family 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.

## **HAYWARD HIGH SCHOOL HONOR SYSTEM**

The Honors system is a point-based system in which students are recognized for their rigorous coursework. In addition, it encourages students to take more challenging classes. Honor points, earned by a student successfully completing a designated course, are used as a multiplier to determine a student's final distinction at graduation. Unweighted GPAs will still be provided to students, but class rank will no longer be recognized on student transcripts.

### **CALCULATING AN HONORS SCORE**

Add up the total number of honor points earned through honor courses. Multiply your honor points by your GPA to determine your honor distinction.

- A minimum 3.0 GPA (cumulative) is required to earn an Honor distinction. Any GPA below 3.0 is not eligible. Rounding does not apply.
- Students must successfully complete an honors course to earn a point.
- To be considered for Honors standing, students must have a GPA of 3.0 at the end of the first semester of their senior year.
- Second semester senior year honors courses are included. GPA is considered final after the first semester of the senior year is complete.

## **HAYWARD COMMUNITY SCHOOL DISTRICT-SCHOLARSHIP SELECTION TIE BREAKING PROCEDURE**

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 coursework 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.

*If a tie exists the procedures are as follows:*

Highest ACT composite score. (*The final eligible ACT score would be the December score of a senior year*).

*If a tie still exists:*

1. The second tiebreaker will be the highest subscore on the ACT Test.
2. If still tied, the second, third, & fourth subscores will be used.
3. In the event there is still a tie, a coin flip will determine the scholar.

## **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 in good standing and their

guests. Guests must be enrolled in high school and 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 10:00 p.m with the exception of 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. Students 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 an 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 as well as emergency medical information. These trips are school-related activities, thus all school regulations apply.

## **SAFETY DRILLS**

Wisconsin State Law requires that all schools hold periodic safety drills to prepare for crisis events. Everyone present during the performance of these drills, without exception, is expected to participate in these drills. Schools are required to perform a fire drill every month of school, two lockdown/A.L.I.C.E. drills and tornado drills. Students are expected to take all drills seriously and follow directives of teachers.

## **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.

## **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.
- 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 student may purchase a

replacement lock for \$5.00 in the office. Students should show care and respect for locks and lockers. 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 s118.13, 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: Dr. Laura Kieran, Director of Pupil Services, Hayward Community School District, 15930 W 5th Street, Hayward, WI 54843, (715) 634-2619, ext. 9002 or 9010.

**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, 15930 W 5<sup>th</sup> Street, 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 a 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.

### **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 areas 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.

### **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.

### **SCHEDULE CHANGES**

Students are registered for classes every spring using our Skyward arena scheduling procedures. Students are advised of their academic standing and graduation requirements by our guidance department at time of course selection in spring. Course enrollment helps us plan our master schedule, number of course sections, staffing and balancing of class enrollment. Students are advised to work with their parents before selecting courses. Since students choose their courses they will remain in their courses they have selected at the beginning of the beginning of the year.

Schedule changes for the first five days of semester and will be allowed only if circumstances arise that justify a schedule change. Any change must be parent, teacher, counselor and principal-approved.

Schedule changes will be made for the following reasons:

- Academic misplacement - student is enrolled in the wrong level of class
- Program change - Student has been enrolled into a course no longer offered due to low enrollment or staff changes.
- Priority will be given to students who are missing a course necessary to graduate in the upcoming school year.

Personality conflicts will not be justification for changing a class. All conflicts need to be resolved in a mature, professional manner. We ask that the student, parent take the initiative to meet with the teacher to work through concerns. If a resolution is not reached, the administration should be contacted to help resolve the concerns.

**After the first week of a class, a course dropped without following the above action steps 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**

Report cards will be mailed to parents/guardians at the end of each term and are available on the district website through parent access link on Skyward.

### **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 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.) unless pre-approved by the Principal.

### **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.

## FEES

- **Dances** - Determined by the sponsoring organization.
- **Locker and Lock Fee** - \$10.00. This is a one-time fee upon enrollment into Hayward High School. Replacement fee for PE locks is \$5.00
- **Lunch Prices** - Determined each school year by the Food Service Department.
- **Course Fees** - Students choosing to participate in projects that are not considered essential to the course's core curriculum or choose to expand the essential project may be charged a fee to cover additional costs.

## WHERE TO GO - WHAT TO DO

**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 to the high school office with your social security number, and a statement from your parents and employer with work duties. Permits cost \$10.00. Permits are only required if you are under age 16.

**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 high school office.

**In case of personal conflict** - report immediately to 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 inform the teacher and report to the office. 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 2021-2022 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.

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 and be in good standing in order to participate in graduation ceremonies.

### **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 the District policy 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.

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 solutions 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. To be eligible for academic scholarships in the District, a student must have completed seven semesters of school. Students transferring from other school districts must be enrolled for their final two semesters of course work at the Hayward Community School District and be in good standing.

## **EARLY GRADUATION**

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:

Parental consent

- Guidance Counselor consent
- High School Principal consent
- District Administrator consent
- ACT score of 18 or above
- 95% attendance in the 1<sup>st</sup> semester

## **GRADUATION REQUIREMENTS**

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

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

These credits must include:

- 4 credits in English - including ½ credit of Speech
- 3 credits in Social Science - including ½ credit of Civics · 3 credits in Mathematics
- 3 credits in Science - including 1 credit of Physics First & 1 credit Biology
- 1-1/2 credits in Physical Education - must be earned over 3 separate years
- ½ credit of Health Education is required in 9th Grade
- 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 by our Achieve Academy team to assure graduation by the end of fourth term.
3. Every student will enroll in 8 credits each year, unless under an alternative diploma program agreement through our Achieve Academy program.
4. 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 substitute the failing grade with the new grade.
5. 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 for 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.

6. 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 65 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 ages 3-21 whose parent/guardian resides in the Hayward School 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 the district Director of Pupil Services at 715-638-9010.

## **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 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), the Heart of the North Conference, and the Great Northern Conference. Our district sponsors varsity teams for boys in baseball, basketball, football, golf, hockey, track, cross country running, cross country skiing, wrestling 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 Vegas 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 participation fees have been waived for 2021-2022 school 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 calendar to prevent conflicts. Contact the Activities Director to get your event listed on the calendar.

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 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:

- provide opportunities for personal development and preparation for adult life
- strengthen the function of the family as a basic unit of society
- encourage democracy through cooperative action in the home and community
- encourage individual and group involvement in helping achieve global harmony
- promote greater understanding between youth and adults
- provide opportunities for making decisions and for assuming responsibilities
- prepare for the multiple roles of men and women in today's society
- 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 public 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, storytelling, 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 forensics meet is held.

### **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is an honor bestowed upon a student. A faculty 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 must complete an application form. The faculty executive committee reviews the application. A majority vote is needed to be selected. A review of the application gathered does not guarantee selection. Interested students or parents may receive additional information by contacting the NHS advisor, Mrs. Sue Eytcheson.

### **NATIVE AMERICAN CULTURE CLUB**

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

### **SCHOOL 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 word processing, artists photographers, 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/her 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 the 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.

### **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, honesty, 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 and members will actively run the meetings and plan the events. Art Club is a great way for students to get involved, create new designs, and express their artistic self in various ways.

### **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 LGBTQ 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.

### **HAYWARD AREA BASS FISHING TEAM**

This exciting team participates in a variety of activities all centered around the concept of fostering and promoting a love of fishing. Students will compete in fishing tournaments throughout the state and nationally. Team members become eligible for scholarships by placing in regional and national tournaments. Students fish with local "Captains" that supply fishing boats and instruction on fishing techniques and equipment.

## **Intranet/Internet Guidelines**

All policies, rules, 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**

Parents and community members may view all Hayward Community School Board Policies. You can find the policies by going to our district website at [www.hayward.k12.wi.us](http://www.hayward.k12.wi.us), click on District, Board of Education, Board Docs, Policies and then select Policy Manual.

**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.