

CAMBRIDGE HIGH SCHOOL

FAMILY-STUDENT HANDBOOK

2023-2024



403 Blue Jay Way
Cambridge, Wisconsin
www.cambridge.k12.wi.us
608.423.3261

Cambridge High School Vision Statement

CHS strives to achieve excellence in the arts, academics, and athletics.

Cambridge High School Mission Statement

CHS will establish a community for lifelong learners through relationships, relevance and rigor, one student at a time.

WELCOME TO CHS!

The entire staff welcomes you to Cambridge High School. We hope this school year proves to be very challenging, productive and enjoyable. Teachers, counselors, assistants, administrative assistants and administration are here to assist you with your education.

The following information is a summary of the procedures and expectations for Cambridge High School students and families. Familiarizing yourself with this material may help clarify questions you have. If you should ever have a question, please feel free to call the high school office at 608.423.3261, and we will direct your call to the appropriate resource.

NONDISCRIMINATION POLICY

"It is the policy of the School District of Cambridge that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or familial status, sexual orientation, gender identity and expression, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wisconsin Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI or the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution process is available, however, to address allegations of violations of the policy in the School District of Cambridge."

Any questions concerning this policy should be directed to: Marggie Banker, District Administrator, School District of Cambridge

We hope our students will always have the spirit to do the things which will bring respect and honor to their school, and community. We encourage all students to get involved, and to be contributing members of their school. Students will enjoy their education much more if they get involved.

Dr. Marggie Banker
District Administrator

Mr. Andy Pickett
Principal

Mr. Peter Moe
Dean of Students

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ACADEMIC EXCELLENCE SCHOLARSHIP

At the conclusion of the first semester of the senior year, but prior to February 15, the number one ranked senior student based upon cumulative GPA, will be declared and made aware of his/her eligibility for the Wisconsin Academic Excellence Scholarship. Per state statute, the criteria for selecting this student is driven by cumulative GPA after the end of the first semester of the senior year. This is a \$2,250 scholarship per year to be applied towards tuition to a student attending a Wisconsin college. The recipient is eligible for this scholarship for up to 8 semesters. Local district policy to determine the recipient is listed in Paragraph 3, 4, 5, 6 and bullets 1-6 of policy 460.1.

ACADEMIC INTEGRITY POLICY

Philosophy. The purpose of this policy is to create and maintain an environment in which students are held and hold each other accountable for becoming ethical users of information and ideas. The administration, faculty, and staff recognize that integrity must be a significant component in the academic success of our students; therefore, we promote academic honesty throughout Cambridge High School.

Definitions

Academic Integrity involves adhering to the values of honesty, trust, fairness, respect, and responsibility in all facets of the learning process.

Academic Misconduct is considered a violation of academic integrity, either while acting alone or with others.

Plagiarism is taking credit, whether deliberate or not, for another person's or sources' (print or non-print) ideas, words, works, or processes without proper citation or credit. Examples include (but are not limited to):

- Submitting as one's own work an examination, paper, homework assignments, or other project (laboratory report, artistic work, computer program, etc.) that was created entirely or partially by someone else.
- Failure to use quotation marks to signal that one is using another person's precise words. Even brief phrases must be enclosed in quotation marks and properly cited.
- Failure to identify (cite) the source of quotations and paraphrases. Of course one must cite the source of quotations; one must also cite the sources of ideas and information that are not common knowledge even when paraphrased (for example, the information presented in other written material, material on the internet, television programs, instructors' lectures, and people, including other students, friends and relatives).
- Failure to identify the source of the elements of a nonverbal work (for example, a painting, dance, musical composition, photograph/image, or mathematical proof) that are derived from the work of others.

Cheating is the use or attempted use of unauthorized assistance during an examination, on a written assignment, homework assignment, or other project. Examples include (but are not limited to):

- Copying answers from another student's examination, paper, or homework assignment, with or without that person's consent.
- Use of Chat GPT
- Providing work to be copied.
- Communicating in any way with another student or third party during an examination without the permission of the instructor.

- ❑ Using unauthorized materials but not limited to devices (including notes, textbooks, universal translator, cell phone, calculator, or any other electronic device) during an assignment or examination without the permission of the instructor.
- ❑ Obtaining and/or reading a copy of an examination before its administration without the permission of the instructor.
- ❑ Collaborating with other students or third parties on a take-home examination, paper, homework assignments, lab work, or other project without the permission of the instructor.

Procedure If Misconduct Is Suspected

When a teacher or staff member has reason to believe that academic misconduct has occurred, the following procedure will be followed:

- ❑ The teacher/staff member will investigate the alleged misconduct with the student(s) by providing the student(s) with a written or verbal description of the academic misconduct;
- ❑ The student has the opportunity to present his/her perspective of the alleged misconduct either verbally or in writing;
- ❑ The teacher/staff member will communicate the outcome of his/her investigation to the student(s), administration, and family(s);
- ❑ If several students are involved in the infraction, the teacher may refer the incident to administration for assistance.

Consequences

The consequences for academic dishonesty will be based on the severity and frequency of the violation. Consequences for lesser violations will be handled by the teacher and may range from having to redo and resubmit documents to total loss of credit for the test, paper or project resulting in a zero. In repeat cases, or when it is clear that the dishonesty was premeditated and severe, the teacher will consult with a principal to determine the appropriate consequences. In every case, administrators and parents will be notified and the case documented as disciplinary action for plagiarism/cheating.

Students in Dual Credit and/or Advanced Placement courses may face additional consequences based on the institution granting Dual Credit and/or the College Board policies.

ATTENDANCE

Per WI State Statute (118.16(1)(c)), school board policy and the Jefferson County Truancy Plan, students are to be in school for every period of every day that school is in session. It is the responsibility of the family to support the need for students to be in school on a regular basis, and to monitor the attendance pattern of the student. (Ref. Attendance policy 431.)

It is the responsibility of the family to contact the school office by 9:00 am on the day of an absence and advise the school of the reason for the child's absence. If no such notification is received by the school, the student's absence will be considered unexcused. Please use the school's 24-hour attendance line for this purpose.

Excused Absences: There are two types of excused absences: family excused and school excused absences.

Family Excused: These absences include: Family trips, work of an emergency nature, funerals, hunting, state sports tournaments, or any other absences that the school attendance officer approves as excused. Students are allowed 10 family-excused absences per school year. Students are required to complete all missed school work. Administrative approval is required for any absence in excess of these 10 days.

School Excused: These absences include: medical appointments (verified), illness, college visits, school field trips or co-curricular activities, or any other absence that the school attendance officer approves as excused. The school reserves the right to require that families obtain a written statement from a physician or licensed practitioner describing the need for the student to be out of school if the absence extends to three (3) or more days. (BOE Policy 431).

Age of Adulthood: Students gain the right of adulthood the semester after the month in which they turn 18 (Ex. If a student turns 18 in October, they gain the right of adulthood in the second semester. If a student turns 18 in April, they gain the right of adulthood in the first semester of the following year).. When this occurs, students may excuse themselves from school (per the above guidelines). Excessive absences can lead to a loss of privileges, including the ability to walk at graduation.

Unexcused Absences: There are several types of unexcused absences which may include (but not limited to):

- When no family contact is made to the school to indicate the reason for absence.
- Leaving school without permission from either family or administration.
- When family-excused absences exceed 10 days.

For those students who accumulate three (3) unexcused absences, a letter is sent to family(s) indicating a concern. After the fifth (5) unexcused absence, a second family letter is sent requesting family contact with the Dean of Students. On the seventh (7) unexcused absence, the student and family will be expected to attend a meeting with the Attendance Review Board (see below) where an attendance plan will be developed. Failure to follow this plan may result in a truancy ticket. In addition, students (and their family) who are habitually truant may also be referred to Jefferson or Dane County Human Services.

Students involved in co-curricular activities are reminded that they will not be allowed to participate if absent from school for any reason during any part of the day of the activity/performance/contest (exception: verifiable medical, school excused absence or prior administrative approval). Excessive tardiness or illness on the day after a contest or performance may be cause for disciplinary action per the activity code. Students restricted from participation in Phy Ed class for medical/injury reasons will not be allowed to participate in co-curricular/athletic activities until medically cleared.

Contemplated Absences: Families who foresee an extended absence are asked to notify the office by phone, written note or email at least three days prior to the absence. A contemplated absence form will be issued to the student, who will then share that form with each of his/her teachers to acknowledge the absence and provide the anticipated assignments. The student's responsibility to complete any missed school work in a timely manner, consistent with each teacher's requirements/expectations

Attendance Review Board Definition: The Attendance Review Board is a team of professionals who meet monthly to help generate ideas and create a plan to improve attendance.

Attendance Review Board Purpose Statement: The purpose of the Attendance Review Board is to provide additional and tiered structure, strategies, and supports to help address attendance concerns.

Attendance Review Board Members May Include:

- Building Administrator
- Student Resource Officer
- School Social Worker
- School Counselor
- School Psychologist
- School Nurse
- Additional staff/resources as needed

Tardy/Late/Unexcused Absence: Tardiness is defined as being less than 5 minutes late to class. Late is defined as being more than 5 minutes, but less than 15 minutes late to class (and is considered unexcused).

Missing more than 15 minutes of a class, without a valid reason, will be considered an unexcused absence. Persistent tardiness/lateness/unexcused absences will be reported to the office as an attendance/disciplinary matter and families will be notified.

- ❑ Hour 1: Students arriving less than 15 minutes late to first hour will receive a tardy from the classroom teacher. Students arriving later than 15 minutes to class will be marked unexcused for the period and will be deemed ineligible for any after school activity.
- ❑ Hours 2-8 & Blue Jay Time: Students arriving less than 5 minutes late to class will receive a tardy from the classroom teacher.
- ❑ Students not reporting to class will be referred to the Dean of Students for appropriate discipline.

Excessive tardiness, being late to school/class, or unexcused absences may result in a detention or ineligibility from extracurricular activities.

Truancy/Habitual Truancy/Compulsory Attendance: Truancy, is defined by state statute (118.16(1)(c)), school board policy and the Jefferson County Truancy Plan. Formal truancy proceedings may begin for a student who meets the definition of habitual truant per these policies and plans.

Making Up Work Missed: Students who are absent for any reason are responsible for mastering the instructional objectives of each class. Students will be allowed one school day of make-up time for every school day the student was absent. Exception: Any long-term or previously-assigned work shall be due on the assigned date or be appropriately downgraded. Students who miss school for any reason will be responsible to stay current in their coursework and have assignments completed and turned in accordingly. Assignments not completed within this timeframe will be considered late, and appropriately downgraded. Students with unexcused absences may receive extra time to make up the work but may receive a zero for any in-class work that day as determined by the Dean of Students and teacher.

BUILDING SECURITY

In an effort to maintain a safe learning environment for all students, staff, and guests, security cameras have been installed in all buildings. Also, secure entrances have been created that require all guests enter through the main office.

CAMBRIDGE HIGH SCHOOL ACTIVITIES AND ATHLETICS

Activities/Athletic Director: Denise Stenklyft

<u>ACTIVITY</u>	<u>ADVISOR</u>
Academic Decathlon/Academic Bowl	Mr. Martin & Mrs. Parker
Dane County Youth Social Justice Advisor	Mrs. Gowan
DECA	Mrs. Jensen
Eco Club	Ms. Key
FFA	Ms. Kucken
Flight Crew	Mr. Gray
Forensics	Mrs. Kindschi
GSA (Gender Sexuality Alliance)	Mrs. Gowan
Jazz Band	Mr. Gerlach
Math Team	Mr. Hardy & Mr. Kolata
Musical	Mrs. Kindschi & Mrs. Gerlach
National Honor Society (NHS)	Mr. Wilson

ACTIVITY**ADVISOR**

Science Olympiad	Ms. Hood & Mrs. Simdon
Show Choir	Mrs. Gerlach
SkillsUSA	Mr. Martin
Spirit Squad	Ms. Kristin Rue
Student Council	Mr. Heinrichs
Yearbook	Ms. Simdon & Ms. Gunnelson
Class of 2027	TBD
Class of 2026	Ms. Key & Mr. Revels
Class of 2025	Mrs. Hansen & Ms. Levenson
Class of 2024	Mrs. Fleener & Mr. Gray

CAMBRIDGE HIGH SCHOOL SPORTS AND COACHES

	<u>SPORT</u>	<u>HEAD COACH</u>
FALL:	Football	Rob Nelles
	Volleyball	Adam Travis
	Cross Country	Matt Polzin
	Boys Soccer	Matt Carlson
	Girls Swimming	Co-op with Jefferson
	Girls Golf	Marie Brown
	Spirit Squad	Kristin Rue
WINTER:	Boys Basketball	Mike Jeffery
	Girls Basketball	Doug Pickart
	Wrestling	Peter Moe
	Boys Swimming	Co-op w/Jefferson
	Spirit Squad	Ms. Kristin Rue
SPRING:	Track	Jason Revels
	Girls Soccer	Lesli Rumpf
	Softball	Dean Freeland
	Baseball	Larry Martin
	Boys Golf	TBD

CAMBRIDGE HIGH SCHOOL STAFF

Cambridge school district employee email addresses and phone extensions are found on the district website.

CAPITOL CONFERENCE SCHOOLS

Belleville High School 635 Church St. Belleville, WI 53508 608-424-1902 Nickname: "Wildcats" Colors: Navy & Gold	Cambridge High School 403 Blue Jay Way Cambridge, WI 53523 608-423-3261 Nickname: "Blue Jays" Colors: Royal Blue & White	Columbus High School 1164 Farnham Street Columbus, WI 53925 920-623-5956 Nickname: "Cardinals" Colors: Red & White
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Lake Mills High School
615 Catlin Drive
Lake Mills, WI 53551
920-648-2355
Nickname: "L-Cats"
Colors: Royal Blue & White

Lakeside Lutheran High School
231 Woodland Beach Drive
Lake Mills, WI 53551
920-648-2321
Nickname: "Warriors"
Colors: Blue, Navy & White

Lodi High School
1100 Sauk Street
Lodi, WI 53555
608-592-3853
Nickname: "Blue Devils"
Colors: Royal & White

Marshall High School
401 W. School St., Box 76
Marshall, WI 53559
608-655-3466
Nickname: "Cardinals"
Colors: Red & White

New Glarus High School
1701 2nd St/PO Box 7
New Glarus, WI 53574
608-527-2410
Nickname: "Glarner Knights"
Colors: Scarlet Red & Royal Blue

Poynette High School
108 N. Cleveland St.
Poynette, WI 53955
608-635-4347
Nickname: "Pumas"
Colors: Orange & Black

Waterloo High School
865 N. Monroe St.
Waterloo, WI 53594
920-478-2171
Nickname: "Pirates"
Colors: Maroon & Gold

Watertown Luther Prep School
1300 Western Avenue
Watertown, WI 53094
920-261-4352
Nickname: "Phoenix"
Colors: Navy Blue and Vegas

Wis. Heights High School
10173 US Hwy 14
Mazomanie, WI 53560
608-767-2586
Nickname: "Vanguards"
Colors: Green & White

CAPITOL CONFERENCE SPORTSMANSHIP CODE

As a host school in the Capitol Conference, we welcome our guests with friendly rivalry and respect. May both schools be humble in victory and gracious in defeat. Let our schools and conference be known for the highest levels of competition and good sportsmanship. Remember that good sportsmanship is practiced by the fan in the stands as well as the athletes on the playing surface. Practicing good sportsmanship means that fans and athletes be humble in victory and gracious in defeat. Appropriate fan conduct should include but not necessarily be limited to the following:

THE DISPLAY OF SIGNS, STOMPING ON THE BLEACHERS, CAT CALLS, AND INAPPROPRIATE OR DEROGATORY COMMENTS TOWARD THE PLAYERS, REFEREES, OR OPPOSING SCHOOL ARE NOT APPROPRIATE FAN BEHAVIORS. PLEASE REMEMBER TO CHEER FOR YOUR FAVORITE TEAM IN GOOD TASTE. ENJOY THE GAME AND MAY THE BEST TEAM WIN.

FAMILIES WHO BRING SMALL CHILDREN ARE ASKED TO SUPERVISE THEM DURING THE GAME.

SPECTATORS WHO LEAVE DURING THE GAME WILL NOT BE ALLOWED TO RETURN. ACCORDING TO STATE AND LOCAL ORDINANCES SMOKING (in all forms) IS PROHIBITED ON SCHOOL PROPERTY. THANK YOU FOR NOT SMOKING.

CELL PHONES AND WIFI

The district has a policy governing the use of cell phones and the local wireless network during the school day. Please refer to this policy (located on the CHS website) for guidance.

Cell phones are **not to be used during class**. They are permitted during passing time and during lunch. The following procedure is followed in the classroom:

- 1) Teachers have an expectation that phones are not to be used during class, unless otherwise instructed.
- 2) If phones are visible (regardless of whether or not they are being used) the teacher will confiscate the phone. If the student complies, they will get their phone back at the end of the hour.
- 3) If the student argues or refuses to turn in their cell phone, they will be sent to the office and their phone will be confiscated for the remainder of the day. An infraction will be recorded in Skyward by the teacher.

Repeated violations will result in a cell phone plan for the student. The school may also hold onto the phone until a parent/guardian can pick it up.

Cell phones may not be used to take pictures of, or record other students or staff members without their permission. Offenders will face disciplinary action up to and including suspension, expulsion and referral to law enforcement.

CHS HOMEROOM & BLUE JAY TIME

Each Monday, students will attend homeroom after the final period of the day. This time is for each homeroom teacher to meet with his/her homeroom students. During this time, students schedule their Blue Jay Time sessions held each Tuesday, Thursday and Friday. Blue Jay Time is used for additional support from teachers. Juniors and Seniors may earn release privileges on Thursday and/or Fridays. Please see CHS C.A.R.E.S. Expectations on the CHS Website for more details.

(<https://www.cambridge.k12.wi.us/o/chs/page/the-blue-jay-way-pbis>)

CHS PBIS EXPECTATIONS

Cambridge High School uses Positive Behavior Interventions and Supports to support students. For complete and up-to-date information on these supports and privileges, please see CHS PBIS Expectations on the CHS Website for more details. (<https://www.cambridge.k12.wi.us/o/chs/page/the-blue-jay-way-pbis>).

CO-CURRICULAR ACTIVITIES

Students are strongly encouraged to participate in athletics and co-curricular activities. Research indicates that students involved in school activities are more likely to achieve better grades and feel positive about themselves and their school. Students involved in co-curricular activities are required to follow the eligibility requirements as established by the Activity Code, and pay the participation fee. A copy of the Activity Code can be found on the high school website under the athletics “button”.

COLLEGE CREDIT OPPORTUNITIES

Early college credit program:

A high school student would be permitted to enroll in a UW System institution, or a private, non-profit institution of higher education, to take one or more nonsectarian courses, for which the student may earn high school credit, post-secondary credit, or both. The technical colleges are not part of ECCP. Under the ECCP, the cost of courses is shared among the institution of higher education (IHE), the school district, the state, and in some cases, the student’s family.

Students may apply for permission to take courses at approved institutions of higher learning. Generally, the requested classes are beyond the most advanced courses offered at this school. Credit for those courses can be applied towards Cambridge graduation requirements.

The student's tuition and fees paid by the Cambridge school system provided that the student successfully completes the course with a "C" or better, and the requested course(s) meet certain criteria. If the student drops the course, fails to earn a "C" or better, or takes a course that is not properly approved, the student will be required to reimburse the district. Where applicable, student tuition and fees may be charged to the family.

Students must apply to the school counselor, Denise Parker by October 1, and March 1, for the respective spring and fall courses. It is highly recommended students speak w/the school counselor regarding this option.

The ECCP is new and has been modified by the legislature on more than one occasion. Please contact the School Counselor for the most up-to-date information regarding ECCP as well as an application form.

Start college now program:

A high school student who has completed Grade 10 would be permitted to enroll in a WI Technical College to take one or more courses that are not offered at Cambridge High School. Under the Start College Now Program, the cost of courses is paid by the school district.

Students may apply for permission to take courses at approved institutions of higher learning. Generally, the requested classes are beyond the most advanced courses offered in high school. Credit for those courses can be applied towards Cambridge graduation requirements.

The student's tuition and fees will be paid by the Cambridge school system provided that the student successfully completes the course with a "C" or better, and the requested course(s) meet certain criteria. If the student drops the course, fails to earn a "C" or better, or takes a course that is not properly approved, the student will be required to reimburse the district.

Students must apply to our school counselor by October 1, and March 1, for the respective spring and fall courses. It is highly recommended students speak w/the school counselor regarding this option.

The Start College Now Program is new and has been modified by the legislature on more than one occasion. Please contact our School Counselor for the most up-to-date information regarding ECCP as well as an application form.

COMPUTER/INTERNET USE POLICY

A copy of the board approved policy for computer and network use can be found on the district website. families may request that their student not be allowed internet access at school by providing written notice. B.O.E. Policy 363.2, and 443.5.

Cambridge High School implemented a 1-to-1 Chromebook program that started in the 2018-2019 school year. Please refer to the SDC Chromebook Handbook for additional information. (<https://5il.co/hxnj>)

COURSE REGISTRATION PROCESS

Course registration for the next school year begins in the second semester. Students are given a copy of their most current credit audit and should have the necessary information to make an informed decision about course selections for the next school year. Students should register for classes with the intention of successfully completing the course.

DROPPING AND ADDING COURSES

Schedule changes should be considered only if there is a strong reason to make the change. Students needing to drop/add a course need to complete the appropriate form to be signed by both teachers and family, then make an appointment with the school counselor.

The first five days of a semester are reserved for adding/dropping classes; however, it is preferred if students make arrangements with the school counselor prior to the first week of classes. Classes dropped after the first five days of the semester will be dropped with a letter grade of an F, and the student will be placed in study hall.

EMERGENCY DRILLS

Cambridge High School conducts a variety of emergency drills throughout the year in order to protect the safety and wellbeing of the students and staff. If you have any questions regarding these drills, please contact the Dean of Students.

Fire Drills: Fire drills will be held at regular intervals throughout the school year in compliance with state law. Teachers will inform students of the procedures to be followed during a fire drill/actual fire. Each room has printed instructions, please follow them carefully. Every person in the building must leave promptly, orderly, and quietly at the sound of the fire alarm. For everyone's safety, please remain calm and orderly at all times.

Severe Weather: The school will conduct practice drills to educate students and staff regarding the most desirable actions to take in the event of severe weather. The signal to take protective action will always be initiated by voice commands from the school office. Teachers will inform students of the procedures to be followed in severe weather situations. For everyone's safety, please remain calm and orderly at all times.

Lockdown/Barricade Drill: When an armed or unwelcome intruder enters the building, the immediate concern is the safety of students and staff. Staff have been trained on Run/Hide/Fight protocols and will assess each situation individually. The school conducts multiple drills each year to prepare our students and staff. The following procedures will be followed when dealing with an armed or unwelcome intruder:

- Run/Hide/Fight Sequence
 - Run--to a safe area outside of school if possible
 - Hide--Close and lock the door, turn off lights, remain silent and hide away from the door/window; if situation warrants; Barricade--move classroom items to obstruct the entrance
 - Fight--If necessary defend yourself and others
- Please follow the directives of staff members.

Medical Emergency Response Team and Situation Hold: Medical Emergency Response is called at times of medical emergency and activates the Building Emergency Response team. Students and teachers remain where they are until the "all clear" is given. Situation Hold is called whenever students and staff need to remain out of the hallway until a non-emergency situation can be taken care of. Again, students and teachers stay where you are until the "all clear" is given. Students will follow the directions of staff and remain in class until further notice.

FAMILY COMMUNICATION

In an effort to stay connected with families, CHS communicates with families in a variety of ways. Here are a few methods:

- Frequent emails--Teachers send emails to families via Skyward on the events of the course.
- e-Notes--Monthly office communication sent to families via Skyward on the events of the school.
- Facebook and Website updates
- Skyward emails--At random times of the year, the principal, dean, counselor, and/or athletic department may send additional emails via Skyward (ie. Silver Cord opportunities, sport sign up announcements, and others).

FAMILY/TEACHER ORGANIZATION (PTO)

The Cambridge Parent-Teacher Organization (PTO) is a family/teacher/community group whose purpose is to enhance the educational, arts and enrichment experiences for all children in the School District of Cambridge. The PTO provides support for programs and equipment and advocates for optimal student experiences and opportunities. The PTO membership is open to all families grades K-12. please see the PTO website, which is located as a link on the School district website for membership information and other opportunities to become involved.

FINAL EXAMS

Exam days are mandatory attendance days. Students are therefore required to attend and take all of their scheduled final exams. Final exams will be scheduled for all regularly scheduled classes. Any student who misses a final exam will be required to make up that exam and will be issued an incomplete until the exam is made up. Incompletes not made up within a designated time period (based on school calendar) will receive a zero. Students in co-curricular activities are reminded that an incomplete final exam grade counts as a failure until satisfactorily completed and will therefore negatively affect eligibility.

Students are expected to take their final exams during their designated time period. Students who do not attend their regularly scheduled final exam, and do not have a pre-approved absence, will be marked as unexcused.

Those students may face disciplinary action up to and including the possibility of receiving a zero on the final exam. Semester exams may be weighted up to 20% of a semester grade.

For students taking online classes, the final exam or project must be proctored prior to the end of the semester the course is taken. All online coursework (including the final exam or project) must be completed prior to the end of the semester the course is taken.

FOOD AND DRINK IN THE CLASSROOM

Cambridge High School recognizes that students may need to eat and drink throughout the school day. We ask students to be responsible and work with staff as to when and where to eat and drink. Certain areas of the school may have differing expectations for food and drink. In some areas (computer labs and IMC) only water may be allowed while other areas of the school may allow food. Each teacher will clearly communicate her/his expectations on food and drink with students.

Cambridge High School does offer a breakfast program each morning as well as a lunch program where additional items can be purchased using the student's lunch account. Students are welcome to bring items from home as well.

GRADING/HONOR ROLL/REPORT CARDS

Grading: Each classroom teacher will distribute a class syllabus at the beginning of the course. The syllabus will clarify guidelines for course content, classroom conduct, expectations, homework, assignments, and grading. Grades will be based upon the percentage of points earned throughout the semester. The 10.00 point scale shall be used in all CHS classes, with the top three points determining the plus grade, and the bottom three points determining the minus grade in each range. There will be no rounding or extra credit. Students may come in for extra help and to retake an assessment at the teacher's discretion. The grading scale is as follows:

98.00 – 100.00	A+	87.00 – 89.99	B+	77.00 – 79.99	C+	67.00 – 69.99	D+
93.00 – 97.99	A	83.00 – 86.99	B	73.00 – 76.99	C	63.00 – 66.99	D
90.00 – 92.99	A-	80.00 – 82.99	B-	70.00 – 72.99	C-	60.00 – 62.99	D-
						59 and below	F

Late assignments will be recorded as a zero and marked as missing in Skyward Gradebook until submitted. Students may lose 10% per day for each day late up to 40%. Student work of poor quality may be scored appropriately and entered in Skyward; however, each teacher has the ability to request such work to be re-done. Late work will be accepted up to one week after the unit assessment is given or the completion of the unit. This also includes making up all missed PE classes. Homework/assignments not turned in before the end of a grading period will remain a zero and be appropriately calculated into the student's final grade. This does not apply to dual credit, off-campus/online courses.

Advanced Placement/College Board courses are college level classes with firm deadlines for assignments and examinations.

There are eight grading periods per year approximately every 4.5 weeks. (Midterm 1, Quarter 1, Midterm 2, Quarter 2/Semester 1, Midterm 3, Quarter 3, Midterm 4, Quarter 4/Semester 2). Teachers are reminded that families and students can check their grades at any time by using Skyward Family Access. If a family and/or student has a question about a grade, they will be directed to the teacher first. If a grade is in dispute, the building principal will hold a meeting to determine the facts of the situation and render a decision. Only semester grades are entered on the high school transcript.

Semester 1 is weighted at 40-45%, Semester 2 is weighted at 40-45% and Semester Exam is weighted at 10-20%.

Summer School: During the final quarter of the school year, any student who has failed a core course (or is credit deficient) is expected to either attend and pass summer school for credit recovery or repeat the core course the following school year. Summer school attendance is required. Students who exceed two (2) school-approved absences will be dropped from summer school and then will be enrolled in the core course the following school year. (Note: these days are designated for illness or family emergencies.) A senior who is credit deficient will need to take and pass summer school coursework to obtain their diploma. Please refer to CHS Graduation Requirements in this handbook.

Honor Roll: At the end of each quarter a "High School High Honor" and "Honor" roll will be published in the Cambridge News. The honor roll is based on a "4" point grading scale. Students with a 3.5 GPA (grade point

average) or better for the quarter qualify for the high honor roll and students with a grade point average between 3.0 and 3.49 qualify for the honor roll. All academic subjects, including physical education, count toward the honor roll. To determine the grade point average, the following number of points are awarded to each student, for each grade the student earns each semester:

Each A+ earns 4.33 points	Each C+ earns 2.33 points
Each A earns 4.00 points	Each C earns 2.00 points
Each A- earns 3.67 points	Each C- earns 1.67 points
Each B+ earns 3.33 points	Each D+ earns 1.33 points
Each B earns 3.00 points	Each D earns 1.00 points
Each B- earns 2.67 points	Each D- earns 0.67 points
	Each F earns 0.00 points

Class Rank: Class rank is calculated at the end of each semester, through the cumulative semester grade point average (G.P.A.) calculation. The student with the highest G.P.A. is ranked number one. The remaining rankings follow in descending order from first to last.

Report Cards/Parent-Teacher Conferences: Grade reports are processed in Skyward eight (8) times during the school year. Mid-term, quarterly and semester grades are used to determine eligibility for co-curricular activities. A paper copy of report cards are sent home through U.S. Mail after each semester. Families may check their student's grades online through Skyward Family Access program. It's highly recommended that you check this several times during the grading period. If you are in need of an access code, please contact the main office. If you do not have internet access and wish to receive a hard copy of your student's report card please contact the main office. Conferences are held in the fall and the spring. The spring conference is intended for those students and families who have been requested by staff to attend.

GRADUATION

Graduation requirements: Graduation will be held each year on the Sunday afternoon immediately following the last day of classes. Twenty five credits are required for graduation, to include: 4.0 credits of English , 3.0 credits of science, 3.0 math credits, 3.0 credits in social studies, 1.5 credits in physical education, 1.0 credit in CTE, .5 credit in Health, .5 credit in careers/personal finance and 8.5 credits in elective areas. A credit of work is defined as the successful completion of a course which meets five periods per week for the entire school year. A listing of the graduation requirements and course content of each class is contained in the Cambridge High School Course Description Booklet which can be found on our website.

Per School Board Policy, all candidates for graduation must successfully:

- Accumulate at least 25 credits (see above)
- Pass the Civics Exam (per State Statute)
- Complete and submit a senior portfolio
- Participate in a senior exit interview
- Successfully complete a CPR course
- Students wishing to graduate early must apply to the school counselor in writing by October 1, according to the timelines set forth in the early graduation policy. An early graduation form can be obtained through our school counselor or administrator.

Exception for Graduation Ceremony Participation: A student who is short no more than one credit and has a plan to complete the deficient credit in summer school may participate in graduation. In that case, the diploma will be held in the office until satisfactory completion is achieved. Students who are deficient in more than one

credit will not be allowed to participate and will not receive their diploma until the deficiency has been successfully completed.

Commencement for Students: Commencement is a school district sponsored activity and the school district, therefore, reserves the right to set the agenda and venue for the ceremony. Student input will be used to help determine the announcements, choose the class motto, class songs and class flower. All other parts of the program will be decided by the school administration and will be in keeping with the formality of the occasion. Participation in commencement exercises is optional. In order for a student to participate in the graduation ceremony, all fines, fees and obligations should be met prior to graduation practice.

Behavior prior to graduation should be reflective of a responsible young adult. Behavior that will jeopardize participation in graduation shall include, but not be limited to the following:

- Vandalism to the school and/or property
- Vandalism to the property of staff
- Disruption of the school day
- Senior pranks
- Students placed on disciplinary homebound detention
- Students who are expelled
- Other serious disciplinary incidents
- Violation of attendance/behavioral contract

Commencement is a very formal occasion and should be treated as such. It is a ceremony in which the families, friends, staff, and public gather to recognize the accomplishments of the graduates. The dress and conduct of all in attendance should reflect the formality of the occasion. The following are suggestions/guidelines:

- Graduates are encouraged to dress appropriately
- Mortar boards may be decorated in good taste with decorations on the top only (nothing should hang off the mortar board). A replacement mortar board will be issued to those students if deemed necessary.

Rank-in-Class for Graduation: Student rank-in-class, for commencement purposes, will be determined after seven (7) semesters. Transfer students must have been enrolled in Cambridge High School for a minimum of 1.5 semesters, of which, the final semester must have been on a full-time basis, to be considered for first or second rank status. Final rank-in-class (8 semesters) will be calculated upon the completion of all requirements and will include all students that receive a high school diploma, regardless of the amount of time the student was enrolled.

HEALTH SERVICES

Families should inform the district of any health condition(s)/concerns regarding their student when registering online w/Skyward. Please inform the main office of any health changes throughout the school year.

If a student becomes ill during the day they should contact the office. If a student has an accident while at school, they must report it to a teacher, administrator, aide or the office.

Medication at School: Medications should be administered at home whenever possible. If it is necessary for a student to take medication at school, this may be done in accordance with district policies. It is the responsibility of the families to file a consent form and written instructions for giving any over-the-counter medication in the school office. The school nurse shall authorize the administration of medications at school.

Before any prescription medications may be administered, school personnel must have written instructions from the student's prescribing health care practitioner, as well as written family consent for administration of this

medication. Prescribing health care practitioners shall agree to accept direct communication from the person who is administering the medication.

Medications shall be supplied by the family and in the original labeled container (including prescriptions). families are responsible for restocking and safe delivery of medications to school. families are also responsible for removal of medications when they are discontinued and/or any medications remaining at the end of the school year. School personnel will dispose of any medications remaining after the end of the school year.

Accidental Injuries: Cambridge School District no longer provides each student with accident insurance. Students may still privately purchase the accident insurance policy, forms are available in the district office. Since this will now be a private policy, the student will be responsible for payment of fees, and the filing of all forms and claims.

Immunizations:

Wisconsin Student Immunization Law.

Grade/Age	Number of Doses				
Grade 6-12	4 DTP/DTaP/DT/Td	1 Tdap	4 Polio	2MMR	3 Hep B 2 Var

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering Pre-K and grades 1-12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4 th birthday is also acceptable).
3. Polio vaccine for students entering grades K-12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
4. Laboratory evidence of immunity to Hepatitis B is also acceptable.
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable). Laboratory evidence of immunity to all three diseases (measles, mumps and rubella) is also acceptable.
6. Var means Varicella (chickenpox) vaccine. A history of Chickenpox or laboratory evidence of immunity to varicella disease is also acceptable)

Cambridge school district uses the Wisconsin Immunization Registry (WIR) and follows an agreement with the Department of Health Services for its use. If your child is not up to date on the required immunizations by the 30th day of the school year, they may be excluded from school until they have their vaccinations up to date or you may sign a waiver (for personal, religious or medical reasons) located on your child’s immunization form. Immunization forms are located in the school office and on the school website. Please contact the School Nurse, for more information.

HONORS STUDY HALL GUIDELINES

Students in Grades 9 (beginning Qtr 4), 10, 11, and 12, who earn a 3.5 GPA or higher for the quarter and follow CHS PBIS expectations are eligible for Honors Study Hall, which takes place in the IMC. Honors Study Hall is a destination study hall, with the same basic rules as regular study hall EXCEPT that the students have more room and can visit about assignments, and eat and drink in the area. Students who have a pass from a teacher may sign out to that teacher, but then must remain with that teacher for the entire period. Students who fail to follow Honors Study Hall guidelines will be removed and placed in a structured study hall.

LIBRARY MEDIA CENTER POLICY (IMC)

The instructional media center (IMC) is centrally located in the high school. The IMC provides opportunities for research, recreational reading, computer use for research, on-line classes, other school related projects, and opportunities for quiet and group study. Just as in our classrooms, cell phones are not to be used.

The IMC is available before and after school as a place where students can study either independently or in groups. The IMC is also available for students to make up tests during study halls, or after school hours.

IMC Hours: The IMC is open Monday through Friday from 7:30 a.m. - 3:30 p.m. Students should consider it a privilege to come to the IMC. It is therefore the responsibility of students to respect the IMC as a place for quiet study, conducting research, using the technology and resources appropriately, or for relaxing with a newspaper, magazine, or good book. Students who choose to ignore this responsibility may be asked to return to study hall or class.

The IMC staff will make every effort to accommodate the needs of students wishing to access the available resources. On occasion, the demand may overwhelm the space available. When this happens, students may be asked to return to study hall or class, and alternative arrangements may need to be made for accessing the materials

Materials found in the IMC are for the use and enjoyment of all students and teachers. Please do not damage, cut, or mark any of the materials. If a copy of a specific resource is needed the IMC staff will be happy to make one for you.

IMC Guidelines: Students are asked to respect the rights of others when using the IMC, by following these guidelines:

- Students using the IMC should have a pass, be part of a class using the IMC or have permission to report to the IMC from study hall.
- Students are responsible to sign in when they arrive to the IMC, and plan to stay for the remainder of the class period. If leaving before the end of the class period, the student should ask for a pass, and sign out.
- In general, there should be no food or drink in the IMC. Exceptions may be granted for special events or activities.
- Students are encouraged to respectfully comply with all requests from the IMC staff. In order to accommodate classroom requests to use the IMC, there may be times when students may be asked to clear a specific area.
- The computers are available for use by students during the school day for academic purposes only.
- There should be no cell phones in the IMC.

CIRCULATION PROCEDURE

Books and Magazines: Books and back issues of magazines may be checked out for two weeks and renewed, as needed (current issues of magazines can only be used in the IMC). Overdue fines for material check out will be \$.05 per day, per item. Only days that school is in session will be included in the fine. Overdue lists and fines will be posted in the IMC and updated weekly.

Reference Materials: Reference materials are intended to be used in the IMC during the school day; however, if necessary the materials can be checked out overnight at the end of the school day. Items checked out overnight should be returned to the IMC before first hour.

Copy Machine: A copy machine is available for students to copy items from newspapers, magazines, books, and any other school related material free of charge. Copying of non-school related materials is not permitted.

Computers: Computers are available for students to use in the IMC for school-related projects. Non-school related activities will be limited to before and/or after school hours. Only material for school-related projects will be permitted to be printed. For further guidelines students should refer to the “Computer and Network Use Policy” located at the end of this handbook.

Interlibrary Loan: If you do not find what you need in the IMC, interlibrary loan services are available to students. Please see the IMC staff to request the item you are looking for. Students will be notified when the item(s) are available for check out.

LOCKERS AND LOCKS

Each student is assigned a locker at the beginning of their freshman year that they retain until graduation. Students should not share their locker combination with anyone else, nor place additional locks on their lockers. Students are expected to keep their lockers in good condition and are cautioned to take no action that would cause permanent changes to the appearance and condition of their locker. Each student will be called upon to restore the locker to its original condition or pay for damages at the end of the year. The lockers are the property of the Cambridge schools and the school retains the right to search lockers at any time, without notice, without a search warrant and without student consent. Searches may include the use of canines.

Lockers that do not operate properly are to be reported to the office for appropriate repair. The school district cannot be responsible for lost or stolen articles due to improperly secured lockers or failure to report problems with locker operation. Students will be charged for lost padlocks from the physical education classes.

LUNCH

The School District of Cambridge lunch program operates on a credit/debit basis. Each student has an individual lunch account. When they purchase lunch items, the proper amount will be deducted from their account. Families can log into Skyward Family Access and monitor what their child is eating, the cost of the lunches purchased and the balance remaining. Students and families will be contacted when their balance is low. Money turned into the office before 9:30 a.m. will be credited to your account that day. Checks should be made payable to Cambridge Schools.

Cambridge High School is a **closed campus**, with the exception of the use of the school’s picnic tables on the north side of the building, weather permitting. The use of cars at noon is not allowed. Students are expected to report to their first class after lunch without tardiness. Failure to follow these expectations may be cause for disciplinary action(s).

NO PETS PLEASE!

For safety and sanitation reasons, pets are not allowed in school, or on school property. Exception: in some classes the use of small animals relates directly to the curriculum. In such cases the students will be notified and instructed on proper animal care and safety. Please refer to BOE Policy for additional information..

SCHOOL CLOSINGS

If it is necessary to schedule a delayed start, close school or dismiss early for any reason, the following procedure will be followed:

- The district will send out an automated message detailing the release.
- Our district phone system and website will be updated to indicate school closings or delays.

SCHOOL COUNSELING SERVICES

School counseling staff is available for individual consultation with students on any number of concerns. Family conferences can be arranged by appointment by calling the office at 608-423-3261. Presentations by the counseling staff concerning career development, post-secondary planning and other guidance-related activities are scheduled throughout the school year. The school psychologist and school social worker are located in the student services complex, while the school counselor is located in the main office.

SCHOOL FEES

Registration fees can either be paid online or at the district registration event. Students will be charged for materials consumed and/or field trips in class during the school year. Fees for any classes will be communicated to families. Students who participate in athletics or other activities are charged a participation fee for each sport/activity they participate in. The fee is paid at the office and must be paid before participation begins. If fees are a hardship to your family, please contact the office to work out a payment plan or discuss other options.

SPECIAL EDUCATION NEEDS

Families with special education concerns should call the Director of Pupil Services at 608.423.4345 x2103. If you have questions regarding academic tutoring call the Dean of Students Office at 608.423.3261 x2121. If you have questions regarding School Age families, At-Risk programming or have a student in need of academic support due to other health impaired reasons, please call the school counseling office at 608.423.3261.

STUDENT DISCIPLINE (Changed from “Disciplinary Actions” and “Causes For Disciplinary Actions”)

A record of incidents involving major infractions and minor infractions will be kept. Disciplinary actions taken can be either as a result of repeated offenses, or as a singular incident, at the discretion of the discipline officer.

Disciplinary actions taken can include, but are not limited to the following: (Ref. B.O.E. policy 447)

Reporting an Infraction: An infraction may be issued when a student’s conduct is inappropriate. Teachers will make attempts to remediate the student’s behavior prior to issuing an infraction. Teachers will notify students when an infraction is issued. Repeated behavioral infractions may be cause for further disciplinary action. In the case of egregious behavior, an immediate infraction may be issued. families will be notified for repetitive and/or egregious behavioral infractions.

Detention: Any school employee may detain a student during lunch or after school for disciplinary reasons. Detentions may be served in the teacher's classroom or the Main Office dependent on who issues the detention. Failure to report to detention will be cause for further disciplinary action.

Removal from Class:

Temporary Removal: In cases where temporary removal is required, the teacher and administration or designee will counsel with the student to clarify the reason for the removal, and to establish parameters for reinstatement before returning him/her to class.

Reasons for removal from a class:

The following are recommended reasons for removal of a student from a classroom but not limited to:

1. Repeated refusal to follow classroom rules/guidelines.

2. Verbally threatening a teacher or another student.
3. Sexual harassment of a teacher or another student.
4. Possession/use of tobacco products, regardless of form or delivery method.
5. Possession/use of alcohol, illegal drugs or a controlled substances or look-a-like substances.
6. Possession/use of illegal drug paraphernalia.
7. Possession/use of a weapon, explosive materials, look-a-like weapons or other objects used or designed to inflict bodily harm or to intimidate.
8. Any act/behavior that violates school board policy. This includes information contained in the middle/high school student handbook.
9. Suspicion by teachers that students in their classrooms are under the influence of an illegal drug, alcohol or a mood-altering substance.
10. Use of abusive and/or profane language.
11. Theft and/or destruction of personal and/or school district property.
12. Any act/behavior that endangers the health and safety of others present in the classroom.

Permanent Removal: In cases of repeated failure to follow general school/classroom rules, or incidents that compromise the safety and order of the classroom, it may be necessary to permanently remove a student from the class. Other disciplinary actions may also be taken. In cases where permanent removal from class is being considered, the following procedure will be followed:

- Immediate temporary removal to the office.
- The teacher or staff member will document attempts to contact families in an effort to remedy the situation. If the removal is focused on a singular act, the seriousness of the act will be documented.
- The teacher will contact the administration with the supporting evidence to support removal from class.
- Administration shall schedule a family conference in which the concerns will be reviewed. At the conclusion of that conference a decision will be made which may include: continuing the student in the class on a probationary status; transferring the student to another teacher; placement into an alternative setting as defined by law; or dropping the student with an "F", and placing the student in study hall.

In-School Suspension: In-school suspensions are commonly assigned when students commit major violations. Failure or refusal to serve an in-school suspension may result in an out-of-school suspension. The student and family will be contacted regarding the suspension and family will receive written notification.

Out-of-School Suspension: A temporary exclusion from school for a period not to exceed five (5) school days. Exclusion in cases being investigated pending expulsion for a period not to exceed fifteen (15) school days. A student that is suspended may not be on school grounds at any time during the entire period of the suspension. Being seen on school grounds will constitute a police citation for trespassing. Students and families are required to attend a readmit meeting prior to returning to class when multiple days are assigned. The student and family will be contacted regarding the suspension and family will receive written notification.

Pre-expulsion Conference: Is a conference conducted by the superintendent or his designee which may include the student, family, or legal custodian, the principal, Dean of Students, and appropriate other staff members. The purpose of a pre-expulsion conference is to establish behavioral guidelines in lieu of considering the student for expulsion.

Expulsion Conference: The next step after a pre-expulsion conference may be a recommendation to the Board of Education for an expulsion. State statutes regarding expulsion proceedings will be adhered to. Families and adult students (over 18) have the right to appeal a suspension or expulsion.

Police Notification: Police will be contacted where student conduct is found to be in violation of the law.

Severe Clause: At the discretion of administration the disciplinary action taken may not necessarily follow the sequence of next level of severity – meaning that it may be necessary to skip the pre-expulsion conference and go directly to an expulsion conference. If deemed appropriate, a more severe form of action may be taken.

Alcohol, Tobacco, e-Cigarettes and Other Drugs/Paraphernalia: Use/possession, sale, or transfer of tobacco or alcohol products, drugs, e-cigarettes, look-a-likes or paraphernalia, is strictly prohibited by law and can be harmful to both the student and others. Therefore, students shall not possess, use, sell, be under the influence of, or transmit in any form tobacco products, e-cigarette products, alcoholic beverages, drug paraphernalia, chemical substances that are stimulants, depressants, hallucinogens, narcotics, volatile substances, or cannabis derivatives or look-alikes of any kind. This expectation includes on school grounds or in the school building including daily and co-curricular bus transportation, or off school grounds at any school-sponsored activity.

Bullying/Hazing/Harassment/Threats: Student hazing, unauthorized initiations, threatening language, threats to do harm, or harassment of any form, are not allowed in school, or at any school activity either on or off school grounds, including bus transportation (including the displaying/wearing of the Confederate Flag/Symbols). Students who engage in such conduct will face disciplinary action and possible referral to the police. At the discretion of administration, repeat or severe incidents may be cause to refer the student for expulsion.

Insubordination/Obstructing: A student will not repeatedly obstruct or fail to comply with directions of teachers or other authorized school personnel during any period of time when he/she is properly under the authority of the school. Students who do not respond to guidance or minor discipline must accept the consequences of such action. Willful disobedience or refusal to follow school rules, open defiance of a teacher's authority, the use of inappropriate/profane/obscene language or inappropriate gestures toward staff is cause for disciplinary action, including suspension. At the discretion of administration, repeat or severe incidents may be cause to refer the student for expulsion.

Theft or Damage/Destruction of Property: No student will damage/steal school property or private property, either on the school grounds, or during a school sponsored activity off school grounds. Students involved in such activity will face suspension and a referral to law enforcement. At the discretion of the school administrator extreme or repeat offenses may be cause to refer the student for expulsion. CHS is not responsible for lost or stolen property.

Weapons (Guns, Knives, Look-A-Likes, etc): Any student found in possession of a gun, knife, "look-alike" weapon, or any item which could reasonably be considered a weapon, may lead to suspension and/or subject to expulsion. Possession shall include: on the person, in a locker, vehicle, backpack, purse, or other bag. Such items will be confiscated and given to the School Resource Officer.

Other Forms of Discipline: It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the Principal's responsibility to make sure that appropriate discipline is being applied and circumstances for the behavior are being considered. In all cases, the school shall attempt to make discipline prompt and equitable and to have the consequence match the severity of the incident.

Informal Discipline: Informal discipline takes place within the school. It includes rewriting assignments, change of seating or location, or detention (lunch or after-school).

Detention: A student may be required to serve during lunch, before or after school. Furthermore, students involved in physical aggression, disorderly behavior, and/or use of profanity will also carry a separate consequence and may result in suspension, expulsion, and/or police charges.

Insubordination: Students are expected to follow the reasonable directions and requests of all staff including teachers, custodians, cooks, secretaries, aides, coaches, bus drivers and administration: i.e. ignoring the reasonable directions of a staff member, confronting a staff member, being disrespectful, or arguing with any staff member is unacceptable.

Use/Possession/Sale/Transfer of Drugs/Paraphernalia: Students found to be under the influence of drugs or in possession of drugs, look-alikes, or paraphernalia on school grounds or at any school function (either on or off school grounds) will face suspension for up to five (5) school days, family contact, a referral to law enforcement, and may lead to a pre-expulsion conference. Failure or refusal to follow the conditions of reinstatement will be cause to consider further disciplinary action up to and including suspension and referral for expulsion. Students found to be selling and/or distributing drugs, look-alikes, or paraphernalia on school grounds or at any school function will face suspension for up to five (5) school days, family contact, a referral to law enforcement and may lead to a referral for expulsion.

Prohibited Harassment: Cambridge High School is determined to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the school can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the school.

Cambridge High School will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Cambridge High School will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, Cambridge High School prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Characteristics, through its policies on bullying

Harassment: Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Characteristics that:

- A. places a student in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment: "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Other forms of harassment such as Race/Color Harassment, Religious (Creed) Harassment, National Origin Harassment, and Disability Harassment are also prohibited by this policy.

Reporting Procedures: Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, student services team member, supervisor, or District employee or official so that administration may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall report it at his/her first opportunity. Reporting procedures are as follows:

A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employee.

B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.

C. Teachers, administrators, and other school officials who have knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the building principal or District Administrator.

D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employee.

E. The reporting party or complainant shall be encouraged to use a report form available from the principal or on the school's website at <https://www.cambridge.k12.wi.us/page/report-bullying-harassment>, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.

Appeals Process: Students and their families have the right to appeal actions taken if they can present information that indicates the action taken was too harsh. All appeals shall begin with building administration. If the student and their family are not satisfied with the decision of building administration an appeal may be made to the district administrator in writing within five (5) working days. The district administrator shall arrange a conference with the involved parties to hear the case. The decision of the district administrator shall be considered final. Written minutes of each step in this process shall be maintained and copies mailed to all parties.

STUDENT DRESS

Cambridge High School recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. CHS will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the school shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

1. Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:

- A Shirt(with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Footwear

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

3. Students May Wear, as long as these items do not violate Section 1 above:

- Religious headwear
- Hats in the common areas and hallways, and in the classroom (with teacher permission)
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above)

4. Students Cannot Wear:

- Hoods inside the building.
- Sunglasses
- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups, including the Confederate Flag.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).
- Coats during the school day.

Backpacks/Purses: There has been increasing concern in schools that backpacks/purses/bags can be used to conceal items that can cause harm to self and others. For this reason these items are to be kept in your locker during the school day.

Blankets/Pillows: Blankets, pillows, shawls, etc. should not be brought to school and used during the school day. These items can be used to conceal items that can cause harm to self and others. Please plan on bringing additional layers of clothing in lieu of blankets.

STUDENT GROUPS/ACTIVITIES AND FUNDRAISERS

Each class is responsible to raise sufficient funds to cover their expenses. This includes any class activities including: Homecoming floats, Prom decorations, and Graduation expenses.

Homecoming: Homecoming activities are held during the fall sports season. The program is held under the direction of the Student Council, including election of Homecoming Court, activities for the week, the parade, and dance.

The Homecoming court will be selected by a vote of the student body in an election held by the Student Council. Students eligible for the Homecoming ballot must be active in a fall activity, have no activity code violations, no major infractions or unexcused absences or tardy infractions. *(Exception: senior students who served on their Junior Prom Court and Junior/Sophomore students who have previously served as Homecoming class representatives will be ineligible, Class representatives will again be eligible to be on court during their senior year.)*

Freshmen, sophomore and junior students will elect one boy and one girl to represent their respective class on the court. Senior students will vote for five girls and five boys. Once this process is complete, the entire student body will vote from the 10 senior class representatives -- the senior boy and girl with the highest number of votes will be named Homecoming Royalty (In the case of a tie, we will re-vote.) The court will be introduced at the football game, the Homecoming Dance, participate in the parade and have their picture in the paper. All court members must have a signed activity code on file in the main office.

Junior Prom: The Junior Prom is traditionally held on the first Saturday in May. The Junior Class elects Prom Court from a ballot of eligible juniors, choosing five boys and five girls. The students receiving the most votes are named Prom Royalty. Those juniors eligible for the prom court ballot must have no activity code violations, no major infractions or unexcused absences or tardy infractions. Any student may have his/her name removed from the original list if they desire. However, if a student accepts the nomination and is elected, he/she is expected to fulfill the obligation of being on the court. All court members must have a signed activity code on file in the main office.

Class Officers: Each class elects the following officers: President, Vice President, Treasurer and Secretary.

Student Council: Each class officer represents his/her class on the student council executive committee for the entire school year that they are in office. In addition, the officers are expected to work closely with their class advisors to carry out the various school activities. Those activities being: Homecoming, and any other school-wide activity that may require their assistance during their term of office.

Class officers and Student Council representatives will be required to sign and follow the activity code. Failure to do so will result in removal from office for the length of time specified by the code. In case of permanent removal, a replacement will be appointed by the class advisor.

School Board Representative: There will be one student representative from the Student Council and one from National Honor Society chosen to participate in school board meetings.

Fundraisers/Sales: All fundraisers must be pre-approved by either the school board or the building administrator. All door to door sales must be pre-approved by the school board. All other sales must be

pre-approved by the building administrator according to the district fundraising policy (BOE #374). The in-school sale of items for non-school related activities or organizations will not be allowed.

STUDENT HOURS

Cambridge High School student hours are 7:45 am to 3:10 pm. The high school commons is open daily by 7:00 am and access to the academic wing/student lockers will be available beginning at 7:30 am. Co-curricular activities generally start immediately after school. Students involved in co-curricular activities are expected to report to their activity immediately, and be under the direct supervision of their coach/advisor. No student should be in the building past 3:30 pm unless they are under the supervision of a staff member.

The Cambridge High School campus is a closed campus. Students wishing to leave, for any reason, must first obtain permission from their families and the school office. They must sign out at the office prior to departure and sign in upon returning.

Mon/Tues/Thurs/Friday

1	7:45	-	8:32	(47)
2	8:36	-	9:20	(44)
3	9:24	-	10:08	(44)
4	10:12	-	10:56	(44)
5	11:00	-	11:44	(44)
Lunch	11:46	-	12:16	(30)
6	12:20	-	1:04	(44)
7	1:08	-	1:52	(44)
8	1:56	-	2:40	(44)
HR/BJT	2:44	-	3:10	(26)

Wed./ Late Start

1	8:45	-	9:28	(43)
2	9:32	-	10:12	(40)
3	10:16	-	10:56	(40)
4	11:00	-	11:40	(40)
Lunch	11:42	-	12:12	(30)
5	12:16	-	12:56	(40)
6	1:00	-	1:40	(40)
7	1:44	-	2:24	(40)
8	2:28	-	3:10	(42)

STUDENT PARKING/TRANSPORTATION/DROP OFF

All students who drive to school are required to park their vehicle on school property in the designated student parking area (east lot) and have a valid parking permit. Parking permits are \$50 (prorated at \$12.50 per quarter), forms are available at the office. A vehicle is defined as any motorized street-legal mode of transportation (ie. car, truck, SUV, motorcycle, moped, etc.). Students must remember that driving is a privilege and carries with it inherent responsibilities. The guidelines for student parking are listed as a reminder of the student responsibilities that go along with the privilege of driving to school. Violation of these guidelines may lead to disciplinary action.

Students are expected to park within the lines designated for student parking. Students who drive to school on an infrequent basis must register their vehicle in the office and get a temporary parking permit on the day(s) they drive to school. Improperly parked vehicles, or vehicles that do not have valid parking permit may be subject to being ticketed and/or towed at owner's expense. Students who drive to school are expected to arrive on time, park their car, and immediately enter the school building. Students are not to loiter in the lot, or go to their car during the school day or between classes without office permission.

All vehicle use at noon is prohibited. Students are not to use their vehicle during the school day unless permission is granted from the office.

A 10 mph speed limit is to be observed on school property. Observance of pedestrians and safety regulations is also expected.

Students using their vehicle for any class will retrieve their car from the east lot at the beginning of class, and return it at the end of class.

Failure to observe the general parking regulations could result in disciplinary actions.

Cambridge Schools reserve the right to conduct a search of any student vehicle parked on school property, where there is suspicion that a local ordinance has been violated. All laws and local ordinances that apply will be enforced. Any student caught altering, falsifying or transferring a permit to another student may be subject to disciplinary action.

Student Drop Off/Pick Up: Student drop off/pick up, both before and after school, is located in the front parking lot near the main entrance. Please be sure to pull up as far as you can to make sure you do not block traffic in the road. Buses drop off/pick up students in front of the high school office. Please refrain from parking or dropping off students in the designated bus area marked by a yellow curb before or after school. When dropping students off, please proceed with caution. During the school day, families will pick up and drop off students at the main office entrance.

Bus Information: It is the policy of the school district to provide transportation to and from the district schools for all pupils that reside in the school district and live one and one-half (1.5) miles or more from the nearest school they are entitled to attend, or those that live in an area that presents unusual hazards for students walking to and from school. Families can call the bus company (608.423.2225) if there are questions about bus service. Bus service is a privilege which is effective only as long as students follow general rules of good conduct which include the following:

- Students need to be on time to the bus stop and ride their assigned bus.
- When students are required to cross the road prior to boarding and after exiting the bus, they must wait for a hand signal from the bus driver before they advance across the roadway.
- Students are reminded that the bus driver is completely in charge of all conditions on the bus. Students are, therefore, reminded that all directions issued by the driver, are to be followed promptly and without insubordination. ***Students may receive bus conduct reports for inappropriate behavior. This may result in disciplinary action.***
- The driver has the authority to assign seats.
- Students must not place any body part out of a moving bus.
- Students must not throw objects out of bus openings.
- Undesirable conduct, including loud behavior, profane language, spitting, threatening words or actions, aggressive physical behavior damaging bus structure in any way, taking photos of other students, vaping, smoking, etc. will not be tolerated when on the bus.
- Students are reminded that all instructions listed above are to be followed both when students are transported to and from school, on field trips and when they are being transported for extra-curricular events.
- Only in emergencies may the rear emergency door be opened.
- Students are obliged to respect the rights and property of others on the bus.
- No food, candy, gum or drinks may be consumed while on the bus.
- Illegal substances, flammable and/or dangerous items may not be carried on the bus.
- Any behavior which is potentially hazardous to the occupants of the bus will not be tolerated.

- ❑ When riding a bus equipped with seatbelts, all students are required to wear them. This includes transportation to field trips and athletic events.

Failure to follow these rules will cause the bus company to report the student to the office. Appropriate disciplinary action may include detentions, school suspension, and/or suspension of bus ridership privileges.

Per B.O.E. #751.21 Use of Video/Audio Monitoring Systems on Schools Busses, school busses contracted by the district are equipped with video/audio cameras.

Transportation to School-Sponsored Events: Students participating in school events such as music festivals, forensics, dramatic contests, athletic events, pep bus, field trips, etc. are required to ride the school-provided transportation to and from the event. If a family wishes to sign out their child and transport them, they must sign the Waiver of School Responsibility Form. It is not acceptable for families to sign out and transport other students. This form is made available through the coach/teacher/advisor. All school rules must be followed while in attendance at school sponsored events, home or away. Please contact your coach/teacher/advisor in advance for any questions or special circumstances.

STUDENT RECORDS

Cumulative Student Records: The district maintains a cumulative file for each student which includes grade reports, any letters relating to attendance or behavior issues and standardized test scores. This file is kept for five years after graduation and is then shredded. The permanent grade transcript is kept electronically and can be sent, with written student approval, to any college, educational institution, workplace, etc.

Student Health Records: A health file, containing general health information as well as immunization records is kept in the nurse's office at each building. This file is housed for five years.

Review of Student Records: A student (if over 18) or family may review the records of their student, provided that a minimum of 24 hour notice is given. Such review will be witnessed by school personnel. Copies of such records can be made available upon request provided that there be adequate notice, and that the requestor reimburses the district for any costs incurred. Complete legal information regarding student records is available in the School District office.

STUDENT RESPONSIBILITIES

Laws or rules are not made for the primary purpose of restricting a person's freedom, but rather for protecting the rights of every individual. Students have the responsibility to seek the maximum benefits from the educational process, to respect the rights of all persons who become a part of the educational environment, and to exercise the highest degree of self-discipline in observing and adhering to adopted rules and regulations. Remember that school is a place for serious academic pursuit, a place where people learn to disagree in a civilized manner with logic, and a place where relatively formal and well-mannered behavior is required.

In general, students are encouraged to follow the "Blue Jay Way," which includes three basic expectations:

Care About Yourself and Others **H**onor Diversity **S**trive To Be A Leader

STUDENT SEARCHES

Given reasonable suspicion that a student might be in possession of items that are not allowed in school or that may endanger the health/safety of others, a student search may be warranted. Such searches may include the student, lockers, book bags, cars or other property as warranted. Cell phones may be searched if they are deemed to contain information pertinent to an investigation. Refusal to comply can lead to disciplinary action. District policy on searches will be followed. Items found to be in violation of local and other ordinances will be referred to the appropriate agency, and appropriate disciplinary action may be taken.

STUDY HALL GUIDELINES

Study hall periods are meant to be productive periods of time. Both the students and the study hall supervisor need to work together to provide the kind of atmosphere most conducive to completing school work. The following rules attempt to cause a degree of uniformity to exist in all study hall situations:

- Students are expected to remain in their assigned seats and work quietly and independently.
- The study hall needs to be quiet and free from distracting sounds and gestures.
- Students wishing to go to a location other than the study hall must obtain a pass from the appropriate staff member ahead of time. The pass is to be shown to the study hall supervisor at the start of the period. The student is to sign out to the indicated location on the study hall sign-out sheet and is to report directly to their destination. Students are to remain with that teacher for the entire period.
- Students wishing to go to the IMC from study hall must check in with their study hall teacher before signing out to the IMC. ***Students who receive a D or F for any grading period, are not allowed to leave their assigned study hall unless they get a pass from a teacher to work on a project that requires the use of the IMC.***
- Study hall supervisors can issue passes only for students to go to the restroom and to their locker. Study hall supervisors will not write out passes for students to go to other classrooms. It is the responsibility of the student to make pre-arrangements with their teachers to go to other locations other than study hall.

TECHNICAL EXCELLENCE SCHOLARSHIP (TES)

At the conclusion of February of the senior year, the senior student based upon a district approved points system, will be declared and made aware of his/her eligibility for the Wisconsin Technology Excellence Scholarship. Per state statute, the criteria for selecting this student is driven by a points system after the end of February of the senior year. The value of the scholarship is up to \$2,250 per year, to be applied towards tuition at a Wisconsin Technical College. Students are eligible for this scholarship for up to 3 years or 6 semesters. Local district policy to determine the recipient is listed in Paragraph 4, 5, 6 and bullets 1-4 of policy 462.

TECHNOLOGY RELATED FAMILY NOTIFICATION

Throughout the school year we may be taking pictures/videos of students as they participate in various school activities, and posting them on the district web page. These photos/videos may be used in the media including, but not limited to, the local newspaper, yearbook, school-created web pages, and the local cable channel. If you do not wish your student's picture posted on any district web page please indicate your request in writing. B.O.E. policy 363.2.

- No confidential information will be published or linked to a web page.
- Documents may not contain objectionable materials or link to objectionable material.

- ❑ Copyright/trademark issues will not be violated.
- ❑ family groups, partnerships and municipal or educational cooperatives may be included in the district website.

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Textbooks and other instructional materials will be issued to students for their course work. Students are expected to take good care of these school-owned items and to return them in the same condition in which they received them. Students will be expected to pay for the prorated value of damaged or lost items.

VISITORS/GUESTS

All visitors and guests are required to register in the office and secure a visitor's pass. Student visits during regular school hours are not allowed. In general, CHS prefers that former students plan to visit at the conclusion of the school day. Please make arrangements in advance of your visit.

VOLUNTEERS

The School District of Cambridge welcomes the assistance of family volunteers. At the high school level this is usually in the form of families who step forward to answer a call from one of the teachers for help with various programs such as the music program or to chaperone various trips or dances. Family volunteers must register in the district office and are subject to a criminal background check before being able to serve.

School Song: Minnesota Rouser

***"Cambridge High School, hats off to thee,
to our colors true we shall ever be,
firm and strong, united are we...
Rah, rah, rah for Cambridge High,
RAH, RAH, RAH, RAH,
RAH for old Cambridge High!"***

Please feel free to contact us. Like us on Facebook or visit our website for more information.

www.cambridge.k12.wi.us

<https://www.facebook.com/SchoolDistrictOfCambridge>