

BLACK RIVER FALLS HIGH SCHOOL



Student Handbook

2008-2009

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Black River Falls, WI 54615
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This handbook belongs to:

Fall 2008

Dear Students of Black River Falls High School,

Welcome all you Tigers to a new year at Black River Falls High School. This school year brings some big changes for us as a school and as a school district. I am very excited and eager to take over as the principal here and I am looking forward to a great year, whether this is your final year in high school or your first, let's make it the best! I will be working hard to help everyone, staff, teachers and students to make the transitions smooth, to build on the strong traditions and to energize some new positive initiatives. I invite you all to create rewarding and inspiring experiences this year.

There are many people who make a school run; from the custodial and kitchen staff, to the faculty and administration. Everyone has worked hard over the summer to prepare the facilities, curriculum and activities to best help you learn in a pleasant, safe, and enjoyable environment.

This student handbook is designed to help all of us create a safe and rewarding academic experience. It is very important that you take the time to read through the handbook carefully to become familiar with procedures. Your **parents** should also read through it as well. Your understanding and following of the handbook will help make for a great year at BRF High School. The final page of the handbook is the **acknowledgement form** that you **must sign and turn in to your teacher**.

One of the best ways to make your high school career memorable and rewarding is to get involved in as many school activities as you can handle. High school is more than classes and activities, in fact, most importantly; it will prepare you for living in the world as an adult, you will be thankful for all the chances to try new things in the safe environment of your own school. This safe environment is a golden opportunity for you to go outside your comfort zone and explore the many possibilities for future employment and experience. Make the most of those opportunities to explore the arts, technology, science, physical fitness, and foreign language. Challenge yourself by taking courses that will push your abilities. You will be surprised by how much you can accomplish. I can promise you that the staff at Black River Falls High School will do their best to provide excellent opportunities to help prepare you for a long life of learning.

Please, review the handbook so that you understand the procedures and responsibilities you have as a BRFHS student and to discover all the great opportunities that are available to you. Feel free to stop by and let me know your ideas or concerns regarding the school. Have a great year at Black River Falls High School.

Wishing you all success,

Mr. Thomas Chambers

Principal

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BRFHS GOALS

Striving to improve our changing world requires competent, socially responsible, productive, independent thinkers. Black River Falls High School's goal is to offer experiences, which will enable students to become life-long learners. Therefore, the students will learn to:

- ...communicate information and ideas through various forms of expression.
- ...apply technology effectively.
- ...locate, research, and use information.
- ...investigate potential occupations, careers and educational opportunities.
- ...integrate knowledge from all disciplines to solve real world problems.
- ...demonstrate creative and critical thinking.
- ...demonstrate effective citizenship in the community, state, country, and world.
- ...appreciate and respect different cultures, and the value of diversity in people.
- ...develop personal ethics, goals, and positive self-worth.
- ...adapt positively to change.
- ...develop and practice a healthy lifestyle.
- ...exercise responsibility and self-discipline.
- ...work cooperatively with others

The learning and attainment of these skills will provide the opportunity for students to achieve their full potential as citizens in the democratic process.

BRF SCHOOL DISTRICT MISSION

Our relationships with all students will promote their educational achievement and prepare them to be life-long learners and compassionate, contributing members of our society.

BOARD OF EDUCATION

Don Mathews	President	Laurel Meek	Member
Lois Corey	Vice-President	Ken Artis	Member
Ron Wirtz	Treasurer	Mary Jo Rozmenoskii	Member
Rev. Ramie Bakken	Clerk		

DISTRICT ADMINISTRATORS

Dr. Paul Blanford	Superintendent of Schools
Jill Collins	Director of Business Services
Sherri Torkelson	Director of Curriculum and Instruction
Tom Chambers	High School Principal
Mark Weddig	High School Assistant Principal
Dave Rooou	Middle School Principal
Jon Warmke	Third Street Elementary Principal
Shelly Severson	Gebhardt Elementary Principal
Sherri Torkelson	Forrest Street Early Learning Center Principal

Welcome to the 2008-2009 school year at BRF High School. The purpose of this information is to help you become acquainted with your school. We hope that you will take advantage of our many educational programs and activities. All rules and regulations found in this handbook have been adopted as official school policy by the Board of Education. It is impossible to devise a student handbook or adopt written policies, which would cover every situation or incident, which might arise during the school year. The administration and teachers may find it necessary to establish regulations and make decisions pertaining to any school matters or student activities not covered herein.

ACCIDENTS, ILLNESSES OR INJURIES

When a student becomes ill or injured at school, he/she should report to the office. It will be determined there if the student should be taken home, to a physician, or to the hospital. No seriously ill or injured student will be allowed to go home without the consent of a parent or guardian. It is the responsibility of the student to immediately report even a minor injury to the teacher in charge so that an accident report can be completed.

AGE OF MAJORITY

Black River Falls High School recognizes that when a student reaches the age of majority (S.990.01) they are afforded the rights, privileges and responsibilities of adulthood. Students, 18 years old or older are subject to the same school rules as other students as described below:

1. Students 18 and older may, after filing the appropriate form, be excused from school without parental consent. They must, however, follow the same guidelines as those set up for parents by State Law (S.118.15).
2. Individuals who have attained the age of 18, if suspended may negotiate their own readmission.
3. 18 year olds have the right to examine their own records given proper procedure.
4. Students who sign age of majority papers may excuse themselves three times per semester. If the semester has begun when the papers are signed the excused sign-outs will be prorated.

ALCOHOL, TOBACCO AND OTHER DRUGS

State law and school board policy prohibits the use, possession and/or sale of alcohol, tobacco, drugs, look-alike drugs, drug paraphernalia or controlled substances on school grounds, school buses or at any school sponsored activities. Violations of these rules and/or laws will result in suspension and/or expulsion.

ALTERNATIVE EDUCATION PROGRAMS

Odyssey, Phoenix and Renaissance

The Black River Falls school district offers three alternative education programs. The Odyssey program is for 7th, 8th and 9th grade students who are considered "at-risk" as defined by the state Department of Public Instruction. The Phoenix program is for 16 year-old students and the Renaissance is for 17 and 18 year olds. These programs are for students who have not had success in the regular school setting. Entry to these programs requires certain criteria including desire to improve, good school attendance, and limited discipline referrals. Ninth grade students in Odyssey will complete their core academic courses in the program and will take elective classes at the high school. The students in the other two programs have a work component and a self-paced computer curriculum program for instruction. Those interested in more details on these programs should see the Counseling Office.

ANNOUNCEMENTS

Announcements for each day should be e-mailed to office by 3:00 the previous day. A staff member must approve all announcements. The Main office and the Counseling office will post printed copies of the announcements. Announcements will be read during 1st hour.

ATHLETIC CODE/CO-CURRICULAR CODE

To be eligible to participate in any BRFHS co-curricular or athletic programs, a student must meet all academic and attendance standards. Rules and regulations pertaining to participation are found in the Athletic Code Handbook and the Co-Curricular Handbook, which can be obtained from the Main Office or Athletic Director.

ATHLETIC PASS

Black River Falls High School is a member of the Coulee Conference. For admission to athletic events at home students must present their activity card or pay the student price of \$2.00. Adult price is \$3.00.

ATTENDANCE

Regular attendance and promptness are essentials of good performance on any job. Absence from school is the greatest single cause of poor achievement in school. The State of Wisconsin, in statute 118.15, recognizes the importance of regular school attendance and states that all persons between the ages of 6 and 18 are required to attend a public or private school regularly for the full period and hours the school is held. Since the schoolwork missed during absence can never be made up completely, poor school attendance

usually results in unsatisfactory academic performance. The home and the school should regard it a prime responsibility to assist young persons to develop good habits of attendance.

Excused absences:

The School District of Black River Falls shall excuse absences in the following categories:

1. Personal/illness (10 days per school year - Wis Stat. 118.15(3) c)

Absences for minor illness (not requiring a doctor visit) or of a personal nature may be excused by parent/guardian phone call (284-4324 ext. 2004 – available 24/7) or by submitting a note to the office. Excuses must be submitted to the office within **two days** of the student's absence or the absence will be considered unexcused. (**Excuses**) *Notes* must include the reason for the absence, the dates of the absence, and a parent/guardian signature. Upon receiving the note or phone call from the parent the school will decide whether to excuse the absence or not. **A parent/guardian may excuse their child in this manner no more than 10 days in a school year – see. Wis Stat. 118.15(3) c**

2. Doctor / Professional Appointment

The school may require a doctor's statement or other proof of professional appointments (dentists, social services, court appearances, etc.) to excuse **any absences that exceeds the 10 days per year allowed by law to be excused by a parent**. Students are requested to make their appointments during non-school hours, or as late in the day as possible. Verification that the student has met the appointment may be required.

3. Pre-arranged absence (included in 10 allowed parental excused days)

To arrange an absence of *two or more days* in length, the student must provide the office with written parent permission **one week prior to the absence**. He/she will be given a pre-arranged absence form to be signed by all of his/her teachers. The form allows teachers to list the assignments to be completed and to comment on how the absence might affect the student's progress in that class. If it is found that the student's absence record is negatively affecting their academic performance, the request to pre-arrange an absence may be denied. When the form is returned to the office, it will be recorded as pre-arranged. **If the student does not return the form prior to the absence, the absence will be recorded as unexcused**. Class work from a pre-arranged absence will be completed prior to the absence or immediately upon return.

Each personal absence (for illness or any other reason) greater than 10 days per year may be recorded as unexcused if the parent does not provide proper documentation as described above.

4. Leave School permits

Leave School permits (Blue Pass) will only be provided if a parental note is presented in the office before 7:55am. **NO PHONE CALLS WILL BE ACCEPTED FOR LEAVE SCHOOL PASSES**. Students leaving the building must sign out in the main office and sign in when they return to school.

Students meeting the aforementioned conditions will be considered excused absent for the time of their appointment only. Failure to sign out of, or into office, as well as leaving school without permission may be recorded as an unexcused absence. These unexcused absences will result in disciplinary action such as detention or ISS, and can lead to truancy charges.

Truancy/Habitual Truancy

A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester. S. 118.16 (1)(a) and (c).

Parents/guardians will be notified by mail as soon as it has been determined that an attendance problem does exist. A certified letter will be sent to the parents to discuss the truancy issue after a 4th unexcused absence. After a 5th unexcused absence a student will be issued a habitual truancy citation. The court may order suspension of a student's driver's license or work permit, assign community service hours or home detention, fine the student up to \$500 or impose other restrictions as they see fit.

Co-Curricular Participation and Attendance

A student must be in school attending classes during the entire day in order to participate in a school activity unless the school principal or athletic director is notified in advance as to extenuating circumstances that might prevent compliance. A final determination as to whether a student will be allowed to participate in a school activity will be up to the discretion of the principal/athletic director.

College Visits

Juniors and Seniors are allowed 2 college visits per school year. Students need to turn in a note **prior** to the visit to be excused. The pre-arranged absence form must be signed by all of the student's teachers prior to the absence from school in order for the absence to be excused.

BACKPACK, BAGS, PURSES

Backpacks, bags, purses or other luggage will be kept in the student's locker during the school day. Bags of any kind will **NOT** be allowed in the classrooms at any time. There is enough time to get to lockers between each of the four classes and focus period. These bags present a possible safety threat and are a distraction to the educational process.

BOMB THREATS/FALSE ALARMS

Pursuant to Wisconsin State Statutes it is illegal to cause false alarms with the fire alarm system or make bomb threats, verbally or written, in a school setting. Any students caught in such a transgression will be suspended and/or expelled from school and turned over to local law enforcement officials.

BUS RIDING REGULATIONS

Riding the school bus is a privilege provided to the students of the school district. The school bus is considered an extension of the classroom and students are expected to abide by the following rules:

1. Follow your driver's instructions the first time stated.
2. Remain in your seat and seated for the duration of your ride. Keep your area free of litter.
3. Be on time to your bus stop and respect the property surrounding your bus stop.
4. Weapons, glass, smoking, lighters, matches, and live animals are strictly forbidden on the bus.
5. Throwing objects within or from the bus are prohibited and will result in immediate suspension.
6. Be polite and courteous to your driver and peers. Profanity and obscene language are not allowed and may result in prosecution for disorderly conduct.
7. Fighting, pushing, tripping and spitting will not be tolerated and doing so will result in immediate suspension.
8. Vandalism to the bus will result in suspension and restitution.

Student Transportation Contract

Each family will receive a Student Transportation Contract. The contract must be signed and returned to the youngest child's school not later than one week after school has started or transportation privileges will be revoked until it is returned.

Bus Passes

Bus Passes will no longer be issued. Each student will be assigned one pick up and one drop off location. An alternate location may be specified for specific days of the week which will be listed in the Student Transportation Contract. Any other deviation becomes the parent's responsibility to transport.

CELL PHONES, IPODS AND OTHER ELECTRONIC DEVICES

In accordance with school board policy 443.6, no student shall be permitted to use an electronic paging or two-way communication device (e.g. cell phone) or laser pointer on school premises, except as specifically outlined in the policy. **Cell phones, pagers or other two-way communication devices may not be used during the instructional day (7:55-3:05).** Cell phones, pagers or other two-way communication devices must be **switched off** and **may not be carried with students** during the instructional day. Limited use may be permitted if the administration finds such a device is required for medical, school, educational, vocational, or other legitimate needs. Students **must report to the office**

and receive permission from an administrator or his/her designee before using such a device.

Ipods, Mp3 players and any device capable of playing music or connecting to a network (including the internet) **may not be used during the instructional day (7:55-3:05)** unless permitted by a teacher or administrator for educational purposes.

Laser pointers or look alike products are not permitted on school premises.

Any student found violating this policy shall surrender the communication device and will be subject to disciplinary action. Any item that is deemed inappropriate for school by administration will also be confiscated. Multiple violations of this policy will result in a parent meeting and possible suspension or recommendation for expulsion for repeated refusal to follow school rules.

CHEATING/PLAGIARISM/ACADEMIC MISCONDUCT

Cheating seriously undermines the learning process. It debilitates the student, fostering dependence rather than independence. It inhibits thinking rather than encouraging it. Cheating destroys any element of fair competition and self-esteem. A student caught cheating either by copying others' work or by allowing their work to be copied will be disciplined equally. Cheating will not be tolerated. Students who use plagiarized papers or projects or are involved in any other form of cheating will be subject to disciplinary action. It will be the responsibility of the classroom teacher to determine the appropriateness of enforcing consequences. These could be suspension, loss of grade, loss of credit, removal from a class.

CLOSED CAMPUS

A "Closed Campus" policy during the entire school day, including the lunch periods, has been adopted by the Board of Education. Students leaving the school grounds at any time during the regular school day must have a permit to leave the school grounds, which will be issued from the office. Any student leaving the grounds without authorization will be suspended.

CLOSING OF SCHOOL

If it becomes necessary to close school due to inclement weather, WWIS 99.7FM, Z-93 93.3FM, and WAXX 104.5 will be notified prior to 6:00 a.m. These stations will be asked to announce this information periodically.

COMPLAINT OR CONCERN

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. contact the person you have a complaint about to discuss both sides of the issue
2. if the problem still exists, contact the principal or assistant principal.
3. if still unresolved, contact the superintendent
4. if still unresolved, ask the superintendent to place the complaint on the following month's school board meeting agenda for further discussion

COMPLICITY POLICY

Any student judged to be helping or aiding other students to violate school rules and regulations is subject to discipline. All students are expected to cooperate fully with school officials in official business. If they do not cooperate, they will be subject to discipline ranging from detention to suspension.

COMPUTER/INTERNET USE

Computers at BRFHS are to be used for educational purposes. Any use of computers or the Internet deemed inappropriate by staff or administration is prohibited, and disciplinary action will be taken. Students will not be allowed access to the computers until they have signed and return an acceptable use agreement.

CO-OP WORK PROGRAM

Seniors, in good standing, or 18 years may apply for the co-op work program. Students must obtain permission to participate in the program prior registering for the class. They must have a job and the proper papers filed before they leave school. On late start days, students with 4th period release must stay through 3rd period. See the counseling office for details.

COUNSELING DEPARTMENT

The goal of the counseling department is to maximize the potential of all individuals as they interact in the learning setting and with society. We encourage respect for human values and the beliefs of others. We foster positive attitudes towards learning as a part of a life-long process. The counseling department addresses the learning/educational, personal/social, and career needs of students.

DIRECTORY DATA

Notice is Hereby Given – That the School District of Black River Falls, according to Wisconsin Statute 118.125, declares the following as “Directory Data” and that the information relating to students may be made public or disclosed to any person if said information is any of the following categories:

“Directory Data” is defined as those pupil records which include the pupil’s name, address, activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended by the pupil. Parents or legal guardians of a student have two weeks after the notice has been posted to advise the building principal in writing of any or all of the items they refuse to permit the district of designate as directory information about the student.

DISCIPLINARY POLICIES & PROCEDURES

It is understood that the rules contained in this handbook are not all-inclusive. The administration and staff may take such action as is necessary and not forbidden by law to ensure the discipline and orderly conduct of the school. Action may be taken with respect to any offense, which interferes with the orderly educational process regardless of the existence or non-existence of a rule covering said offense. School rules apply to all BRFHS students regardless of age.

Classroom Discipline

1. A good learning atmosphere in the classroom is the joint responsibility of the teacher and students. The atmosphere will be promoted through clearly established and understood rules and regulations. Because of varying personalities and classroom environments these rules may differ somewhat from teacher to teacher.
2. The teacher has the responsibility to act on infractions of classroom rules.

At times, disciplinary problems occur which are beyond the scope of the classroom teacher’s area of responsibility or are of a serious enough nature to require referral to the Assistant Principal. The Administration, through the Assistant Principal, sets the tone for acceptable behavior throughout the school and campus. The administration at BRFHS uses a progressive system of discipline. He/she will operate a carefully developed progressive discipline system that ensures fair treatment, consistency, and due process. Please also see the “severe infractions clause”.

Behavior Expectations

1. It is expected that students will follow staff directions.
2. It is expected that students will use appropriate language. A student will not use highly offensive words.
3. It is expected that students will report on time. The goal is to maximize class time and minimize disruption. Chronic tardiness will be dealt with by the administration.

Inappropriate Language Policy

Inappropriate language will be addressed by all staff immediately and will result in a discipline form being turned into the office. Consequences are as follows:

1st Offense: Lunch Detention

2nd Offense: One hour after school detention

3rd Offense: ISS

4th Offense: OSS

A listing of inappropriate language can be obtained in the office.

Code of Classroom Conduct

Wisconsin Act 335 requires school boards to adopt a classroom code of conduct, authorizes teachers to remove students from class in specified circumstances and requires that placement determination be made with regard to such students.

Beginning August 1, 1999, a teacher is authorized to remove a pupil from the teacher's class if a pupil violates the code of classroom conduct adopted by the school board or is dangerous, unruly, or disruptive, or exhibits behavior that interferes with the ability of the teacher to teach effectively, as specified in the code of classroom conduct.

If a pupil has been removed from the classroom, the principal or the principal's designee must place the pupil in one of the following:

1. An alternative education program, as defined by law;
2. Another class in the school or another appropriate place in a school, as determined by the school principal or his or her designee;
3. Another instructional setting; or
4. The classroom from which the pupil was removed if, after weighing the interests of the removed pupil, the other pupils in the class, and the teacher, the principal or the principal's designee determines that readmission to the class is the best or only alternative.

A complete copy of the district's code of classroom conduct can be obtained by contacting the principal's office.

Detention Rules

1. Students must be in their seats when the period starts.
2. Only silence and/or studying are acceptable behaviors
3. Students violating the detention room rules will be dismissed without credit.
4. Students that don't serve detention by the assigned date will be assigned one day of ISS and will still owe their detention time.

In School Suspension Rules

1. Students are to report to the ISS room and be in their seats by the 7:55 a.m. bell.
2. The teachers will provide class work.
3. No food or drink is allowed in ISS.
4. No talking allowed.
5. One morning and one afternoon bathroom break will be given. Lunch will be eaten in the ISS room. Students will eat school lunch.
6. Students who violate the rules will be assigned OSS.

Out Of School Suspension Rules

1. Students are to remain off of school property and away from any school-sponsored events for the period of OSS.
2. OSS is considered an excused absence; therefore, state law requires students to be allowed to make-up missed work and tests.
3. Parents must bring students back to school so a re-admittance conference can be held before the student returns to class.
4. Parent conferences may be scheduled Monday-Friday between 7:30 a.m. – 4:00 p.m.

Any detentions or suspensions given by administration will be served by the student during an appeal process. An overruling of the decision of the administration by the Superintendent or the Board of Education will result in expunging the records and restoring the student to full status.

Expulsion

An action, taken by the school board, to prohibit an enrolled pupil from further attendance for a designated period of time.

DRESS CODE / STUDENT APPAREL

We take pride in the appearance of our students. Any type of attire which may cause a physical hazard or attracts undue attention to the wearer and thus creates a disturbance in the school is not acceptable. Students should at all times be reasonably neat, clean and appropriately dressed for school activities. Coats, jackets, sunglasses, and other forms of outside wearing apparel, including hats, caps, and other forms of head coverings such as bandanas, or “do rags” are prohibited in the building during the school day, with the exception of heating emergencies as defined by administration. Make-up should be worn appropriately and face painting is not allowed.

Clothing with any word(s), picture, logo, or representation, classified by the administration as vulgar, obscene, racial, disruptive, depicting drugs, alcohol, and/or numbers with a sexual connotation or otherwise socially unacceptable clothing in a high school setting, will not be allowed. No chains on pants or wallets or studded jewelry will be allowed. Clothing that allows the exposure of navels, undergarments, bra straps or panties is not acceptable. No bare shoulders, due to strapless tops, exposed midribs or backs will be allowed, and straps on tops must be at least one inch wide. Shorts, skirts, and skorts must reach to within 3.5 inches of the top of the knee. Pants with rips, tears, or holes 3.5 inches above the top of the knee will not be permitted. Lower garments must stay up unassisted at the top of the student’s hip bone or above.

Students will be asked to cover any inappropriate clothing or body parts. Failure to do so may result in disciplinary action.

DRIVER’S EDUCATION

The Black River Falls School District contracts through Western Technical College. There is no reimbursement for tuition for driver’s education.

EARLY GRADUATION

School Board policy 345.51. allows BRFHS students, who have accumulated the required classes and a total of 28 credits, to apply for early graduation. Students may graduate after seven semesters have been completed. See a Counselor for details.

FIELD TRIPS

School sponsored field trips and co-curricular activities will occasionally cause students to miss a class. These absences will not be considered as missing school. However, all missing work must be made up. A permission slip must be filled out and signed by a parent/guardian for each field trip outside the school district and returned to the teacher organizing the trip. A pre-arranged absence form may also be necessary. Students at school sponsored off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials.

FINAL EXAMS

All teachers are required to give some type of final assessment for their classes. These assessments will be given the last two days of each quarter. It is left to the discretion of each individual teacher to decide the form and weight of his or her final assessment.

FINES, FEES, RESTITUTION

Students are expected to pay registration fees at the time of registration and will be responsible to pay for damaged or lost school district property. If a student does not settle their debt by the end of the current year they must do so prior to the next year’s registration or they will not be allowed to register.

Classes with Fees

The following courses require students to pay a fee.

- | | | |
|------------------|----------|-------------------|
| 2-d Design | Painting | Advanced Painting |
| Advanced Drawing | Drawing | 3-d Design |

Sculpture
Ceramics
Animation
Foods II

Advanced Sculpture
Art Technology
Advanced Art
Foods III

Printmaking
Multicultural Art
Foods I

Class fees are generally \$10.00 per course. Students and parents should be aware of the fact that some classes at BRFHS require the purchase of materials. PE students in grades 9 and 10 will have to purchase BRFHS T-shirts for \$5.00. Woods class and other Tech Ed classes require the purchase of materials for class projects that the students complete and keep. Students should inquire with teachers to see if there will be any fees in taking the class.

FIRE DRILLS

Fire drills will be conducted once a month during the school year. Each student should acquaint themselves with procedures to be used in leaving the building when a fire alarm sounds. When the alarm sounds, everyone is to leave the building immediately. Please, walk rapidly, do not run. No one is to stop for coats, books or personal effects. After leaving the building, everyone is to proceed out to the main sidewalk adjoining the street and gather with their teachers, who will take roll. There will be a signal for re-entering the building. Any student who sets a false fire alarm or misuses fire extinguishers placed throughout the building will be prosecuted in accordance with school policy and the state law.

FLOWERS, GIFTS and DELIVERIES

Flowers and gifts for students should not be sent to the school. We have found that this is a distraction to the educational process. Please have all such deliveries sent to the student's home.

FOOD AND DRINK

Students will be allowed to have water in a capped bottle in class if their individual teacher approves. No soda, juice, or food of any kind is allowed in class. No soda vending machines will be in the school. Other vending machines in the building will be turned off during school hours. If they become a problem with school cleanliness they will be turned off completely.

GRADUATION REQUIREMENTS

Students must earn a total of 28 credits, 13 of which are required, to earn a diploma from BRFHS.

More information on registration and course offerings can be found in the Course Description Book.

GRADES

All teachers at BRFHS will use the following grading scale to determine students' grades:

A	93 – 100%
A-	90 – 92%
B+	87 – 89%
B	83 – 86%
B-	80 – 82%
C+	77 – 79%
C	73 – 76%
C-	70 – 72%
D+	67 – 69%
D	63 – 66%
D-	60 – 62%
F	BELOW 60%

GRADE POINT AND HONOR ROLL

Grade point average is based upon the following letter grades:

A	4.0	B+	3.33	C+	2.33	D+	1.33	F	0
A-	3.67	B	3.0	C	2.0	D	1.0		
		B-	2.67	C-	1.67	D-	0.67		

Academic Recognition

Students can be recognized academically each term through the Tiger Academic Recognition Program.

Levels of recognition are:

1. Honor Roll 3.00 - 3.4999
2. High Honor Roll 3.50 - 4.00
3. Certificate and Academic Patch: Students must carry a 3.667 or higher GPA for 2 consecutive terms.
4. Certificate and Academic Pin: Students must carry a 3.667 or higher GPA for 3 consecutive terms.
5. Certificate and Academic Letter: Students must carry a 3.667 or higher GPA for the entire school year.
6. National Honor Society: Student can qualify for NHS by meeting criteria in areas of academic achievement, leadership, service and character.

Senior Academic Honors

Class ranking at the end of term 4 will determine valedictorian and salutatorian honors. Rankings for the Wisconsin Academic Excellence Scholarship are determined at the end of term 3. Seniors with a GPA of 3.50 or higher at the completion of term 4 will graduate with honor cords.

GRADUATION REQUIREMENTS

Black River Falls High School's graduation requirements are designed to provide each student with a strong foundation in the "basics". We also provide opportunities to elect a number of other courses designed to meet an individual student's interests and needs. The minimum credit requirement for graduation from Black River Falls High School is 28 credits. Course credits needed for graduation are as follows:

English: (4 credits)

English 9	1 credit
English 10	1 credit
English 11	½ credit
Speech	½ credit

1 additional elective credit in English is required.

Social Studies: (3 credits)

World History	1 credit
U.S. History	1 credit
Economics	½ credit
American Politics	½ credit

Science: (2 credits)

Physical Science	1 credit
Biology	1 credit

Mathematics: (2 credits)

Integrated Math I	1 credit
Integrated Math II	1 credit

Physical Education: (1 ½ Credits)

PE 9	½ credit
PE 10	½ credit
PE 11	½ credit
Health:	(½ credit)

(Students must accumulate their remaining 15 credits from elective classes.)

WARNING: By meeting these minimum graduation requirements without taking additional rigorous courses in English, Math, Science, and Social Studies, you may be unprepared for future jobs, education, or military opportunities. It is recommended that you attempt the most rigorous selection of courses you can handle.

EARLY GRADUATION

Seniors who have earned 28 credits are eligible to graduate at the end of Term 2 or Term 3. Early graduation candidates and their parents must complete an early graduation application form and meet with a counselor to develop their graduation plan. Early graduation students are invited to participate in the graduation ceremony. If students are planning to begin post-secondary studies the spring of their senior year, they must request prior approval to finish their Term 2 high school courses early. This request must be made before Term 2 courses begin. Applications for early graduation are available in the counseling office.

GUIDANCE

See Counseling Department on page 6

HARASSMENT

Harassment can take many forms. It is unwanted behavior, which interferes with your life. It limits and denies the rights of students to study, work and play in the school setting. Harassment makes people feel bad. Everyone has a right to not be harassed and the staff at BRFHS feels strongly that all students should feel safe at school. Harassment whether based on sex, race, religion, and/or national origin will not be tolerated. Intimidation, be it verbal or physical, will likewise not be tolerated. Any claims of harassment will be investigated and prosecuted to the fullest extent possible by the administration.

- ✓ Sexual Harassment – is unwelcome behavior of a sexual nature. There are school board policies, as well as state and federal laws that prohibit sexual harassment. It can take many forms such as: grabbing, comments about one’s body, sexual remarks or suggestions, spreading of sexual rumors, conversations that are too personal, pornographic pictures or stories, obscene gestures, offensive displays of sex-related objects, staring in a way that seems too personal, and humor or jokes about sex.
- ✓ Racial Harassment – is unwanted comments regarding a person’s ethnic make-up. Examples include: ethnic name calling, jokes about race or negative comments about a particular racial group.
- ✓ Verbal Harassment - is unwanted verbal comments that make a person feel bad or unsafe. Examples include: teasing or causing embarrassment, threatening to cause bodily harm, negative comments about a person’s clothing or appearance.
- ✓ Physical Harassment - is unwanted behavior of a physical nature. Examples include: pushing, shoving, striking another person, or causing harm. In some cases physical harassment is against the law and is defined as assault, battery, or disorderly conduct.
- ✓ Intimidation - is unwanted threats to cause harm. Telling someone to “watch their back”, or that “someone is going to beat you up” are examples of intimidation.
- ✓ Cyber-bullying – is unwanted verbal comments that make a person feel bad or unsafe through electronic messaging. This is considered a form of harassment.

HAZING

Hazing is the practice of seasoned veterans intimidating, humiliating, or physically punishing younger recruits as a right of passage. Wisconsin State Statutes prohibits hazing in the high school setting. BRFHS does not tolerate this type of behavior and will suspend and/or prosecute any violations to the furthest extent of the law.

HOMEBOUND

Programs for homebound study for anyone physically unable to attend school may be requested through counseling department or school nurse. Confirmation from a physician will be required. Children of school age parents are not to be brought to school during school hours except in emergency situations and then only with prior approval from the office.

INSURANCE

The school has supplemental insurance for all school-related accidents, which occur while in school other than athletic-related injuries. Since the insurance is supplemental coverage, it covers only those costs not covered by the family insurance policy.

LATE WORK / MAKE UP WORK

*Students will be allowed two days to make up work for each day missed due to excused absences while students with **unexcused** absences will only be allowed to make up major exams or projects.

Work that is not turned in on the assigned day will result in a loss of half-credit. There will be two cut-off days per term for late work, one just prior to mid-term and the other just prior to final exams. Earning half credit for late work should be enough credit to provide hope of passing and make doing the work, even if late, worthwhile.

LMC

The LMC is open from 7:45 – 3:30. Students from class or Focus period may sign in to the LMC for study, research and computer use. Library books may be checked out for three weeks. Please renew books as needed. No overdue fines are charged. Failure to return books will result in the student being charged for the book. The student assumes full responsibility for any LMC materials checked out.

The charge will be the replacement cost of the material. Students who remove materials from the LMC without properly checking them out will be disciplined and required to make restitution.

Students in the LMC must be prepared to work and follow LMC rules. If not, the student will be returned to class or focus period. Students may be removed from the LMC or computer lab for 1 week for the first offense, 2 weeks for the second, and a full term for the third offense.

Computer Lab- The computer lab and computers are available for student use. Students will be expected to follow all conduct and computer guidelines. Acceptable Use Policy (AUP) will be enforced. All students must have an AUP on file, failure to do so will result in computer privileges being suspended until the document is signed.

LOCKED DOORS

All doors at BRFHHS are open till 8:00 am. Thereafter all doors are locked, except the south entrance near the flag pole. The building is locked-down completely at 4:00pm. Athletes and students in any other activities should take with them anything they need from their lockers prior to attending practice. Any one who unlawfully enters the school will be prosecuted. Any damage to school property will be charged to the offending party.

LOCKERS

Locker ownership is maintained by the school district. Each student is assigned a corridor locker for his/her personal use. The principal and designated authorities have the right to search lockers, and their contents, without the student's knowledge and/or presence if authorities suspect that the lockers are being used for improper or illegal purposes. Students are granted locker space based on proper use and care but are prohibited from placing private locks on hallway lockers. Please see BRF School Board policy 445.1 with any questions or concerns.

The school will not accept responsibility for articles lost or stolen from lockers. We recommend students:

1. not bring valuable articles to school.
2. not tell their combination to anyone.
3. not share a locker
4. keep their lockers locked at all times

Locker combinations will not be given out by the office. Combinations are available to student from Student Access. Materials displayed in lockers shall be in good taste and all material removed at the end of the school year. Periodic locker searches will be conducted to assure proper locker use.

LOST AND FOUND

Students losing articles should report such loss to the office. Bring all articles found to the office.

LUNCH

Students who do not follow approved lunch procedures can lose their privilege to use the school cafeteria. Food and drink must remain in the cafeteria at all times.

NO FOOD OR DRINK IN THE HALLWAYS DURING LUNCH, THIS INCLUDES WATER.

Senior and Junior students with a school I.D. may be in the hallway outside the cafeteria after they eat. The board has a closed campus policy which means students will not be allowed outside at any time during lunch.

NOTICE OF NONDISCRIMINATION

The School District of Black River Falls does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its educational programs or activities. Federal law prohibits discrimination in employment based on the above list as well. Please see BRF School Board Policies 112, 411 and 511 in regards to this issue. The district encourages informal resolution of complaints under this policy. If any person believes that the School District of Black River Falls or any part of the school organization has failed to follow the law and rules of S.118.13, Wis. Stats., or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint at the following address:

Dr. Dennis Richards
School District of Black River Falls
301 N. 4th Street
Black River Falls, WI 54615
715-284-4357

Office of Civil Rights (Region V)
U.S. Department of Education
111 North Canal Street, Suite 1094
Chicago, IL 60606-7204
Telephone: 312-353-8192
FAX: 312-353-5147

PARKING LOT/PARKING PERMITS & PRIVILEGES

Parking permits are required of all students wishing to park on school property during the school day. Opportunities to purchase permits will be based on grade, and will not be given to students with outstanding fines. Seniors will be given the first opportunity to purchase a permit followed by juniors, then sophomores. Permits can be purchased at the cost of \$5/semester and \$10/year during lunch the first week of school. It is important to remember that even though students are paying a fee, parking in the school lot is a privilege. Student parking permits can be revoked at mid-term and/or end of term grading periods for poor academic standing, or at any time during the year for disciplinary reasons. Parking privileges will be revoked for any amount of time the administration deems appropriate. Parking improperly or without a permit may result in a citation and/or towing of the vehicle at the owners expense. To obtain a student parking permit, bring the parking fee and drivers license to the main office. The permit should be hung on the rear view mirror. Parking lot speed limit is 15 m.p.h.

Students are not allowed to drive vehicles to activities in which they are participating away from the high school campus unless enrolled in an alternative educational program or activity as arranged by the school administration.

PASS SYSTEM

Only students with the pass page, in their own student handbook, may be in the halls during class time. The only passes used at BRFHS are on the last page of this handbook or passes issued by the office. Students leaving the school grounds any time during the regular day must have a permit to leave from the office. Students leaving the building must sign out when they leave and sign in when they return in the office. Violation of pass regulations will result in consequences ranging from detention to suspension.

THE PASS SYSTEM WILL BE USED AT ALL TIMES.

PERMANENT RECORDS

Permanent records are completed and placed on file for future reference for every student who enrolls in the Black River Falls Schools. Information on these records includes your full name, date and place of birth, residence and name of parents. Academic information includes marks received in all subjects in grades one through twelve, achievements and intelligence test scores, I.Q., or percentile rank, high school grade point average, and final rank in class. Co-curricular activities and attendance records are also a part of the permanent record.

PHONES IN CLASSROOMS

There are telephones in each classroom at BRFHS. They are for the use of staff only. Students are not to play with or attempt to use these phones. When students are sent to the office from the class, the teacher will phone the office and alert them to the situation. Staff phone numbers and e-mail addresses will be sent home in the September newsletter. Students may not use a cell phone in the classrooms.

PHOTO ID'S

All students are issued photo ID's at the beginning of the school. Students are required to carry these ID's with them at all times, and must display their ID upon request by any school official. Certain school privileges may only be obtained with a valid ID.

POSTING INFORMATION

There are bulletin boards on the walls throughout the building. These are to be used to post activity information for athletics, clubs, grades, schedules, educational programs, employment, etc. Nothing is to be placed on the walls or windows in the building. High school students who have materials which they wish to post or distribute to the student body or on school grounds must have prior authorization from the principal. Students may not solicit funds, pledges or sell items without prior approval from the principal. Concerns regarding this policy can be brought to the attention of the superintendent by calling, 715-284-4357.

PUBLIC DISPLAYS OF AFFECTION

The school atmosphere has limits as to how much public affection students can display. Public displays of affection other than holding hands are not acceptable.

REGISTRATION

Students will register during central registration in August. Schedules and locker assignments are handed out at this time. All fees are paid at this time as well. All fines and fees must be paid prior to registering for the upcoming school year. Students who do not comply will not be registered. School pictures will be taken at registration.

REPEAT OF FAILURES

Students will be allowed, and may be required, to repeat a class they have failed during the regular school year. They will not be allowed to repeat a class that is offered in summer school. If a student is repeating a class they will be allowed to sign up for the class after all other students have registered.

REPORT CARDS

The Black River Falls High School operates on a term schedule. The following procedures will be used in distributing report cards:

All grades will be posted to the Family/Student Access website shortly after the end of the term.
End of Terms 1-3 – report cards handed out at school
End of Term 4 - report cards mailed home

Incompletes will be allowed for medically excused reasons only and must be made up within two weeks or will be recorded as an "F".

Progress reports will be handed out to parents at parent/teacher conferences at the mid-point of each term.

Parents are encouraged to activate a Family Access account so they can view their child's grades and attendance online, at any time of the school year.

SCHOOL AND CAREER PREPARATIONS

The Youth Options program permits any 11th or 12th grade student enrolled in a public school to attend Wisconsin Universities or Colleges for the purpose of taking a nonsectarian course. The course can be taken for credit at the college and at BRFHS as well. If the course is unavailable at BRFHS, the district will pay the cost. If the district has a comparable class the student is responsible to cover the cost. Please see the Counseling Office for details.

SCHOOL CLIMATE

Students are expected to act in a positive manner. Students have the right to attend school without the fear of physical threat, harm, or verbal abuse. The appearance and atmosphere of the school reflects students' habits and attitudes.

Conduct and behavior toward any school personnel will be appropriate at all times. Students have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety of all individuals. Behavior that disrupts the learning process will not be permitted.

SCHOOL DANCES

Dances may be scheduled for Friday or Saturday nights or days before a vacation and must end promptly at 11:00 p.m. Special exceptions to this include Prom, which will end at 12:00 midnight. School dances are intended to be high school events for high school students. Participants must be older than middle school and under the age of 21. Students meeting the age requirements who do not attend Black River Falls High School may attend school dances with administrative permission prior to the dance. Tickets must be purchased in school on the days prior to the dance. Tickets will not be sold at the door on the night of the dance. Once students arrive at the dance, they will not be permitted to leave and re-enter the dance.

SCHOOL NURSING SERVICES

The School District of Black River Falls employs one school nurse. Her main office is located in the Administration Building at 301 N. 4th Street. However, she visits the High School regularly. Any student wishing to see the nurse is asked to leave a message with one of the secretaries in the office.

SCHOOL PROPERTY

Students should take pride in their school building and make every attempt to keep it and the grounds as clean and neat as possible. Students who damage, disturb, or destroy property will be dealt with on an individual basis. Restitution will be expected from any student primarily or partially involved in any damage. Students may be required to cooperate and work with custodians to help clean up.

SCHOOL SCHEDULE

Block Schedule

BRFHS uses the four-period block schedule. Each student has four 85 minute classes daily. There will be 5 minutes passing time between classes. There is a Focus Period each day which lasts 35 minutes.

Focus Period

There is a 35-minute focus period Monday - Thursday. This is part of the educational day and attendance is required. During focus time, students are to report to their first period class on Monday, their 2nd period class on Tuesday, their 3rd period class on Wednesday, and their 4th period class on Thursday. Due to Friday teacher collaboration, there is no focus period on Friday. The purpose of this period is to provide daily contact with one specific staff member and allow quiet study time, time to visit teachers for academic assistance, to visit the LMC or computer lab to complete research, etc. Attendance will be taken daily and all rules for tardiness, and absences apply. Passes for Focus period are to be obtained prior to the period and signed by the student's assigned focus teacher for that day.

Teacher Collaboration

Teachers will collaborate on a weekly basis. This is a time spent by teachers to discuss learning objectives, compare instructional techniques, and evaluate student work. As a result students may be dismissed at 2:22, with parent approval, on collaboration days. Buses will run at the regular time and students wishing to ride the bus must stay in a supervised area until 3:05.

Student Privilege

Students who earn grades of C or better will qualify for student privileges. This allows students to report to designated areas rather than attending their focus classes at the end of the day. This privilege will be revoked if a student has a discipline referral, has an unexcused absence, or if their grades are lower than a C at pre-determined grade checks, which occur approximately every three (3) weeks. Seniors with privilege, and parental permission, may leave the building at 2:45 p.m. from a privilege area only. Teachers who feel a student is underachieving, regardless of what grade they are earning, can require that students report to focus rather than a privilege area. Parents can also request that students report to focus rather than a privilege area by contacting the school.

Schedule Changes

After students indicate their course preference, the school completes the students' programs, develops the master schedule, and makes teacher assignments. Students will not be able to make schedule changes without approval from the students' instructors, the counseling department and administration. All students wishing to change a course selection, **must meet with a counselor and complete a "Course Change Request" form**. No changes are guaranteed and the student must continue to attend all scheduled classed until they are notified that the change has been approved. A course dropped after the end of the 3rd class period will result in an "F" in that course, unless approved by administration for extenuating circumstances.

SCHOOL SONG

Go all you Tigers, fight for victory
We've got the spirit, come on let's hear it:
Tigers all-in-one we fight; U-rah-rah
Go all you Tigers, see the mighty V
We're all behind you, Tigers will shine through
Black and orange, we'll win tonight

chorus

Go Black River Tigers go
Go Black River Tigers go
Hit `em high, hit `em low
Go Black River Tigers go

SEARCHES/SEIZURES OF PROPERTY

School personnel (the principal, assistant principal or designee) are authorized to search a student's personal property, including school bags, backpacks, purses, and the like, and motor vehicles on school property, whenever there is reasonable suspicion that a student has dangerous or illegal items in his/her possession. Searches of a student's person will be limited to clothing or items being carried. Any unauthorized item found may be removed and given to parent/guardian(s), returned to its rightful owner, or forwarded to law enforcement officials.

Searches may be conducted by law enforcement officers if the officer has a warrant, if the student consents to the search, if the student has been taken into custody, or if exigent circumstances exist (immediate safety concerns as determined by an administrator).

SEVERE INFRACTIONS CLAUSE

In some instances the administration will need to bypass the progressive discipline system due to the severe nature of a problem. For instance, students who are fighting will be given OSS, regardless of whether it is

their first offense. Possessing or using drugs/alcohol on school grounds, possessing a weapon, or gross insubordination are also severe infractions. Offenses that may endanger the safety and well being of students and staff, the school, and/or disrupt the educational process, also fall under this heading.

Examples of severe infractions include, but are not limited to:

1. Causing disruptions that interfere with the learning process.
2. Insubordination, cheating and /or defiance of authority. Disregarding of reasonable requests, directions or commands by school personnel.
3. Fighting, sexual harassment, threats, enticing others to violence or disruption, harassing students or staff.
4. Vandalism or theft, including removing materials from the LMC without checking them out properly.
5. Using or possessing disruptive or explosive devices, weapons, (including look-alike guns) or any paraphernalia associated with the aforementioned.
6. Involvement in a crime or activity that could threaten the health and/or safety of students or staff.
7. Student tobacco use and/or possession. Pursuant to school board policy and WI State Statute (120.12(20)).
8. Student alcohol or other drug use and/or possession, including look-alike drugs or drug paraphernalia. Pursuant to school board policies and WI State Statutes (125.09) (118.41) (161.41) (161.49) (161.571).
9. Actions included in the City of Black River Falls Disorderly Conduct Ordinance (#254).

Violations of this severe infraction clause may result in students being assigned ISS, OSS, expulsion, or criminal charges being filed by the school. Parents will be notified of any transgressions and police will be notified when appropriate.

SICK ROOM

There is no sick room at BRFHS. Students who are ill will be allowed to call a parent or guardian and go home with an excused absence. If a student is well enough to stay at school they will be expected to attend class. Students will be allowed to stay in the office while waiting for a ride home.

SPORTSMANSHIP

The teams and visitors from other schools are our guests; we have invited them into our school. We may win or lose a game, but we should never lose our self-respect and the respect of others' rights. Good sportsmanship means:

1. we will always practice courtesy to our guest
2. we will respect the officials of all contests
3. we will never cheer against anyone, but for our own team

STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Education believes that the primary obligation for developing self-discipline, responsibility, and respect for other people rests with the home and parents. Children who have developed these qualities usually progress well in school. The school is also concerned with the development of attitudes, habits, and behavior and must provide a proper climate for learning; therefore, it strives to work cooperatively with parents in the pupil's development. Teachers want all students to learn, but disruptive students can thwart their efforts. When students do not follow the rules of proper conduct, the school has a responsibility to take action in the interest of those students and the other students in the school. In order to meet his/her shared responsibility for the maintenance of good behavior...

Parents should:

- Keep in regular communication with the school concerning their child's conduct and progress, by contacting teachers, attending parent teacher conferences, and checking Family Access online.
- Ensure that their child is in daily attendance and promptly report and explain in writing any absence, or tardiness to the school.
- Provide their child with the resources needed to complete class work.
- Assist their child in being healthy, well groomed, and clean.

- Bring to the attention of school authorities any problem or condition which affects their child or other children of the school community.
- Discuss report cards and work assignments with their child.
- Maintain up to date home, work, and emergency telephone numbers at the school.

Students should:

- Attend all classes daily and be on time.
- Be prepared to come to class with appropriate working materials.
- Refrain from profane or inflammatory statements.
- Be respectful to all individuals and property.
- Conduct themselves in a safe and reasonable manner.
- Be well groomed and clean.
- Be responsible for their own work.
- Abide by the rules and regulations set forth by the school and individual classroom teachers.
- Seek changes in an orderly and approved manner.

STUDENT SELF-ADMINISTRATION OF NON-PRESCRIPTION MEDICATION

The School District of Black River Falls will allow students who are considered reliable by the parent or guardian to independently possess and administer medication to him/herself. Written consent forms are not required under these circumstances. The student is required however, to advise the principal or the school nurse that the medication is required. The medication must be kept in the original container. The office will not dispense any non-prescription medication.

ALL PRESCRIPTION MEDICINE WILL BE KEPT IN THE MAIN OFFICE.

SUMMER SCHOOL

BRFHS offers several Summer School classes for the students to make up failing grades. Currently, 9th grade History and English and 10th grade history and English, and offered. Students should see the Counseling Office for more details.

TARDINESS

Students are expected to be in class before the bell rings at BRFHS. Promptness is valued.

We will follow a progressive system when dealing with tardies at BRFHS. The consequences for tardies are as follows:

- 1st Tardy – Verbal Warning
- 2nd Tardy – Verbal Warning
- 3rd Tardy – 30 minute detention with teacher, (lunch, before or after school)
- 4th Tardy – 45 minute detention with teacher (before or after school), parent phone call
- 5th Tardy – Referred to office, 1 hour of detention, added to non-privilege list until the beginning of the next term.

*Each tardy after five will result in an office referral where further consequences will be determined.

*This is a quarterly policy. Tardy policies will be cleared at the beginning of each term.

*Students who are more than 10 minutes late for any class will be marked unexcused absent.

TELEPHONE MESSAGES

The high school office is a place of business. The staff has a large volume of work to do daily. Therefore, only emergency messages from a parent/guardian will be taken for students. No messages from employers will be taken. Students will not be allowed to receive messages on their cell phones during the school day. If their phone goes off or they are caught checking messages during regular school hours (7:45-3:05), their phone will be confiscated. **If a parent needs to contact a student (due to an emergency) prior to the end of the day, he/she should call the high school office at 715-284-4324. Office personnel will then pass the note on to the student.**

PARENTS SHOULD NOT CALL OR TEXT STUDENTS TO THEIR CELLPHONES DURING THE DAY.

TELEPHONE USE

A telephone is available in the office for the following:

-Medical appointments

-Emergency use

The pay phone is to be used for:

-Work related calls

-Other personal calls

Students may not use their cell phones during the instructional day (7:55 – 3:05).

Students will not be allowed out of class to make phone calls, unless it is deemed an emergency.

TEXTBOOK REPLACEMENT

Students are responsible for the proper care and use of textbooks that are issued to them.

Students will reimburse book damage or loss by paying the full replacement cost.

TORNADO DRILLS

Warnings are received from the sheriff's office, local law enforcement officials, radio station and municipal warning system. When the warning is received, students, teachers and other personnel will move to shelter in assigned areas. Shelter areas for each room will be posted on the wall in each classroom. Teachers will all have a master plan. Students are not to be in the gym. Administration will determine when students should leave the shelter areas.

TRANSFERS AND/OR WITHDRAWALS

A student withdrawing from school or transferring to another high school must present a written request giving reasons for the request. Such a request must be signed by the parent/guardian, and a checkout form completed by each teacher and the LMC as the student turns in his/her books. The student must then return the form to the office for final approval. For a student who wishes to transfer, a transcript of the high school record will be forwarded to the school in which he/she intends to enroll.

VIDEO SURVEILLANCE

The high school uses video surveillance equipment in the building and the parking lots as one of many measures to promote the safety and security of students, staff, and visitors. We make every effort to balance the rights of personal privacy with our duty to provide a safe learning environment and to protect district facilities and property.

The school will comply with all applicable state and federal laws related to video recordings when such recordings are reviewed, used in investigations, or retained as part of a student's record.

This notice, a notice on the school website, and signs throughout campus, shall serve as notice to students, staff, and the public that video surveillance may occur on school property. Video recording equipment will be installed in visible, conspicuous areas. The equipment will not monitor areas where the students, employees and public have a reasonable expectation of privacy, such as locker rooms or restrooms. The equipment may be in operation 24 hours per day. The use of video surveillance equipment on school grounds shall be supervised and controlled by the building principal or designee. Video recordings shall only be reviewed where there is a need to do so, either because an incident has been reported or is suspected to have occurred.

Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment and will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with district standards as well as local, state and federal laws.

Parental/guardian requests to inspect video surveillance must be made in writing. Contact the building principal for policies and procedures.

VISITORS

Parents are urged to take interest in school functions and are always welcome to visit school. They should check in the office when they arrive during school hours. Student visitors at BRFHS are discouraged.

Students who desire to have a visitor must go through pre-approval process in the main office. Visitors must

be of high school age. The administration will decide whether to allow the visit. If allowed, the visit will be no more than one day. A visitor's pass will be extended as long as the visitor remains with the host student and the visit remains conducive to maintaining a learning environment. A BRF student will be allowed to bring no more than one visitor on any given day, and no student visitors will be allowed during the first week or the last two weeks of a term or other specific dates designated by the administration.

WISCONSIN STUDENT ASSESSMENT SYSTEM

Under current law, all school boards beginning in 2002-2003 are required to adopt a written policy specifying the criteria for promoting a pupil from 4th to 5th grade or from 8th to 9th grade. Beginning, September 1, 2002, a school board would be prohibited from promoting a pupil from 4th to 5th grade or from 8th to 9th grade unless the pupil satisfies the criteria specified in the school board's policy.

School boards are also required, by September 1, 2002, to adopt a written policy specifying the criteria for granting a high school diploma that are in addition to current law requirements related to the number of credits or alternative education. Beginning September 1, 2003, a school board would be prohibited from granting a high school diploma to a pupil unless the pupil satisfies the criteria specified in the school board's policy. This graduation policy will apply to all students entering grade 11 in the fall of 2002 and to all subsequent years

Parents are encouraged to talk to their child's teachers, counselors, and principals about the testing process, and the promotion and graduation policies. Under current law, a child may be excused from this testing requirement. These policies can be found on the district's website (www.brf.org) under Board Information. See policy 345.31 Grade Advancement and policy 345.5 Graduation Requirements.

WORK PERMITS

To maintain compliance of appropriate Child Labor Laws, Wisconsin requires the following information to obtain a work permit:

1. Proof of age (Birth certificate, baptismal certificate, or driver's license); minimum age is 14.
2. Letter from the employer stating the intent to employ the minor along with the job duties, hours of work, and time of day minor will be working
3. Letter from the minor's parent, guardian, or court ordered foster parent while the minor is under their care and supervision.
4. Social Security Card
5. The student must be in good standing at the high school.

The administration reserves the right to deny or revoke a work permit based on behavior, attendance, or academic problems. The permit fee is \$5.00. The employer is required to pay the permit fee. If the minor advances the fee, the employer shall reimburse the minor no later than the minor's first paycheck. Students are asked to drop off the required information to the office before school and pick up the completed forms after school.

IMPORTANT DATES TO REMEMBER

Parent/Teacher Conferences

October 7, 2008 3:30pm – 7:15pm

Term 1

September 2 – November 7

* Mid Term – October 3, 2008

December 16, 2008 3:30pm – 7:00pm

Term 2

November 10 – January 23

* Mid Term – December 12, 2008

February 24, 2009 3:30pm - 7:15pm

Term 3

January 26 – March 27

* Mid Term - February 19, 2009

May 5, 2009 3:30pm – 7:15pm

Term 4

March 30 – June 5, 2009

* Mid Term – May 1, 2009

Late Start Days – Friday

September	12,	2008
October	10,	2008
November	14,	2008
December	12,	2008
January	09,	2009
February	13,	2009
March	13,	2009
May	08,	2009

Student Vacation Days

October	30, 2008	Teacher in-service
October	31, 2008	Teacher in-service
November	27, 2008	Thanksgiving
November	28, 2008	Thanksgiving break
December	22, 2008---January 2, 2009	Christmas break
February	20, 2009	Teacher in-service
April	10, 2009	Easter Break
April	13, 2009	Only if one or fewer snow days used
May	22, 2009	Only if both snow days are used
May	25, 2009	Memorial Day

THINGS TO DO AT BRFHS

Athletics

Football	--	fall (boys)
Cross Country	--	fall (boys and girls)
Tennis	--	fall (girls)
Volleyball	--	fall (girls)
Cheerleading	--	fall
Ice Hockey	--	winter (boys /girls)
Basketball	--	winter (boys and girls)
Wrestling	--	winter (boys /girls)
Cheerleading	--	winter
Danz	--	winter
Track	--	spring (boys and girls)
Tennis	--	spring (boys)
Baseball	--	spring (boys)
Softball	--	spring (girls)
Golf	--	spring (boys)

Special Olympics

Co-Curricular Activities

Art Team	Musical Theatre
Chamber Singers	National Honor Society
Class Officers	Pep Band
Drama Club	Pep Club
DECA	Prom Court
FCCLA	Spanish Club
FFA	Student Senate
High Quiz Bowl	Theatre Staff
Homecoming Court	Variety Show
Letter Club	Winter Carnival Court
	Wonk-Sheek Wa Chek

2008-2009

BRFHS Bell Schedule

Monday – Friday

1 st Block	7:55 - 9:20	
	7:55 - 8:37 Skinny	
	8:39 - 9:20 Skinny	
2 nd Block	9:26 - 10:51	
	9:26 - 10:08 Skinny	
	10:10 - 10:51 Skinny	
3 rd Block	10:51 - 11:21	1 st lunch
	11:26 - 12:51	class
	10:57 - 11:39	class
	11:39 - 12:09	2 nd lunch
	12:09 - 12:51	class
	10:57 - 12:21	class
	12:21 - 12:51	3 rd lunch
4 th Block	12:57 - 2:22	
Focus Period/ Collaboration	2:28 - 3:05	

2008-2009
Late Start Schedule
 Second Friday of Each Month

1 st Block	9:55 - 10:40	
	9:55 - 10:17	Skinny
	10:18 - 10:40	Skinny
2 nd Block	10:45 - 11:30	
Advising	11:30 - 1:25	
	11:30 - 12:00	1 st lunch
	12:00 - 1:25	Advising A
	11:30 - 12:12	Advising B
	12:12 - 12:42	2 nd lunch
	12:42 - 1:25	Advising B
	11:30 - 12:55	Advising C
	12:55 - 1:25	3 rd lunch
3 rd Block	1:30 - 2:15	
4 th Block	2:20 - 3:05	
No Focus		

1st, 3rd, and 4th Fridays – Same bell schedule as Monday – Thursday

District Calendar



School District of Black River Falls

promoting educational achievement and life-long learning for our children and our future

2008-2009 Calendar

August						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24				29	30	
31						

September						
S	M	T	W	Th	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	X	X	

November						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	H	X	29
30						

December						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	X	X	X	X	X	27
28	X	X	X			

January						
S	M	T	W	Th	F	S
				X	X	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19		
22	23	24	25	26	27	28

March						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	X	11
12	13*	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22*	23
24	H	26	27	28	29	30
31						

June						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- Inservice Day, No School
- Early Release, 1.p.m.
- H** Holiday, No school
- Late Start
- X** No School
- End of Quarter
- * Snow Day

1st Day = Sept. 2nd
 Last Day = Jun. 5th
 Snow Days = Apr. 13th and May 22nd
 Teacher-Directed Inservice Days:
 August 27th and 28th

Parent-Teacher Conferences are set at each building.
 1st Quarter = 47
 2nd Quarter = 43
 3rd Quarter = 44
 4th Quarter = 46

BRFHS
Student Handbook
Acknowledgement Form
2008 – 2009

Please complete this form and return it to your teacher.

Name (print)_____

Grade_____

My signature indicates that I have received, read, and understand the
2008-2009 BRFHS Student Handbook.

Signature_____

Date_____