

ALTOONA HIGH SCHOOL



PARENT/STUDENT HANDBOOK 2020-2021

**711 7th Street W
Altoona, WI 54720**

Principal Letter

Welcome Aboard! We will have another great year at Altoona High School. The Board of Education, Teachers, Administrators, and Support Staff are dedicated to providing a rewarding, satisfying and exciting high school experience. Altoona High School provides a tremendous amount of opportunities for its students. The curriculum is comprehensive, the co-curricular activities are extensive, and the entire staff is willing and able to respond to your needs as they provide a high quality education.

We are here to provide a welcoming, inclusive, and supportive environment. If you ever need anything, simply ASK a staff member. Our GO RAILS pride, is based on building strong relationships with our students; we want to help you be the best you we can.

We have put together this handbook as a reference and guideline for students and parents. The handbook also provides the rules and regulations necessary to ensure that the high school runs smoothly. Altoona High School rules and regulations for students are written with this intention. Violations of these rules and regulations infringe upon the rights of others or create a disruption of the school's common goals. We are all responsible for following these rules and regulations; faculty members and other adults have been given the responsibility of monitoring student compliance with these things.

Please recognize that this handbook does not cover all of the policies and procedures for the school and district. The administration reserves the right to change, add to, or modify this handbook at any time. When in conflict, Board policy takes precedence.

These policies are meant to help make your time at AHS a more enjoyable experience. Please follow them, and if you have questions or concerns, please feel free to contact me. We are all learners, and as such, there is always room for improvement and this is always something that we hope every person who passes through this school aspires to.

In Service,

Mr. Reif

Jim Reif
Principal

ALTOONA HIGH SCHOOL

711 7TH Street West • Altoona, WI 54720
 Phone: 715-839-6031 • Fax: 715-839-6028
 Website: <http://www.altoona.k12.wi.us>

Mr. James Reif • Principal
 Extension: 402
 Email: jreif@altoona.k12.wi.us

Mr. Chad Hanson • Assistant Principal
 Extension: 418
 Email: chanson@altoona.k12.wi.us

Ms. Elissa Upward • Athletics and Activities Director
 Extension: 416
 Email: eupward@altoona.k12.wi.us

Board of Education

Rick Risler	President
David Rowe.....	Vice President
Terry Neff	Clerk
Dan Gluch.....	Treasurer
Hallarie Roth.....	Member
Reagan Conklin.....	Student Representative

The Board of Education holds its regular meetings at 6:30 pm. The meetings are held in the District Office Board Room located at 1903 Bartlett, Altoona, Wisconsin. When circumstances require a change in the regular meeting time, date, and/or location, notice thereof shall be placed on the School Board Calendar located on the “District” tab of the website.

District Administration

Superintendent of Schools.....	Dr. Heidi Eliopolous
High School Principal.....	James Reif
Middle-High Assistant Principal.....	Chad Hanson
Middle School Principal.....	Steve Buss
Intermediate School Principal.....	Andrea Steffen
Elementary School Principal.....	Tara Betlach
Athletic & Activities Director.....	Elissa Upward
Director of Special Ed/Pupil Services...	Alan McCutcheon
Business Manager.....	Michael Markgren

Altoona School District Vision & Mission Statement

Engage. Equip. Empower
 “Offering large school opportunities with a small school approach.”

Student Non-Discrimination Policy

Consistent with legal requirements, the School District of Altoona shall not unlawfully discriminate on the basis of sex, race, religion, color, national origin (including limited English proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation, homelessness status, or physical, mental, emotional or learning disability/ handicap in its curricular, career and technical education, co-curricular, student services, recreational or other programs or activities, or in admission or access to programs or activities offered by the District as required by section 118.13 of the statutes. This policy also prohibits student discrimination under Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

The District encourages informal resolution of discrimination complaints. A formal **complaint resolution procedure** is available, however, to address allegations of violations of the District’s equal educational opportunities policy.

SEX DISCRIMINATION

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations (“the federal Title IX regulations”), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX’s requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

District Title IX Coordinators – The District employees who hold each of the positions identified below serve as Title IX Coordinators for the District:

<p>Alan McCutcheon Director of Pupil Service and Special Education 1903 Bartlett Avenue Altoona, WI 54720 715-839-6030, ext. 311 amccutcheon@altoona.k12.wi.u</p>	<p>Sharon Chwala Payroll and Benefits Specialist 1903 Bartlett Avenue Altoona, WI 54720 715-839-6064, ext. 504 schwala@altoona.k12.wi.us</p>
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Any person may report a concern or allegation regarding prohibited sex discrimination (including sexual harassment) to a District Title IX Complaint Coord As required by the federal Title IX regulations, the District has established a formal grievance process for investigating and resolving “formal complaints” of “sexual harassment.”The District has established grievance procedures through which the District

structures its response to reports that allege unlawful discrimination on the basis of sex in any education program or activity of the District as explained in Rule 411 and Rule 511 on the District's website.

2020-2021 Dates to Remember

Sept. 1 & 3	First Day of Classes
Sept. 10.....	High School Picture Day (B Grp M-Z)
Sept. 14.....	High School Picture Day (A Grp A-L)
Oct. 20.....	Parent/Teacher Conferences (evening)
Oct. 22.....	Early Release - Parent/Teacher Conferences
Oct. 23.....	No School
Oct. 30.....	End of First Quarter
Nov. 23-24.....	Inservice – No School for Students
Nov. 25-27.....	Thanksgiving Break
Dec. 24-Jan.1.....	Winter Break
Jan. 19 & 20.....	Semester Finals
Jan. 21.....	End of 1 st Semester, Inservice No School for Students
Jan. 22.....	Inservice – No School for Students
Feb. 23.....	Parent/Teacher Conferences (evening)
Feb. 25.....	Early Release - Parent/Teacher Conferences
Feb. 26.....	No School
Mar. 26.....	End of Third Quarter
Mar. 29-Apr. 2.....	Spring Break
Apr. 5.....	Inservice - No School for Students
May 28.....	Graduation
June 4.....	Early Release - Last Day for Students

Altoona High School 2020-21 Hybrid Bell Schedule

PERIOD	START	END
1	8:20 AM	9:15 AM
AM Break	9:15 AM	9:25 AM
2	9:30 AM	10:20 AM
3	10:25 AM	11:15 AM
4	11:20 AM	12:10 PM
Lunch 1	12:10 PM	12:50 PM
5B	12:55 PM	1:45 PM
5A	12:15 AM	1:05 PM
Lunch 2	1:05 PM	1:45 PM
6	1:50 PM	2:40 PM
7	2:45 PM	3:35 PM

Daily Bell Schedule - Full Schedule (Non-Hybrid)

PERIOD	START	END
1	8:20 AM	9:05 AM
AM Break	9:05 AM	9:18 AM
2	9:22 AM	10:09 AM
3	10:13 AM	10:58 AM
4	11:02 AM	11:47 AM
Lunch 1	11:47 AM	12:17 PM
5B	12:21 PM	1:06 PM
5A	11:51 AM	12:36 PM
Lunch 2	12:36 PM	1:06 PM
6	1:10 PM	1:55 PM
7	1:59 PM	2:44 PM
8	2:48 PM	3:35 PM

Early Release Bell Schedule - Full Schedule (Non-Hybrid)

PERIOD	START	END
1	8:20 AM	8:44 AM
2	8:47 AM	9:13 AM
3	9:16 AM	9:40 AM
4	9:43 AM	10:07 AM
5	10:10 AM	10:34 AM
6	10:37 AM	11:01 AM
LUNCH	11:01 AM	11:41 AM
7	11:44 AM	12:08 PM
8	12:11 PM	12:35 PM

HIGH SCHOOL FACULTY**Principal – Jim Reif (ext. 402)****Assistant Principal – Chad Hanson (ext. 418)****ART**

Kim Youngberg (ext. 348)

ATHLETICS

Elissa Upward (ext. 416)

BUSINESS EDUCATION/MARKETING

Kevin Fruit (ext. 419)

Kelly Ostrander (ext. 421)

ENGLISH

Kim Butnick (ext. 411)

Jeff McLain (ext. 458)

Angela Roloson (ext. 414)

Emily Sibilski (ext. 472)

Lori Weinmeister (ext. 459)

FOOD SERVICE

Polly Dake-Jones (ext. 434)

SCHOOL COUNSELING

Heather Burich Holle (ext. 405)

Jen Kronenberg (ext. 349)

Jay Mielke (ext. 404)

Amy Quaschnick (ext. 369)

Alisa Lane – Secretary (ext. 403)

HEALTH / FOOD & FITNESS

Erica Emerson (ext. 463)

Erin Gunderson (ext. 440)

LIBRARY MEDIA CENTER

Elizabeth Kaetterhenry (ext. 412)

Jessica Richards (ext 511)

Amy Thiede - Para (ext. 409)

MATHEMATICS

Gary Buske (ext. 410)

Emily Dressel (ext. 410)

Anita Fairbanks (ext. 461)

Andrew Ricechers (ext. 428)

MUSIC

Matthew Kruszka, Instrumental (ext. 452)

Justin Ranek, Vocal (ext. 451)

PHYSICAL EDUCATION

Erica Emerson (ext. 463)

Krystle Ricci (ext. 457)

SCIENCE

Rachel Haling (ext. 435)

Teresa Harp (ext. 437)

Todd Lenz (ext. 436)

Russell Riehbrandt (ext. 438)

SOCIAL STUDIES

David Boley (ext. 462)

Carrie Carlson (ext. 415)

Erin Lynnes (ext. 423)

SPANISH

Jenna Baxter (ext. 429)

Melanie Engen (ext. 460)

SPECIAL EDUCATION

Cody Curry (ext. 469)

Katelyn Adams (ext. 424)

Amanda Mussehl (ext. 454)

Jennifer Robertson (ext. 453)

Kelly Simonson (ext. 441)

Sophie Tallard-Sklare (ext. 425)

Elizabeth Brenizer - Para (ext. 441)

Kathy Brock-Anderson - Para (ext. 425)

Angela Nelson - Para (ext.441)

Deanna Schilling - Para (ext. 424)

TECHNOLOGY EDUCATION

Jeff Ballentine (ext.343)

Bill Steinke (ext. 341)

OTHER SUPPORT STAFF

Michelle Mitch - Secretary (ext. 400)

Dawn Schroyer - Secretary (ext. 401)

Mary Gonstead - Online (ext. 464)

Matt Mercer - Custodian (ext. 407)

WHOM SHOULD I CONTACT?

Parents often have questions or concerns and are unsure whom they should contact in the school district. While everyone in the Altoona School District is willing to be of service to you, the following chart may be of help. We encourage you to contact us whenever you have a concern. If after making the initial contact, you feel you need more clarification, contact the next person listed. If you care to pursue your question/concern further, make the third contact.

QUESTION/CONCERN	FIRST CONTACT	SECOND CONTACT	THIRD CONTACT
Academic progress in a particular class	Teacher of class	Guidance Counselor	Principal
Student's class schedule	Guidance Counselor	Principal	
Best course of study during high school	Guidance Counselor	Principal	
Grade received in a course	Teacher of class	Guidance Counselor	Principal
Standardized test results	Guidance Counselor	Principal	
Selection of colleges, scholarships, or post-secondary plans	Guidance Counselor	Principal	
Concern over personality changes, perceived problems	Guidance Counselor	Principal	
Alcohol/drug use or abuse	Guidance Counselor	Principal	School Resource Officer
Concern over possible bullying	Guidance Counselor	Dean of Students	Principal
Student's extra-curricular activities/sports	Coach/Advisor of the activity	Athletic Director	Principal
Sanction placed on a student because of discipline in a particular class	Teacher of the class	Dean of Students	Principal
Discipline situation not related to a particular class	Dean of Students	Principal	Superintendent
Bus issues	Bus Company (Student Transit 715-839-5116)	Dean of Students	Principal
Driver's Education question	Safety and Respect (715-834-8625)	Guidance Counselor	Principal
Fees or Fines	High School Office Administrative Asst.	Principal	Financial Manager
Food Service	Food Service Administrative Asst.	Food Service Director	Superintendent
Attendance	Attendance Secretary 715-839-6031 ext. 401	Dean of Students	Principal
Chromebook/Technology	LMC Aide	LMC Director	Technology Coordinator
Not sure who to call? Dial 715-839-6031 and explain your question/concern to the High School Secretary, and she will identify the best place to start.			

ACADEMIC INTEGRITY

The administration and staff at Altoona High School believe that a student's commitment to his/her own learning is an asset and an integral step to good education. It is expected that a student's own integrity requires that he/she independently do his/her class work.

One who submits another's work as his/her own is engaging in academic dishonesty. Academic dishonesty is any form of cheating or misrepresentation of one's work and includes but is not limited to the following:

- Sharing or receiving of questions/answers on tests and/or homework assignments.
- Using sources specifically not allowed for a school assignment, quiz, test or examination.
- Copying or using written or downloaded information or works of art or music without giving credit for the source (plagiarism).
- "Works found online" (articles, photographs, charts, graphs, pictures, music, animation, websites, or any part of) may not be downloaded except for educational purposes under the supervision of a teacher. Downloaded materials cannot be represented as one's own in assignments.

Cheating

Cheating extends beyond the bounds of the classroom and includes, but is not limited to, stealing a test, copying answers, using unauthorized materials or notes on tests, tampering with gradebooks, plagiarism, altering scores, etc. Disciplinary actions could include detention, suspension and receiving zero credit.

Communication of this policy through this handbook is considered a warning. Students found to have participated in academic dishonesty will receive a disciplinary referral and consequence. The consequence for the first offense may result in loss of credit for the work on which the dishonesty occurred. The impact of this forfeiture may result in course failure depending on the weight of the assigned work. Academic dishonesty incidences/referrals will be reviewed by the principal and may involve additional consequences.

ACCIDENTS

Accidents, which occur on school property, at athletic events, co-curricular practices, or at school-sponsored trips, must be immediately reported to the person in charge. A written report will be filed in the school office.

ADDRESS / PHONE / EMAIL CHANGES

Our preferred method for delivering school related communications is electronically. Therefore, keeping your contact information up-to-date is the key to ensuring prompt delivery of these documents. Please notify our office immediately if any of your contact information changes throughout the school year.

AFTER SCHOOL

At the end of the school day, students who are not involved in after-school activities or working with school staff are asked to leave the building as soon as possible. The office is closed at 4:00, and all students are to be out of the building at that time.

ATHLETIC/ACTIVITIES WEBSITE

To access information regarding athletic/extracurricular events, dates, times, and locations, please go to the “Home” tab on the Altoona School District website, and click on “Athletics” and “Athletic Calendar”.

ATTENDANCE

Absence Policy

Good attendance is an important part of a good education. Students are required to attend all class periods, including study halls, as well as lunch periods. According to Wisconsin Statute (Section 118.51), the parent or guardian is responsible for ensuring that students attend regularly until their 18th birthday. It is expected that excuses are sent or called in within 24 hours of the absences.

Parents are reminded that they are allowed to excuse their child up to ten times during the school year. After that the absences will be unexcused and truancy may be filed. The reason behind our state and district attendance policies is to ensure your academic success. When you are at school on a regular basis, you have a much greater chance of succeeding than when you are not here.

Absences that are accompanied by official documentation from the appointment do not count towards the ten day limit; therefore we strongly encourage parents to obtain documentation when their student has a medical appointment. *School- related activities including sporting or competitive events and field trips are excused absences and are not counted towards the 10 day limit for attendance.*

Excused Absences

Excused absences may include: illness or injury, medical, legal, DMV or military appointments, college visits, funerals, religious holidays, family vacations and family emergencies. *The absence will be marked unexcused unless a written note is either submitted before the absence or within two days (48 hours) after returning from the absence.*

Procedure for Calling in Absences

A parent/guardian should call the office by 8:20 am to explain the student’s absence. The High School Absentee Hotline number is 715-839-6095. Parents who have not called their student in by 9:30 will receive an automated call from our Skyward system at approximately 10:15 am.

Pre-planned Absences

Students who know in advance that they will be absent for funerals, college visits, family vacations, etc. are encouraged to get a pre-planned absence form from the office, circulate it amongst their teachers to get assignments, and obtain a parent and principal signature.

Passes to Leave/Return

Students who have an appointment during the school day must have a pass to leave in order to be released from class/school. Passes to leave are only issued to students if a call or note has been received by the office from a parent/guardian. It is greatly appreciated if, whenever possible, parents contact the office ahead of time so a pass can be given to the student before they must

leave. Doing so reduces interruptions to classes in progress. Upon return, the office will write a pass in the student planner allowing them back into their class.

Medical Excuse Requirement

Excessive student absences due to illness may result in the student being placed on “medical”. Parents will receive a letter notifying them that their student has been placed “on medical” and all future illness-related absences would require an excuse from a physician.

Attendance Guidelines

1. Notes and phone calls to excuse students for acceptable reasons must come from a parent/guardian unless the student has turned 18 years old, and the office has received a note from the parent that they have permission to sign themselves out for illness and appointments. If that student abuses this privilege, the office may revoke it. Forgeries and fake calls will be handled as a discipline issue.
2. According to state truancy law, tardiness may be counted as an absence. If a student must be late, the parent/guardian must call or send a note with the student.
3. Any student who participates at any level in sports, any co-curricular activities, practices, concerts, dances, plays, etc. must attend school all day in order to participate in, or attend, that day’s after-school functions. A parent/guardian must contact the attendance office in advance of an absence from school in order to obtain a waiver from this rule. *On occasion, the principal may approve an exception to the daily attendance rule.*
4. The school expects verification of appointments. Therefore students must return to school with their appointment verification if they wish to participate in after school activities (athletics, plays, competitions, concerts, etc.)
5. We ask that efforts be made to schedule appointments after school or on days when school is not in session.
6. Once a student reaches 18 years of age, a parent can write a note allowing that student to sign themselves out for ***appointments and illnesses*** when needed. This will be approved by the principal, and will be monitored to ensure the student is not abusing the privilege.
7. Students who have an appointment during the school day must have a pass to leave in order to be released. Students are expected to sign out at the office when leaving, and sign in at the office upon their return in order to get an excused pass to class.

Attendance Procedure

Days Absent	Absent Type	School Action
5 days (40 class periods in MS/HS)	Parental excused and or unexcused	Attendance Letter sent home in mail Meet with Student
7 days (56 class periods in MS/HS)	Parental excused and or unexcused	Phone call/email to parent/guardian Meet with student Start home visits for unexcused absences (if

		possible)
10 days (80 class periods in MS/HS)	Parental excused and or unexcused	Attendance Letter sent home Meet with Student Open Enrollment letter sent home if applicable
12 days (96 class periods in MS/HS)	Parental excused and or unexcused	Phone call/email to parent/guardian
15 days (120 class periods in MS/HS)	Parental excused and or unexcused	Attendance Letter and phone call- set up parent meeting- If parent does not attend the meeting a telephone conference will be held.
16 days (128 class periods in MS/HS)	Parental excused and or unexcused	Turn over to county for truancy Consider revoking open enrollment at closest semester

Excessive Tardies

A pattern of tardiness on the part of any student will be brought to the attention of the student's parent(s)/guardian(s). If it appears that the student is negligent, appropriate disciplinary action will be taken. All tardies will be marked unexcused unless a written note is submitted or a phone call is received by the office within two days (48 hours) from the date of the tardy.

In grades 9-12, a tardy is defined as late to class for an unacceptable/unexcused reason. The following consequences will occur for each designated sequence of tardies:

- Step 1: 5th Tardy will result in a warning ranging from conference with students to assigned lunch detention
- Step 2: 10th tardy will result in parental contact and up to 2 lunch detentions
- Step 3*: 15th tardy will result in parental contact and up to 3 lunch detentions or ½ day ISS
- Step 4*: 20th tardy will result in parental contact and up to 4 lunch detentions or full day ISS

* May also result in work release being revoked for the remainder of the academic quarter

BACKPACKS

We allow all students, grades 9-12, to carry their backpacks to class. This will promote students getting to class on time and being organized and prepared for class. However, classroom teachers have the final say in where backpacks are stored. Each teacher will designate an area for students to keep their backpacks, and they are not allowed in the aisles or on the desk as this causes a tripping hazard. Failure to follow teacher directives will result in a student being unable

to carry a backpack for an amount of time determined by administration. First offense will typically be a few days and will progress from there.

Students need to put all sporting equipment in their lockers. The weight of many backpacks at AHS causes a health concern, staff will be working with students to ensure that they are only carrying what they need. If the educational approach does not work, we reserve the right to limit or ban backpacks to ensure the health and safety of our students.

BUSING

Riding the bus is a privilege, not a right. Improper behavior on the bus or at a bus stop may result in a student being denied bus service. Every effort is made to communicate with students and parents when bus behavior is inappropriate. If the inappropriate behavior continues, the student can be suspended from transportation for the offense.

Rules

- Be on time at the designated school bus stops
- Stay well back from the roadway while waiting for the bus
- Wait until the bus comes to a complete stop and the door opens before attempting to board the bus. If students are required to cross the road to load, wait for the driver to signal them to cross
- Keep hands, arms and head inside the bus at all times
- Keep the bus clean and free from damage
- Never tamper with the bus or any of its equipment
- Do not shout, roughhouse, swear or throw anything out the bus window
- Students are expected to abide by all District alcohol, controlled substances and tobacco use policies
- Remain seated while the bus is in motion
- Keep articles and equipment out of the aisles
- Animals are not allowed on the buses unless written authorization from the principal is given
- Follow all directions given by the bus driver
- When leaving the bus, cross the road at least 10 feet in front of the bus after checking to be sure no traffic is approaching
- Never walk behind the rear of the bus

The School District of Altoona contracts its buses with Eau Claire Student Transit. A representative can be reached at (715)839-5116.

CELL PHONES/ELECTRONIC DEVICES

While we will be continuing our rule of no cellphones in class, we do recognize that they are a safety/security tool for families. To accommodate those situations where a student needs to have means of contact after the school day. Phones may be in class but must be put away in a backpack or other location. If the devices are a distraction and result in administration involvement the following procedure will be followed:

- First Offense (minor infraction)- Conversation with administration
- Second Offense (minor infraction)- Lunch detention (VIC) and phone call home

- Third Offense (major infraction)- 2 lunch detentions (VIC) and parent/guardian must pick up phone at the school
- Fourth Offense and beyond (major infraction)- Parent/guardian meeting (phone kept at school until meeting) and either a.) CICO for 2 weeks or b.) phone prohibited at school.

Note: If a cell phone is confiscated on a Friday or a day before vacation and it is a second, third or fourth offense, it will be returned to the student at the end of the day with the understanding that the remainder of the consequence will be fulfilled upon return to school.

Note: A student walking in the hallway using their cell phone during class time is considered in violation of this policy.

CLOSED CAMPUS

Altoona High School is closed campus from arrival at school until dismissal. This is for everyone's safety and accountability. Students leaving campus without proper clearance from the office will be disciplined following our normal procedures and may include a truancy charge.

COMPUTER/TECHNOLOGY USE

The School District of Altoona continues to make a significant investment in technology and technology access. The District expects students to be careful, honest, and responsible in their use of school technology.

Personal use of district technology resources for commercial or political activities or for financial gain is prohibited. Computers shall not be used to view or disseminate sexually explicit, vulgar, indecent, obscene, offensive, lewd, or harassing communications to other individuals or organizations.

Students shall not intentionally seek password information, obtain copies of, or modify files, or other data, belonging to other users on the network. Altoona School District has the right to inspect, review, and remove any mail or files without notice, consent, or search warrant.

Summary of Student Acceptable Use of Technology

Expectations of Students	
Acceptable use includes:	Unacceptable uses include but are not limited to:
Careful use of technology	Sending sexually explicit, vulgar, indecent, obscene, offensive, or lewd communications
Honesty	Harassing – including bullying, teasing, threats, or suggestive language or graphics
Responsibility	Using other students' accounts or sharing passwords
Use for educational purposes	Entering social networking sites
Deleting unneeded files and email	Playing games not assigned by a teacher
Personal-with approval of staff member in charge	Sharing personal identification information about self or other students

	Installing software on District computers
	Violating school rules, policies or Federal or state laws
	District Access to Student Files

CODE OF CONDUCT

Students have the responsibility to abide by all reasonable district, building and classroom rules established by school officials. Students are expected to practice common rules of courtesy that are necessary in group settings to avoid disruption in the school and to protect school property and the health, safety and welfare of school staff and other students. The following lists expectations of behavior in general as well as specific areas of the school:

All Areas/Activities/Field Trips	Use appropriate school language and volume Follow adult directions and school rules Report promptly to assigned area and remain there Clean up after yourself
Study Hall	Use time to study and do homework Stay in the assigned area Bring all materials with you
Hallways	Carry a pass Keep hallways passable
Lunch Room	No food allowed in the lobby area Going outside is allowed only with supervision No restaurant food deliveries allowed
Assemblies	Know why you are attending Make good choices who you sit by Ignore rude and inappropriate behavior Participate appropriately Pay attention to the speaker No electronic devices Applaud politely Wait until dismissed by adult
Bathrooms/Locker Rooms	Flush the toilet Return promptly to class Use bathroom between classes or at lunch Inform staff if there is a problem in the bathroom (clogged toilet, student issue, running sink, etc.) Lock your locker Give privacy to others Wash hands with soap and water
Computer Labs	Follow Altoona User Agreement rules Keep food and drink out of the labs Inform staff of computer problems Treat equipment with care
Parking Lot	Maintain safe speeds Remain alert and attentive Display your required parking tag

	Lock your vehicle Park only in designated spots/one spot per vehicle
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Alcohol/Controlled Substances

The following actions shall be prohibited by students at all times at school, on school premises, on school buses and while engaged in activities under school district jurisdiction and/or supervision. Police may be notified with any infraction.

- Possessing, using, buying, selling, distributing, transferring or being under the influence of alcohol in any form or a controlled substance, as defined by state and federal law
- Using, buying, selling, distributing, transferring or possessing with the intention of using, selling, distributing or transferring a substance that is believed to be/represented as a controlled substance or alcohol regardless of the true nature of the substance
- Possessing, transferring or selling drug paraphernalia
- The possession or use of tobacco products is illegal on school property or at school sponsored events, this includes, but is not limited to, vapes and e-cigarettes. Electronic cigarettes look like real cigarettes, are battery powered and often (but not always) contain liquid nicotine from tobacco plants. They allow a user to inhale the vapor – often a nicotine vapor – without fire, smoke, ash or carbon monoxide. This includes JUUL and similar devices. Possession and or/use of these items can result in suspension from school

Bullying/Harassment

Harassment/bullying are defined as behavior intended to intimidate or humiliate another person and includes physical, verbal, psychological and “cyber” bullying.

Verbal: taunting, malicious teasing, insulting, name calling and making threats.

Physical: hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, and unwelcome/unwanted physical contact.

Psychological: spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

Cyber Bullying: the use of information and communication technologies such as email, cellphone and page text messages, instant messaging, defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

Harassment includes personal comments or other expressions that insult, degrade, or stereotype any person or group because of race, color, national origin, gender, sexual orientation, religion, creed, pregnancy, parental/marital status, disability, or age. Harassment is behavior that is severe or pervasive enough that it interferes with an individual’s performance or creates an intimidating, hostile, or offensive environment, or restrict/prevents free movement of an individual or group, whether the act is deliberate, intentional or unintentional.

Students who believe they have been subjected to harassment or bullying, or parents who believe their child has been subjected to it, should report the incident to the dean of students, building

principal or guidance counselor. Consequences for harassment/bullying will vary, depending on the behavior and severity.

Dress Code

The objective of Altoona High School's dress code is to provide a safe learning environment. General habits of cleanliness and proper dress are of major importance in establishing patterns of school and social behavior. Proper dress is also necessary for reasons of health and safety.

The dress code policy is designed to encourage young people to dress in a manner that displays reasonableness of fashion, decency, and refrains from extremes. Any clothing or accessory judged to be unsafe or disruptive to the learning environment will be prohibited.

- Hats and hoods should not be worn in the school.
- Appropriate footwear must be worn unless exceptions are granted
- No clothing or accessories that contain pictures or writing referring to alcohol, tobacco, sexual references, profanity, promotion of gambling, illegal drugs, and/or gangs
- Students will not wear clothing that defames, insults, threatens, harasses or injures any racial, religious or cultural group
- Students will wear clothing that covers their stomachs, chests, buttocks, and undergarments
- Students who violate the rules for school attire shall be asked to change or be lent clothing to wear for the day
- Continued violation of the District's dress code may result in disciplinary action

If there is a disagreement between students and/or parents/guardians and the staff regarding the appropriateness of clothing or other paraphernalia, the principal or his/her designee will make the final decision.

Fan Behavior

We hope you attend many of the Altoona activities and support your teams. This is your chance to show your classmates you appreciate their efforts. It is also a time for you to socialize with your peers. Responsible behavior expectations include:

- Stand, remove your cap/hat, and be attentive during the National Anthem
- Use appropriate language: No profanity, negative chants, booing, trash talking, or name calling
- Respect everyone – treat each person the way you would want to be treated. Personal attacks and taunting are unacceptable
- Respect the game – do not interfere with it
- Display only positive signage
- No noisemakers

Fighting

Any act of hostile body contact while on school property or participating in any school sanctioned event will result in both parties equally disciplined and jointly sharing in paying for damages to private and/or school property. Disciplinary action will range from required counseling to suspension.

Forgery

Written or spoken misrepresentation of the truth in the form of forged passes, parent notes and signatures, false phone calls, lies, etc. Disciplinary actions could include detention and possible suspension.

Property Damage/Theft

Students should share in the responsibility of keeping the district's schools in their best possible condition. Any student who intentionally or negligently damages school, or another student's, property shall be held responsible, and shall make restitution to the school in the amount determined by the administration. When a student is unable to make restitution, the student's parent/guardian shall be held liable.

Public Displays of Affection (PDA)

The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, let good taste and respect for others be a guideline for public display of feelings toward a boyfriend/girlfriend. Being overly affectionate in school is not in good taste. This type of continuous behavior could lead to disciplinary action. Hand holding and brief hugs are acceptable.

COURSE OFFERINGS – CREDIT REQUIREMENTS

For current information on course offerings, credit requirements, and career planning, go to the Parents tab on the Altoona School District homepage, select School Counseling/Academic & Career Planning.

DISCIPLINE**Detention**

Detentions are issued to the student for a window of time so students are able to serve the detention(s) while also meeting other personal obligations.

- Detentions are held during the student's lunch
- Students assigned a detention are expected to study, work on homework, or read
- Cell phone policy is in effect during detentions just like a classroom

In-School Suspension

This program is proposed to deal with the following inappropriate behaviors: truancy, chronic tardiness, insubordination, inappropriate language, fighting, tobacco, pupil harassment.

After using this program with a student three (3) times, the administrator will have the flexibility to use another form of disciplinary action to deal with the aforementioned behaviors. This program may be bypassed entirely depending on the severity of the behavior.

If the parent/guardian refuses to accept the use of the In-School Suspension Program as a behavior modifier, the student will be suspended out of school. If a student fails to report to the In-School Suspension Program without prior approval for the absence by high school administration, he/she will be suspended out of school for one day and will have to make up the In-School Suspension.

While serving an In-School Suspension:

- Students are expected to study, work on homework or read

- Chromebook use will be allowed under direct supervision and for school work only
- Cell phones will be given to the staff member supervising, and will be returned at the end
- Half-day In-School Resources will run from either first hour through fourth hour or fifth hour through eighth hour
- Full day In-School Resources will run from first hour through eighth hour

Out of School Suspension

Any student suspended out of school will receive work credit for that day if turned in within a reasonable amount of time (as agreed upon by student and teacher minimum number of days gone plus one). Suspended students are not allowed on school grounds at any time, including after school activities whether home or away.

DRIVING TO SCHOOL

All students who drive to school must record their vehicle in the high school office by purchasing a parking permit. The parking permit fee is nonrefundable, and permits have to be displayed at all times on the rearview mirror of all vehicles. Any vehicle not displaying a permit will be ticketed. For further School District Parking and Traffic Rules, please go to the District tab on the Altoona School District website, select Board Policies and choose 455.2 under Series 400.

EMERGENCY SCHOOL CLOSING INFORMATION

When it becomes necessary to close school or delay the starting time due to weather conditions or other emergencies, you can receive this information by viewing/listening to the following:

- TV announcements called in by 5:45 am to WEAU TV-13, WQOW TV-18
- Radio announcements called in by 5:45 am to B-95, Z-100, Rock 92.1, WBIZ, WMEQ, Moose Country, Mix 98.1, WAXX, WAYY, I-94, The Big Cheese 92.9, WWIB
- FACEBOOK
- Twitter
- District Homepage
- SKYLERT (School Messenger) phone calls made by 6:15 am

FEES

All students are required to pay school fees which are set by the Board, and parents are notified of the amount in the summer newsletter prior to school beginning. The fee is to cover workbooks, textbooks, and other incidentals as well as class dues which are used for graduation. School fees are due on or before the first day of school.

FIRE/TORNADO/INTRUDER DRILLS

State law requires schools to conduct monthly fire drills and periodic tornado and intruder drills. Classroom teachers will instruct the students of the proper procedures and exits. Students need to take these drills seriously.

In a fire drill, students should wait with the teacher at a safe distance from the building until the all-clear signal is given to come back into the building. For a tornado drill or during an actual tornado, it will be announced for students to report to an interior room. Students will stay in this area with their teacher until an all-clear signal is given.

GRADING

A course syllabus will be distributed at the beginning of each course. Teachers will take time to explain to students the requirements and objectives within the course. All courses offered at Altoona High School are given equal weight, with the exception of the following which are not included in a student's GPA calculation: tutoring, student service activities.

Frequency

Report cards will be issued to students quarterly for semester courses. Parents are also able to view student progress and grades daily through Family Access on our website and Skyward. Questions regarding how to access the grading system can be directed towards the high school office.

Grading Scale

Grade	Honor Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
NC	0.00

Honor Status

For students achieving a 3.5 GPA, or for those raising their GPA by .5 or better with a GPA of at least 2.0, at the end of the most recent semester, an Honor Card will be issued. Benefits of receiving an Honor Card include free admission to school sporting events and discounts on products and services from local businesses.

Upon graduation, students with a cumulative GPA of 3.5 or higher over four years will be recognized as follows:

Highest Honors	High Honors	Honors
4.000	3.750 – 3.999	3.500 – 3.749

Make-Up Work

Teachers will grant the number of days absent plus one day for make-up time for homework missed during an excused absence. The easiest way to get your student's homework is by either emailing the teachers directly, or requesting the Attendance Office to do so when you are calling in to excuse an absence. Examinations missed during an excused absence will be taken at a time agreed upon by the student and the teacher. A student may have a grace period in which to complete the minimum requirements and objectives and to replace his/her Incomplete (I) with

the credit symbol he/she has achieved for the course. The grace period for the completion of this work will be two (2) weeks. A modified grace period may be granted through the principal's office when because of unusual circumstances, the student petitioned for an extension of time to complete make-up work. Failure to complete make-up requirements will result in an appropriately reduced grade. If during a course, a student fails to meet a deadline for completion of an assignment, the time allotted for his/her makeup work and/or its evaluation will be determined by the teachers.

GRADUATION REQUIREMENTS

SUBJECT	CREDITS	REQUIRED COURSES
English	4.0	English 9, English 10 or Enriched English 10, and 2 English electives
Social Studies	3.0	Civics, U.S. History, Social Studies 9 (suggested) and .5 SS elective
Science	3.0	3 science electives
Mathematics	3.0	3 math electives
Health	0.5	Health 10
Physical Education	1.5	1.5 Physical Education electives
Personal Finance	0.5	Personal Finance
Computer Req.	0.5	Computer Literacy or Computer Programming
Electives	8.0	
TOTAL	24.0	

Outstanding Fees

Before a senior is given his/her cap and gown, all outstanding school fees, parking fines, food service fees, LMC/chromebook fees, library fines and materials must be paid and/or returned.

Early Graduation

To be considered for early graduation, a student must complete the Request for Early Graduation form. In addition, students must submit a copy of their transcript(s), a letter stating the reason(s) for the request to graduate early, and a letter stating his/her post-graduation plans. Students must file the Request for Early Graduation and all the supplemental documentation with the high school principal no later than **September 15th**.

Upon receipt of the materials, the high school principal will schedule a meeting with the student, the student's guardian and the Early Graduation Team. The Early Graduation Team will consist of the high school principal, guidance counselor, and at least one high school staff member.

After the meeting, the principal will make a recommendation to the board. Following board action, a letter will be sent home stating the approval or denial of the early graduation request.

Only one commencement ceremony will be held each year and those students graduating early will be able to participate in the year end graduation commencement. Early graduation will disqualify the student from any other high school opportunities (athletics, clubs and organizations, etc.).

Transcripts

A high school transcript is required upon transferring to another school, applying for admission to a college, and upon applying for a job or enlisting in the Armed Forces. Requests for transcripts should be directed to the guidance office. An explanation of the symbols used in grading will appear on student transcripts along with information on grade point values.

Graduation Participation

Participation in the graduation ceremony is not required to receive a diploma from the School District of Altoona. Additionally, participation in the graduation ceremony is a privilege and certain requirements are expected to be met by those students who wish to participate.

Seniors who have excessive absences (10 or more) may not be allowed to participate in the graduation ceremony if they make no effort to improve their attendance. If a student reaches this point, a letter will be sent stating that the student may be ineligible to participate in the graduation ceremony and possibly requesting a meeting between the student, parents/guardians, counselor, and dean of students/principal.

If a meeting is held, a plan will be put into place for the student to improve attendance in order to maintain (or regain) the privilege of participation in the graduation ceremony. If this plan is not followed, participation in the graduation ceremony may be revoked.

Participation in the graduation ceremony shall be reserved for those senior students who have:

1. Met graduation requirements.
2. Attended school at least 90% of the school days/class periods in the second semester of their senior year. The principal may waive this for good and sufficient reason (extended illness, family emergency, etc.).
3. Participated in practice for graduation and abides by the rules for participation in the ceremony established by the principal and school district.
4. Taken care of all fines, fees and other obligations prior to the ceremony.

NOTE: This is only a set of guidelines. The administration reserves the right to make changes as it sees fit. Each situation will be judged on its own merits.

GUIDANCE / COUNSELING

The guidance and counseling programs at Altoona High School are for everyone—students, staff, and parents. Counselors can provide help with decisions concerning school, future plans, friends, family, personal problems, and understanding ourselves. Services are provided in large groups, small groups or individual sessions. We encourage all students to make use of this service.

ID'S – STUDENT USE – REPLACEMENT

Students receive their school ID after pictures are taken in the fall. The Student ID is combined with the Honor Card (see “Honor Status” under GRADING). If lost, a replacement ID can be obtained through the high school office.

ILLNESS AT SCHOOL

If a student becomes ill at school, they should ask the teacher in charge if they may be excused to report to the office. The office is supplied with a thermometer, cot, ice, band aids, ibuprofen and Tylenol (medication can only be given if the parent has signed the “Request for giving Medication” permission form). If the student needs to go home, the office will call a parent/guardian. All communication should go through the office.

The school nurse is available in the district Monday through Friday. The nurse rotates to the different schools on a daily basis.

LOCKERS / SEARCHES

A locker and lock are provided for student use at school. Personal locks are not allowed. We strongly encourage all students to lock their locker at all times and to not share their combination to prevent theft. ***It is wise not to keep large sums of money and/or other valuables in your hallway and gym lockers, items and money can be kept in the school safe as needed.*** Also, the locker is NOT the student’s private property and may be opened and searched by school authorities at any time. The school does not accept responsibility for valuables of students. Academic locker combinations will be registered in the main office along with a master key for administrative access.

Students are responsible for keeping the locker neat and in good working order. Any damage to lockers will be the student’s responsibility to pay for at the end of the year. All locks will be turned in at the end of the school year to the high school office. There will be a fee assessed for any missing locks.

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

The Altoona School District Board of Education has given authorization to the Superintendent to implement random searches for illegal drugs using drug-sniffing dogs. At any time, before, during, or after school hours, drug-sniffing dogs may be searching lockers, vehicles, the parking lot, and any areas directly supervised, rented, or leased by the school district. These legal random searches are to ensure the safety of the school.

LOST AND FOUND

The lost and found area is located in the high school office. Items not claimed by the end of each quarter will be donated to a charitable organization.

LUNCH

To minimize disruption to students having class while others are having lunch, students may be in the cafeteria, lobby, or outside the front of the high school (weather permitting and with staff supervision). Food may be eaten in designated areas. **Students are not to be in the parking lot, hallways, or to leave school grounds.**

MEDICATION

Medication will be administered by designated school personnel with appropriate written permission. Over the counter medication (Ibuprofen and Acetaminophen) shall only be given upon written permission from a parent/guardian. A record will be maintained of all medication administered by school staff. All medications should be dispensed by the front office. At the end of the school year, please pick up your student's medication from the High School Office.

Students who need to take prescription medicine while attending school should bring the medicine to the office in its original container. If medication needs to be administered during school hours, a medication form signed by the parents and the student's doctor must be kept in the school office. Prescription inhalers and epinephrine pens may be carried by the student after approval by the office.

MESSAGES/STUDENT'S LEAVING DURING SCHOOL DAY

In order to keep class interruption to a minimum, parents are kindly asked to follow the guidelines listed below when getting messages to their students and/or picking them up before the end of the school day:

- If you know ahead of time that your student will be leaving, please either call or send a note in the morning so office staff can write a pass for the student to get out of class at the required time. This helps reduce the number of interruptions to classes that are in session
- Parents who either call or send a note with their students are not required to come into the building to sign their child in/out
- Parents needing to deliver items to their students can drop them off at the office. Unless the student needs that item for their current class, the office secretaries will call him/her down between classes

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are a walk-in type format, allowing parents the freedom to see the teachers of their choice. Conferences will be held two evenings and an afternoon in the fall and two evenings and an afternoon in the spring. Please consult the published calendar on our website for exact dates.

PICTURES

Student picture day usually takes place within the first week of school. An order envelope is distributed to homerooms on the first day of school. All students must have a photograph taken regardless of whether or not pictures are ordered. The picture taken will be the photograph that appears on the Student ID for all students and in the yearbook for grades 9-11. Seniors will have the option of having their senior photos printed in the yearbook rather than the school photo. The School District of Altoona is required by law to get permission from parents before it can publish personal identification information of students on its websites. The district's website will be used to highlight your student's success and recognize achievements or for promoting special school events and activities. No other personal information other than your student's name and picture will be published.

PLEDGE OF ALLEGIANCE/NATIONAL ANTHEM

Every public school in Wisconsin is required by State Statute 118.06(2) to offer the Pledge of Allegiance or the National Anthem in grades one through twelve each day of school. No pupil

may be forced against the pupil's objections or those of the pupil's parents/guardians to recite the Pledge or sing the Anthem. Student participation is optional; however, we kindly request that students respect those who do wish to participate by remaining silent during the observance.

RECRUITER ACCESS

The federal "No Child Left Behind Act of 2001" includes a provision that requires local school districts receiving federal assistance under the Act to provide, on request made by military recruiters or an institution of higher learning, access to secondary school student's names, addresses, and phone listings. A secondary school student or the parent of the student may request that this information not be released without prior written permission by submitting a signed and dated note to the high school principal.

RELIGIOUS ACCOMMODATIONS

The Altoona School District attempts to reasonably accommodate students' sincerely held religious beliefs with regards to attendance, examinations and other academic requirements.

Religion in the Curriculum

Religious institutions and orientations are central to human experience, past and present. Therefore, whenever and wherever appropriate, recognition of religious beliefs and customs shall be an integral part of the curriculum. Particular attention shall be paid to a balanced, accurate presentation of such beliefs and customs. It is imperative that such instruction is about religions (beliefs and customs) rather than instruction designed to produce a particular outlook. Such teaching should take place, not in a vacuum, but in relationship to cultures and people.

The following guidelines are presented to staff members to be used in planning curriculum related to religion:

1. The district supports the inclusion of religious literature, music, drama, and the arts in the curriculum in school activities, provided it is intrinsic to the learning experience of the various fields of study and is presented factually, objectively, and in a respectful manner.
2. Emphasis on religious themes in the arts, literature, and history should be only as extensive as necessary for a balanced and comprehensive study of the areas. Such studies should never foster any particular religious tenets or demean any religious beliefs.
3. Student-initiated expressions to questions or assignments, which reflect their beliefs or non-beliefs about a religious theme, shall be accommodated. For example, students are free to express religious belief or non-belief in compositions, art forms, music, speech, and debate.

REPORT CARDS

Current grades for your student are available online under Skyward's Family Access. Paper copies of Quarter 1, Semester 1, Quarter 3, and year end grades are mailed out to all parents and guardians.

SAFETY DRILLS

Throughout the school year students practice various safety drills. We practice these drills for the following reasons:

- Practice provides an opportunity to correct any problems in drill procedures prior to an actual emergency.
- The more we practice these drills the more ‘routine’ they become for students, allowing them to feel safe and calm.
- In the event of an emergency situation, it is vital that staff and students know exactly what to do, and are able to react quickly and appropriately.

We also practice what to do in the event that an unsafe or armed person enters the school. While it saddens us that this is a drill we need to practice, we recognize the importance of doing so. Much has been learned about these situations and how to better prepare and react in such situations over the past two decades. In an effort to continue to improve school safety, we have partnered with our local police department and have trained all school employees in ALICE. ALICE stands for Alert, Lockdown, Inform, Counter, and Evacuate. Students will practice these drills just as they would practice a fire or tornado drill. Federal and state guidelines support this proactive approach/response, and ALICE is supported by research.

SCHOOL DANCE POLICY

All dances must be sponsored by a sanctioned high school organization and approved by the high school principal at least one week prior to the event. Any student who wishes to bring a guest (any person who is not a current Altoona High School student) to a dance, must complete a Guest Form and have it approved by the Advisor of the organization hosting the dance. All school behavior rules apply at school dances including those not on school grounds.

SCHOOL OFFICE HOURS

When school is in session, the high school office is open from 7:30 a.m. to 4:00 p.m. The office opens at least one week prior to the first student day at the beginning of the school year and remains open at least one week after the last student day at the end of the year. The District Office remains open all summer and staff there is available for questions and to obtain work permits.

SCHOOL TELEPHONES

Students who need to call home or to contact a relative should report to the high school office to use the phone. Students are not to use classroom phones.

SENIOR DEADLINES

The student’s senior year is a busy one. Here are a few things to keep in mind and plan for:

- Seniors can submit their own senior picture to be printed in the yearbook rather than using the picture taken by Lifetouch during the first week of school. This picture must be portrait orientation and headshot only. Ideally, pictures will be in digital format saved as a jpeg file, but if that is not available, send the picture to school with the student’s first and last name on the back. Photos will be returned and are due by December 1.
- Submit a senior picture along with a baby picture for the graduation slideshow. Again, print first and last name on the back of each picture so they may be returned to you. You will receive information on when these photos are due via email, but usually this will be in the beginning of December
- Submit a senior quote for the yearbook. This will be 30 words or less, and will be due in the beginning of December

- Optional: Up to two pictures (ex: baby and senior) and message for yearbook congratulations ad (\$25 for quarter page ad; check made payable to Altoona High School Yearbook)
- Students will submit their full name, height and approximate weight in the fall. This will be used to order diplomas and the graduation cap, gown, and tassel (paid for through student fees)
- A Josten's representative will hand out orders for graduation announcements during Senior Leadership Day
- Graduation for the Class of 2021 is Friday, May 28 at 7:00 p.m. in the high school gymnasium. More information will be mailed prior to graduation. **All fines, school fees, lunch balances, etc. must be paid in order for your son/daughter to receive their cap/gown for graduation and go through the graduation ceremony**

STUDENT CONFERENCES

The School District of Altoona recognizes that cooperation with law enforcement is necessary for the education and protection of the student, for maintaining a safe school environment, and for safeguarding all school property. At the same time, the School Board recognizes the need to minimize disruptions in the education process and to provide for concerns of parents/guardians regarding the welfare of their children. Law enforcement and other agency officials who are called to the school for assistance shall be permitted to interview students as necessary for the situation. Law enforcement or other agency-initiated interviews with students shall be permitted under conditions established by the building principal and consistent with legal requirements.

Outside agency personnel shall conduct their business with students at a time other than normal school hours to the extent possible. When it is necessary to interview students on school premises, the interview shall be conducted in such a way so as to minimize interruptions in the learning environment. Whenever possible, a school staff member shall be present during a student interview with outside agency personnel. As permitted by law, parents/guardians of students who are not suspects in a specific violation shall be contacted when an interview takes place with outside agency personnel.

TEXTBOOKS

Textbooks are loaned to the students by the school. These books are the responsibility of the student during the term. The conditions of the textbooks are checked at the time of distribution and again when they are returned upon completion of the course. Fines are assessed in cases where books are lost or more than normal wear and tear is evident.

VIDEO SURVEILLANCE

The Altoona School District Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various sites throughout the high school. Any person who takes action to block, moves, or alters the location and/or angle of a surveillance device shall be subject to disciplinary action.

VISITORS

Altoona High School does not allow visitors from other schools at any time during the school day.

WITHDRAWAL PROCEDURE

1. The student reports to the Counseling Office for a withdrawal form.
2. The withdrawal form is filled out by the student's teachers, school librarian, lunch personnel, counselor and the principal.
3. All materials, books, and equipment have been returned and outstanding fees paid.
4. Upon completion of the withdrawal form, the student turns the form in to the counseling office so a copy can be made. This should be done on the student's last day of attending classes.

WORK PERMITS

All students that are **under 16 years** of age are required to obtain a work permit before they begin work. Below is a list of items needed before a work permit can be issued. The information should be dropped off at the high school office between the hours of 7:30 a.m. and 3:30 p.m.

1. Copy of student's birth certificate, passport OR driver's license.
2. Social Security Card.
3. Verification letter from your employer indicating you have been hired, including the position you will be filling.
4. Letter from parents stating permission to work.
5. \$10.00 – Reimbursement will be made by the employer.