



# TENOR

HIGH SCHOOL

# 2018-2019

# HANDBOOK

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## Principal's Message

Dear Students and Parents,

This handbook is part of the school's effort to develop an effective partnership with Tenor High School students, parents, and guardians. This book contains general information, rules and procedures that are designed to assist in the daily routines that are a part of our school.

For students who are new to Tenor High School, this handbook will be an important source of information as you become oriented to our school. If you are a student or parent/ guardian who is familiar with the school, please read through this book carefully. This handbook contains significant revisions of material contained in previous handbooks.

Education is a comprehensive process that takes place in and out of the classroom. It includes mastery of academics, development of character, and acquisition of skills and habits that lead to productive, responsible behavior. We ask that all parents/guardians take an active role in their child's education and life at Tenor as their busy schedules will permit. You are urged to review the attendance policy because attendance and course credits are closely linked. Numerous studies have shown that students with good attendance records earn good grades.

We expect your child to attend school on a daily basis. It is vital that your child is in school and on time so that we can deliver the highest quality educational experience.

Please review the school calendar to familiarize yourself with the days that school is in session. Removing students from school for vacation can be detrimental to their education, and against Tenor High School policy.

We urge all of you to keep the handbook where you may consult it when new situations arise.

Best wishes for a happy and successful school year.

Tyson Tlachac, Principal  
Marcia Spector, Executive Director  
Jodi Weber, Assistant Executive Director

## Mission Statement

The Tenor High School mission is to prepare Milwaukee students for successful entry to postsecondary education and career opportunities through the dual completion of a high school diploma and a Milwaukee Area Technical College program certificate or technical diploma and/or credits in a post-secondary degree program.

## Student Bill of Rights

You have the right to a school that is safe, orderly, and substance free.

You have the responsibility to do your part in maintaining the safety and comfort of your school.

You have the right to be treated with respect and dignity by your fellow students, teachers, and other school employees.

You have the right, along with your parents, to participate in decisions affecting your educational program.

You and your parents have the responsibility to actively participate in conferences and meetings held on your behalf.

You have the right to a comprehensive curriculum.

You have the responsibility to take advantage of the curriculum.

You have the right to attend classes where dedicated, caring teachers are well prepared to teach.

You have the responsibility to be well prepared to learn.

You have the right to be prepared for future success.

You have the responsibility to be successful.

## Non-Discrimination Policy

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including transgender status, change of sex, or gender identity), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at

(800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <http://www.ascr.usda.gov/complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- 2) Fax: (202) 690-7442; or
- 3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

# School Staff

## ADMINISTRATION

### **Executive Director**

Marcia Spector

### **Assistant Executive Director**

Jodi Weber

### **Principal**

Tyson Tlachac

### **Associate Principal**

Jonathan Dorman

## SUPPORT SERVICES

### **Administrative Assistant**

Claire Dahlman

### **School Counselor**

Carol Pook

### **Food Service Coordinator**

TBD

### **Building Operations**

Jabez Casso

Matt Krivanek

## TEACHERS

### **Academic Resource Teacher**

Patty Hall

### **English**

Leslie Monagle

Lori Salinsky

Jacob Vanderkin

### **Mathematics**

Fernando Muniz

Kristen Suiter

### **PLTW**

Todd Smith

### **Science**

Josh Borts

Haley Perez

### **Social Studies**

Alex Funk

Nicholas Olsen

# School 2018-2019 Calendar

## **August**

6 <sup>th</sup> -8 <sup>th</sup>	Summer Institute for new 9 <sup>th</sup> graders
16 <sup>th</sup> & 17 <sup>th</sup>	New Staff Orientation
20 <sup>th</sup> -24 <sup>th</sup>	Staff Orientation Week
27 <sup>th</sup>	First Day of School

## **September**

3 <sup>rd</sup>	Labor Day – No School
11 <sup>th</sup>	2:41 Early Release
12 <sup>th</sup>	ACT Testing Day
17 <sup>th</sup> -19 <sup>th</sup>	MAP Testing
26 <sup>th</sup>	Picture Day

## **October**

4 <sup>th</sup>	Open House 5:00-7:00
9 <sup>th</sup>	2:41 Early Release
12 <sup>th</sup>	Fall Dance 7:00-10:00
17 <sup>th</sup>	Parent/Teacher Conference 4-8 p.m.
18 <sup>th</sup>	School in session 8:15-12 noon
18 <sup>th</sup>	Parent/Teacher Conference 1pm-8pm
19 <sup>th</sup>	Teacher work day, No student attendance
26 <sup>th</sup>	Staff Professional Development (PD) No Student Attendance
31 <sup>st</sup>	Picture Re-Take

## **November**

6 <sup>th</sup>	2:41 Early Release
21 <sup>st</sup> -23 <sup>rd</sup>	Thanksgiving Break

## **December**

5 <sup>th</sup>	ACT Testing Day
21 <sup>st</sup> -31 <sup>st</sup>	Winter Break

## **January**

1 <sup>st</sup> -2 <sup>nd</sup>	Winter Break
3 <sup>rd</sup>	School Resumes
15 <sup>th</sup>	2:41 Early Release (Awards Voting)
16 <sup>th</sup>	Exams Dismissal at 12:25
17 <sup>th</sup>	Exams Dismissal at 12:25
18 <sup>th</sup>	Teacher Records Day
21 <sup>st</sup>	MLK Day- No School
22 <sup>nd</sup>	2 <sup>nd</sup> Semester Begins
23 <sup>rd</sup>	ACT Testing Day
29 <sup>th</sup>	2:41 Early Release

## **February**

1 <sup>st</sup>	First Semester Awards
18 <sup>th</sup>	Mid-Term Break- No School
20 <sup>th</sup>	ACT with Writing
21 <sup>st</sup>	ACT WorkKeys
26 <sup>th</sup>	2:41 Early Release

## **March**

12 <sup>th</sup>	ACT with Writing Make-up Day
13 <sup>th</sup>	ACT WorkKeys Make-up Day
14 <sup>th</sup>	School in session 8:15-12 noon
14 <sup>th</sup>	Parent/Teacher Conference 1pm-8pm
15 <sup>th</sup>	Teacher work day, No student attendance
18 <sup>th</sup>	PD Day-No Student Attendance
26 <sup>th</sup>	2:41 Early Release

## **April**

5 <sup>th</sup>	Prom 7:00-10:30
15 <sup>th</sup> -22 <sup>nd</sup>	Spring Break
23 <sup>rd</sup>	School Resumes
25 <sup>th</sup>	Forward Exam
30 <sup>th</sup>	2:41 Early Release

## **May**

2 <sup>nd</sup> -3 <sup>rd</sup>	Aspire Testing
6 <sup>th</sup>	PD Day- No Student Attendance
8 <sup>th</sup> -10 <sup>th</sup>	MAP Testing
9 <sup>th</sup>	Athletic Banquet
14 <sup>th</sup>	2:41 Early Release (Awards Voting)
16 <sup>th</sup>	Junior Presentations
17 <sup>th</sup>	MAP Incentive Day
22 <sup>nd</sup> -23 <sup>rd</sup>	Junior Class Trip
23 <sup>rd</sup>	Graduation Practice- 1:45 Serb Hall
24 <sup>th</sup>	Final Awards Ceremony
27 <sup>th</sup>	Memorial Day – No School

## **June**

5 <sup>th</sup>	Exams 12:25 Dismissal
6 <sup>th</sup>	Exams 12:25 Dismissal-Students Last Day
6 <sup>th</sup>	Graduation 5:00 Serb Hall
7 <sup>th</sup>	Staff Inservice
10 <sup>th</sup>	Staff Inservice
11 <sup>th</sup>	Staff Inservice-Staff Last Day
17 <sup>th</sup>	Mandatory Summer School for current 9 <sup>th</sup> grade students (class of 2022) thru July 19 <sup>th</sup>

# Daily Schedule

## Daily Schedule

1 <sup>st</sup> Period	8:15-9:11
SSR and Announcements	9:16-9:41
2 <sup>nd</sup> Period	9:41-10:37
3 <sup>rd</sup> Period	10:42-11:38
4A Period	11:43-12:39
1 <sup>st</sup> Lunch	11:43-12:08
4B Period	12:13-1:09
2 <sup>nd</sup> Lunch	12:44-1:09
5 <sup>th</sup> Period	1:14-2:10
6 <sup>th</sup> Period	2:15-3:11

## Tuesday Early Release Schedule

1 <sup>st</sup> Period	8:15-9:06
SSR and Announcements	9:11-9:36
2 <sup>nd</sup> Period	9:36-10:27
3 <sup>rd</sup> Period	10:32-11:23
4A Period	11:28-12:19
1 <sup>st</sup> Lunch	11:28-11:53
4B Period	11:58-12:49
2 <sup>nd</sup> Lunch	12:24-12:49
5 <sup>th</sup> Period	12:54-1:45
6 <sup>th</sup> Period	1:50-2:41

## School Compact

The Tenor High School mission is to prepare Milwaukee students for successful entry to postsecondary education and career opportunities through the dual completion of a high school diploma and a Milwaukee Area Technical College program certificate and/or credits in a post-secondary degree program.

As a staff member, I pledge to:

1. Provide quality curriculum and instruction that is aligned to district and state standards.
2. Prepare well-planned and meaningful lessons.
3. Create a welcoming environment for all students and families.
4. Respect the cultural diversity of our students.
5. Communicate clearly and frequently with families concerning their children.
6. Send home progress reports during the mid-point of each term and report cards at the end of each term.
7. Provide parents with an opportunity to attend formal conferences two times a year.
8. Encourage parents to attend school events.
9. Allow classroom observations and visits at any time.

As a student I pledge to:

1. Follow the rules as identified in the student handbook.
2. Attend school daily and arrive on time.
3. Complete homework in a timely manner.
4. Show respect for self, other people, and property.
5. Accept responsibility for my own actions.

As a family we pledge to:

1. Ensure that our child is at school daily and arriving on time.
2. Follow school procedures as identified in the student/parent handbook.
3. Provide a quiet place to do homework.
4. Contact teachers and administrators directly regarding concerns.
5. Attend parent/teacher conferences.
6. Participate in school activities.

# Academic Expectations

## Graduation Requirement

### Minimum Credits Required for Graduation

English .....	4.0 credits
Mathematics .....	3.0 credits
Science .....	3.0 credits
Social Studies .....	3.0 credits
Electives .....	4.0 credits (any subject)
Total .....	17.0 credits

Credits must be completed by the end of the students' 11<sup>th</sup> grade year in order to attend MATC first semester. Successful completion of MATC classes, Justification of Graduation (J.O.G.), and passing the Wisconsin Civics test are required for graduation.

Students who are returning to Tenor for the fall semester of their 12<sup>th</sup> grade year must earn a minimum of 18 credits to attend MATC in the spring semester of their 12<sup>th</sup> grade year.

Students who are not eligible to return to MATC for the spring semester during their 12<sup>th</sup> grade year must complete an additional 3.0 credits to earn a Tenor High School Diploma.

The students who remain at Tenor their 12<sup>th</sup> grade year must complete a total of 21 credits to earn a Tenor High School Diploma.

- The school year consists of two semesters
- Students take 6 courses per semester, earning .50 credits for each course.
- Students earn 6.0 credits per school year. Students are able to earn a total of 18.0 credits over three years.

### Grading Scale (GPA Values)

94-100	A (4.0)
90-93	A- (3.7)
87-89	B+ (3.2)
84-86	B (3.0)
80-83	B- (2.7)
77-79	C+ (2.2)
74-76	C (2.0)
70-73	C- (1.7)
67-69	D+ (1.2)
64-66	D (1.0)
60-63	D- (0.7)
Below 60	U (0.0)

## Grade Level Advancements

Units required to be promoted at the end of the school year:

9th grade student (freshman)	=	fewer than 5 units
10th grade student (sophomore)	=	5 units or more
11th grade student (junior)	=	11 units or more
12th grade (senior/attend MATC)	=	17 units or more

## Procedures for a Successful School Year

At the beginning of class...

- Be in your assigned seat at the bell with your materials out and backpack on the floor. Make sure you have your pencils sharpened!
- Put away or throw out any gum or food before the bell rings.
- Begin your opener for the class and read the agenda on the board.

During class...

- Remain in your seats at all times unless directed by the teacher. Wait to throw out your trash till the end of class.
- Keep your full focus on your course. Do not sleep or put your head down.
- Limit distracting behavior such as tapping/clicking pens, sharpening pencils, and crinkling paper.

At the end of class...

- Take out your agenda books and write down your homework. If you don't have homework that night you should write 'No homework.'
- Stay in your seat until the teacher dismisses you. The teacher dismisses you- not the bell!
- Clean up your area neatly, put all materials away, and push in your chair.

Following these procedures will help you succeed at Tenor!

## Soft Skills

Tenor High School is a dual certification program; students earn a high school diploma and a certificate from MATC. As part of our agreement with MATC, students who have earned appropriate academic credit, performed well on their entrance exams, and have exhibited soft skills may attend MATC. In order to keep parents informed about their child's soft skills progress we have created a soft skills rubric. Students will receive a soft skills evaluation grade (see below rubric) on their report cards from each teacher. Students will be assessed on areas listed on the rubric.

In order for students to be eligible to attend MATC their senior year, they must perform well in these areas as well as meeting the academic and entrance requirements.

## Rubric

<b>4=Exceeds Expectations</b>	<b>Student consistently demonstrates proficiency in the categories listed below</b>
<b>3=Meets Expectations</b>	<b>Student demonstrates proficiency in most of the categories listed below</b>
<b>2=Emerging Expectations</b>	<b>Student demonstrates proficiency in some of the categories listed below</b>
<b>1=Below Expectations</b>	<b>Student does not demonstrate proficiency in categories listed below</b>

<b>Area</b>	<b>Descriptor</b>	<b>Area</b>	<b>Descriptor</b>
Responsibility	<ul style="list-style-type: none"> <li>● Good attendance</li> <li>● Prompt</li> <li>● Completes work on time</li> <li>● Works in self-sufficient manner</li> <li>● Contributes regularly</li> <li>● Acts ethically based on positive principles</li> <li>● Dependable/conscientious</li> <li>● Volunteers</li> <li>● Keeps working despite obstacles</li> </ul>	Citizenship	<ul style="list-style-type: none"> <li>● Good team member</li> <li>● Socially responsible</li> <li>● Participates</li> <li>● Looks to the common good of the school</li> <li>● Sense of justice/fairness</li> <li>● Acts with Integrity</li> </ul>
Respect	<ul style="list-style-type: none"> <li>● “Can-do” Attitude</li> <li>● Supports Peers in Positive Manner</li> <li>● Responds to Conflict appropriately and positively</li> <li>● Models Positive Principles</li> <li>● Seeks and accepts input and opinions from others</li> <li>● Demonstrates respectful and helpful behavior</li> </ul>	Relationships	<ul style="list-style-type: none"> <li>● Empathetic</li> <li>● Compassionate</li> <li>● Caring</li> <li>● Generous</li> <li>● Values others equally</li> <li>● Respect for peers and staff</li> <li>● Uses Personable communication skills</li> </ul>

**Summer School**

Summer school is a mandatory 5 week program for students entering 10th grade to build upon academic skills in the areas of reading and mathematics in preparation for the ACT (American College Testing). Summer school is offered to students entering 11th and 12th grades for credit recovery. Students who need to earn credit will be enrolled in the summer school program. A student will be dropped from a class after 3 absences and not be allowed to return back to Tenor High School in the fall.

## **MATC graduation and Weekly Meeting Requirements**

### ***MATC Requirements***

What are the requirements to attend MATC at the end of your Junior Year?

- Minimum of 17 credits including 4 English, 3 Science, 3 Social Studies, 3 Math
- GPA of 2.0
- Minimal attendance issues
- Minimal behavior issues
- Consistently display appropriate soft skills

Staying at MATC after 1<sup>st</sup> Semester

- Attend all classes
- GPA of 2.0 including no U's
- Attend weekly meetings with the School Counselor

Graduating from Tenor after being at MATC 2<sup>nd</sup> semester

- Attend all classes
- GPA of 2.0 or above. If below a 2.0 students will be required to attend summer school at Tenor. Also, if a student fails half of their classes or more at MATC, they will not be able to participate in graduation ceremony.
- Attend weekly meetings with the School Counselor

\*All final decisions are at the discretion of Tenor High School administration

### ***Weekly Meetings***

Attending college classes as a senior in high school is a significant challenge. Weekly meetings are your opportunity to get support to assure a successful experience. The purposes of these meetings include:

- The opportunity to reflect on your progress each week.
- Discussing the week's activities and challenges, and the strategies that have worked well (or not) to address them.
- Discussing strategies and skills for study, managing your time and solving problems
- Sharing your successes.
- Learning from your mistakes and the mistakes of others.
- Listening to other students' experiences and offering suggestions.
- Discussing and receiving information that will help you set goals and make plans for life after high school graduation.

### ***Weekly Meeting Requirements***

- Students must meet with the School Counselor every week.
- Students will be allowed 2 excused absences and 1 unexcused absence from weekly meetings.
- Students must arrive on time. If students are late twice, it will count as an unexcused absence.
- Documentation is required for an absence to be considered excused. A doctor's

appointment requires a doctor's note. A family emergency requires a telephone call from a parent. If no note or telephone call is provided, the absence will be considered unexcused.

- Signature sheets need to be brought EVERY week signed by all professors and signed off by the School Counselor. If students do not bring their attendance sheets a total of 2 weeks, it will be documented as an unexcused absence.
- If any of the requirements are not met, students will either be removed immediately from their MATC classes, or they will not return to MATC 2<sup>nd</sup> semester (even if they are receiving all A's)
- When meeting times are set, they are final and will not change. You should NOT be scheduling appointments or anything else during our meeting times. Treat our meeting times just like you would treat class times. You shouldn't be scheduling appointments during class and you shouldn't be scheduling them during meeting times either.
- Listen to other students and be prepared to offer suggestions and to learn from their experiences.

### ***What is Expected at Weekly Meetings***

- Show up on time every week
- Respect everyone in the meeting and quietly listen to what people have to say
- Students will be required to share information including their college acceptance letters and scholarship awards letters
- Be prepared to share what is happening in your classes. The following is a list of questions that you should be answering each week for each of your classes when you meet with the Principal and School Counselor:

What happened this past week in class?

What grades did you get the past week in class?

Did you have any tests or quizzes?

Did you have any papers due?

Did you work on a group project?

What assignments, projects or tests are coming up in the next week?

Are you having any problems?

# Academic Information

## Academic Service Awards

Recognizing student achievement is important at Tenor High School. Awards are presented to students who have shown outstanding performance through participation in the total school program. By doing so, it is hoped that students will find areas in which they can excel and gain recognition for outstanding achievement. Awards are presented at the end of each semester. Teachers may also present awards to students for special class work at various times throughout the school year.

Parents are always welcome to attend any or all of our award ceremonies.

## Books and Materials

Students are responsible for bringing their books, notebooks, and pens/pencils to each class, each day, as required by the teacher.

## Classwork and Participation

Class work and participation are factors in all classes. Class participation or the lack thereof, can and will affect a student's grade in a course. Students and parents must realize that much occurs in class that cannot be made up or duplicated; therefore, regular class attendance and positive class participation will be highly beneficial.

## Exam Exemptions

10th grade students will be eligible to exempt two exams second term with the following stipulations:

- Student must be earning at least a "B-" average in the subject/subjects for the current term
- Student may not have 3 (three) or more absences in the course for the current term (excused and unexcused)
- Students cannot have any U's

11th grade students will be eligible to exempt two exams during each term and must meet both of the following eligibility requirements:

- Student must be earning at least a "B-" average in the course for the current term; and
- Student may not have 3 (three) or more absences in the course for the current term (excused and unexcused).
- Students cannot have any U's

Final decision of exemption(s) at teacher discretion.

## Final Exams/Projects

All students will be required to take final exams and/or complete final projects as scheduled at the

end of each semester. A student with an excused absence will be required to make up the exam. Students not attending final exams could fail the course for the term and, thereby, not receive credit for the course.

## **Honor Roll**

Students who have a 3.0 grade point average or higher shall be considered on the Honor Roll. No student with a grade of “D” or less in any subject will be considered for the Honor Roll even though he/she may have attained the grade point necessary to be considered for Honor Roll.

Any student with an Incomplete (I) will not be considered until the “I” is made up.

A student who has been suspended from school will not be eligible for the honor roll.

## **Parent/Student Conferences**

Conferences are held two (2) times per school year with written notices sent home. Not only are concerns expressed, but more importantly, the conferences are designed to be positive and encouraging. Students and parents attend with the student taking an active part in the conference. A student’s success is based on support not only from the school, but also on the participation of the parents, and we encourage parents to be a very important part of their son/daughter’s development and achievements. Additional conferences may be called by the teacher or other professional staff members.

The School Counselor holds mandatory pre-college conferences with seniors in the fall and with juniors in the spring. Additional conferences may be called by the teacher or other professional staff members.

## **Parent Council**

An active parents council meets at least quarterly to provide input into the school operations and procedures.

## **Progress Reports**

A parent/guardian may request a progress report at any time by contacting the School Administrative Assistant. Student progress will be monitored monthly by their teachers. Progress will be discussed during parent-student-teacher conferences and students will receive mid-semester progress reports. Parents are also encouraged to access the Skyward Grading system through the school website and clicking the skyward icon at the top of the page or by logging onto the following website: <https://skyward.iscorp.com/scripts/wsisa.dll/wservice=wsedugrandviewsohwi/seplog01.w>.

## **Reports Cards**

Report Cards will be issued at the end of each semester.

## **School Supply List**

This is a general supply list that will cover the basic supplies needed for the year. Please keep in mind that each teacher might require specific supplies that will be needed for their class. This information will be given in each class during the first week of school. Remember that some classes change at semester; so, additional supplies might be needed throughout the year.

- 1 ream of copy paper
- Kleenex
- 6-Folders
- 6- Notebooks
- Colored pencils
- Markers
- Glue sticks
- Pens/ #2 Pencils
- Note cards
- Highlighters
- Book bag
- Scientific Calculator TI-30XII
- Headphones or earbuds

## **Skyward Family Access**

Parents may review their student's academic progress, grades, attendance and missing assignments by accessing the school website and clicking the skyward icon at the top of the page or by logging onto the following website:  
<https://skyward.iscorp.com/scripts/wsisa.dll/wservice=wsedugrandviewsohwi/seplog01.w>.

# Attendance Policies

## Attendance Policy

State law requires all children between the ages of six and eighteen to attend school full time. A child who has turned 18 must attend until the end of the term, quarter or semester following his/her 18th birthday. The State of Wisconsin and Tenor High School have set policies for student absences. They are summarized below.

Whenever a student is going to be absent from school, the parent/guardian must inform the school by calling prior to 9:00 a.m. each day the student is going to be absent. Call the attendance office at (414) 431-4371. This is a 24-hour phone line, therefore a message may be left at anytime, day or night. If a live attendant is not available, please leave a detailed voicemail message indicating your child's name, the date that your child will be absent, and the reason for the absence. All attendance messages are listened to promptly in the morning of each school day.

Excused Absences will Include the Following:

- Illness (mental or physical). An excuse from the physician or dentist should be brought in whenever possible. If excessive absences occur, medical verification may be required.
- Appointments with medical specialists. Such appointments should be made, whenever possible, when school is not in session. An excuse from the medical specialist should be brought in to the attendance office. It is highly recommended that students bring in a "doctor's excuse" anytime a visit with a medical professional occurs.
- Family emergency or crisis.
- Funeral leave.
- Attendance at special events of educational value as approved by the building principal.
- Required legal appearance. Student should supply verification of the court appearance.
- Designated religious holiday.
- Approved school district-sponsored activities.
- Suspension
- Pre-planned absences provided in writing by the parent/guardian before the absence will be considered excused. A child may not be excused for more than 10 days in a school year under this provision per Wis. Stat. sec. 118.15(3)(c). A student is required to complete any coursework missed during this absence.

All other absences will be regarded as unexcused. All student absences are subject to review by the building principal, whose decision will be final.

Students who are absent from school will not be allowed to participate in practice, games, or special school events on the day of the absence.

## Early Dismissal and Return to School Policy

Any student leaving school for any reason must have parent permission to leave the building. Students who require early dismissal from school for personal business, medical appointments, or

other approved parent reasons must have permission in advance of the time to leave the building. Students are required to bring in a written note from a parent/guardian and present it to the School Administrative Assistant. The request should clearly state the date, time, and reason for leaving. A parent contact number should be included on the request. Tenor High School is not responsible for providing transportation for early dismissals. Students will not be dismissed early without parent permission and verification.

## **Makeup Policy**

For each excused absence, students will be allowed one day to turn in assignments or make up tests. It is the responsibility of the student to get all missed assignments and complete all missed work. Make up time will not apply to projects/tests that students have been assigned far in advance and should have been completed prior to the absent date or at the teacher's discretion. In the event the absence is unexcused, credit for made up work may be reduced (0-50%) at the discretion of the teacher.

## **Tardy Between Classes**

Students are expected to be on time for class. The student must be in the classroom when the bell rings. If a student is tardy to class, the teacher will issue a warning to the student and mark accordingly in Skyward. After the third tardy late to class the teacher will assign and supervise an after school teacher detention. If the detention is missed, the student may lose class participation/homework points toward their grade and receive a lunch detention. Three tardies = 1 unexcused class absence, and will be applied towards exam exemptions.

## **Tardy Policy**

Students tardy to school after 8:30 a.m. must sign in at the school office and obtain a pass to enter class. When a student arrives tardy to school, he/she will serve a 25 minute supervised lunch detention in an assigned classroom on that same day.

Chronic school tardiness requires administrative intervention. Parents will be contacted to set up a meeting time and develop an action plan for timely school attendance.

## **Tuancy from School**

All other absences, except those listed previously, will be regarded as unexcused, and the student shall be considered truant.

Habitual Tuancy - "Habitual truant" means a student who is absent from school without an acceptable excuse for five or more days on which school is held during a semester. The parent/guardian of a student who is a habitual truant shall be notified by certified or first class mail when the student initially becomes a habitual truant.

It is the parent/guardian's responsibility to contact the school if your child is going to be absent. If

your child is not in school and you have not contacted the school, a phone call will be made to you. If the contact is unsuccessful, the school will attempt to reach you by other means before the end of the second day after receiving a report of an unexcused absence.

When a student's attendance meets the legal definition for habitual truancy, the School is required to notify you in writing (sent by certified or first class mail). The notice will ask you to meet with a school official within five days. (A five-day extension for the meeting date is allowed.) If you fail to meet with school officials within 10 days of notification, the school may take steps to impose penalties on you for failing to correct the truancy problem. These penalties include enforcement of state statutes and municipal codes. School-based student assistance and support services can help you keep your child in school. Persons who engage in or cause habitual truancy may be referred to the District Attorney's office for prosecution.

# Emergency and Health Information

## Accidents/Injuries

Students experiencing an accident or injury should immediately notify school staff. An accident report will be completed and the parent/guardian will be contacted. If necessary, the injured student will be transported to the nearest medical facility and the parent/guardian will be notified.

## Asbestos Notice

Official Notice to Inform All Seeds of Health Parents and Employees About Asbestos Containing Materials Inside School Buildings is Hereby Given:

According to the United States E.P.A., and the A.H.E.R.A. Regulation requires notification to all employees and parents/guardians regarding asbestos containing materials inside school buildings. Management Plans specifying locations, condition, and past response actions of these materials are located in the respective school's office for each site and are available for review during normal school hours as required by the A.H.E.R.A. In the ongoing program to safely maintain asbestos-containing materials, Seeds of Health conducts surveillances, and 3-year re-inspections, and implements appropriate response actions. If interested parties have specific questions relating to the Seeds of Health policy or the scheduling of asbestos related activities planned or in progress, please contact the Director of Human Resources at (414) 385-5619.

## Automated External Defibrillator (AED)

**TENOR HIGH SCHOOL, IN AN EFFORT TO MAKE OUR SCHOOL SAFE FOR OUR STUDENTS, VISITORS AND EMPLOYEES, HAS PLACED AN AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN OUR FACILITY.** This decision is the result of our desire to make our school safe for our students, visitors and employees. The AED is located in the 2<sup>nd</sup> floor hallway (outside of the gymnasium) near room 201. The AED is in an alarmed cabinet. When the cabinet door is opened a loud alarm will sound. This alerts everyone that there is a potential emergency. The AED is a life-saving device and is designed to work effectively unless they are tampered with. Our school system has adopted a zero tolerance policy in regard to tampering with the AED. Any student who opens the cabinet door activating the alarm will be issued a non-negotiable suspension from all school activities and a possible police ticket.

## Clearing the Building

Any student remaining in the building after 3:30 p.m. must be under the direct supervision of a staff member. The building closes at 4:00 p.m. Students not involved in an afterschool activity will be asked to wait outside for their ride. Please be prompt when picking up your child.

## Emergencies

Emergency Contact/Medical Cards are filed in the school office. Each student is required to return the completed form to school no later than the end of the first week of enrollment.

Parents/guardians are responsible for informing the school's Administrative Assistant of any changes regarding guardianship, residency and telephone number. Parents/guardians should also inform the principal regarding custody rights of separated families. The school shall not be held responsible if the parents/guardians fail to provide updated information to the school.

## **Emergency Procedures and Drills**

Emergency procedures and drills include fire drills, tornado drills, evacuations and lockdowns (in case of intruders, etc.). Fire safety instructions will be posted inside each classroom. In the event of any non-drill evacuation and lockdown drills, parents will be notified accordingly.

## **Homelessness – Student Assistance**

The McKinney-Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in Tenor High School shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in Tenor High School. Please contact the School Counselor, Carol Pook, at (414) 390-0815 for further information.

## **Immunizations**

All students shall be required to provide records establishing that they meet the State Health Department's immunization requirements or request a waiver of those requirements not later than the 30th school day from the beginning of the school year or initial enrollment in the School. The parent of any student for which record of proper immunization is not on file, shall be given written notification of this requirement by the 15th school day and the 25th school day following enrollment. The notice shall:

- A. state the immunization requirements;
- B. state that court action and civil forfeiture penalty can result due to noncompliance;
- C. explain the reasons for the immunization program and provide information on how and where to obtain immunizations;
- D. inform the parent of the right to request a waiver of the immunization requirement based on reasons of health, religion, or personal conviction.

Waivers of the immunization requirements shall be granted only for medical, religious, or personal convictions or as otherwise provided under state law. The School may be required to report to the County School Attorney the names of any students who have not completed the immunization requirements or submitted a written waiver within sixty (60) days of admission.

## **Medications**

In compliance with Wisconsin State Law, Tenor High School has adopted a policy for the administration of medications. For school personnel to administer medication safely and efficiently,

parents/guardians and/or adult students must comply with the school's policy.

### ***Medications at School***

Medications should be administered at home whenever possible. Parents/guardians are urged to consult with the prescribing physician to determine if medications can be scheduled outside school hours. In the event that this is not possible, designated school staff will administer medication according to school policy. Medication forms may be obtained from the school office.

### ***Prescription Medications***

1. A current Prescription Medication Consent Form must be on file at the school.
2. The prescription medication must be supplied in the original pharmacy-labeled package indicating the correct dosage and frequency of administration. This information must be the same as provided on the above noted form. Only the amount of medication needed at school shall be contained in the package.
3. If changes in the dosage take place, an updated Prescription Medication Consent Form, and an updated pharmacy-labeled package will be required.

### ***Non-Prescription Medication (over-the-counter)***

1. According to the state law, the school will no longer be able to administer any medication to a student that is not supplied by the parent/guardian. If you feel your child may need any over the counter medication during the rest of school year, it must be supplied by the parent/guardian. This includes: acetaminophen (Tylenol), triple antibiotic, hydrocortisone cream, Ibuprofen, cough and cold medicine. This means we will no longer be able to contact a parent for permission to administer any over the counter medication. Permission must be given in writing and the medication must be supplied by the parent/guardian.
2. The parent/guardian must complete an Over-the-Counter Medication Consent Form.
3. Medication must be supplied in the original manufacturer's package with the student's name affixed on the package.

### ***Helpful Hints***

1. Ask your pharmacist for a second empty, labeled package/container so that you will have packages/containers for home and school. Medication will not be given if in an unmarked package (i.e., baggie, envelope).
2. When you know your child will be taking medication, discuss the hours of administration with the prescribing practitioner. It may be possible to regulate the dosage so that medication can be given at home and not at school (i.e., antibiotics given 3 times a day).
3. Parents must deliver the package of medication to the school office to prevent tampering by the child and other students.
4. Unused portions of medication after the completion of the school year or when discontinued will be disposed of if not picked up by the parent.

Parent attention to and support of these requirements are appreciated. If you have questions, please contact the school office.

## **School Closings**

In the event of inclement weather, Tenor High School will be closed when Milwaukee Public Schools (MPS) are closed. There may be times when Tenor High School is closed due to unforeseen circumstances and MPS is open. Please watch local news channels 4, 6, 12, and 58 for Tenor High School or refer to the Tenor High School website for any closure announcements. No announcement means that school is open.

## **Security Scans**

Tenor High School believes in providing a safe and secure environment for your child. Therefore, we conduct regular electronic security scans throughout the school year.

Electronic screening can include the use of walk-through and hand-held metal detectors.

Student cell phones will be collected at the start of a total population security scan to ensure fidelity of the scan. Refusal to turn in cell phones will result in a suspension.

Students' possessions, such as jackets, book bags, backpacks and purses, will be physically searched only to the degree necessary to affirm that no firearms or other weapons are concealed therein.

If the student or an object in the student's possession triggers the metal detector, the student shall be asked to remove the object and the scan shall be repeated. If, after conducting the search with the metal detectors, it is determined that the object that triggered the detector is not a weapon, there shall be no further search of the student or his/her possessions. If an activation reoccurs, the staff shall attempt to determine what is triggering the alarm and shall, if necessary, complete a pat-down search, or contact the police. When a pat-down search is conducted, it shall be conducted by a staff member of the same sex with a second staff person present. Designated school officials conduct all searches, unless it is necessary to involve law enforcement officers.

Any person found to be in possession of a gun or other dangerous weapon as defined by school policy shall be subject to disciplinary action and the police will be called. If, during the course of a search, contraband is observed that is a violation of school policy and/or regulations, such items will be confiscated, the students may be subject to disciplinary action, and the police may be called.

Students who refuse to submit to a walk-through metal detector or hand-held metal detector (wand) search consistent with these guidelines may be subject to disciplinary actions for defying the valid authority of school personnel. Other persons refusing a search consistent with these guidelines must be escorted off campus.

## Extra-Curricular

### Extra-Curricular Activities

Student activities represent a wide variety of school-sponsored teams, clubs and organizations. These activities can help students develop leadership skills, communication skills, teamwork and decision making skills. A student's choice to participate in any of the school-sponsored activities may depend upon grades and attendance. Get involved!

Students are encouraged to participate. Participation is a privilege and your behavior dictates your participation. The supervisor/teacher organizing the activity is deemed the authoritative decision maker and must be treated with respect. These activities are designed so that we can provide a well-balanced school program. The possibilities of these activities are limitless and many will be valuable additions to your resume in the near future.

### Extra-Curricular Code of Conduct

#### ***Attendance***

##### **WIAA Sanctioned Sports**

If an athlete has any unexcused absences during the school week, that athlete shall not participate in any extracurricular games or special events for the following week. Furthermore, students who are not in attendance at school are ineligible to practice and compete on days of unexcused absence.

##### **Non-WIAA Sports**

If an athlete has any unexcused absences during the school week, that athlete shall not participate in any extracurricular games or special events for the following week. Athletes will be able and are expected to participate in practices. Furthermore, students who are not in attendance at school are ineligible to practice and compete on days of unexcused absence.

#### ***Scholastic Standing***

##### **WIAA Sanctioned Sports**

In order to participate in extracurricular activities, athletes at Tenor High School must maintain a 2.0 or "C" average in their classes, and have no more than 1 U in his/her classes. Records will be checked every grading period and midterm to see if an athlete's grades meet the requirement. A student who becomes academically ineligible at grading period will be required to cease participation in any practice or game for 15 scheduled school days and nights. On the 16th day, the athlete will be able to again participate if they have restored their grades back to academic standard.

For fall sports, the minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the earliest allowed competition in a sport or (2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).

If an athlete does not meet the above criteria, he/she will be placed on Progress Report Probation;

whereby the athlete will be responsible for a weekly progress report. This report will monitor an athlete's progress and will be filled out by the athlete's teachers every week.

In addition, grades will be checked on Fridays during the season. A student will cease participation in any game or special event if their grades fall below the above stated. In lieu of practice or games, ineligible athletes are required to attend after school tutorial. When an athlete meets the criteria and raises his/her average to above a 2.0 or "C" he or she may again participate in games after 3 practices.

Each participant is required to read and sign a Code of Conduct form. In addition to the minimum requirements, a coach/advisor may have additional requirements.

### **Non-WIAA Sports**

In order to participate in extracurricular activities, athletes at Tenor High School must maintain a 2.0 or "C" average in their classes, and have no U's in his/her class. Records will be checked every grading period and midterm to see if an athlete's grades meet the requirement.

If an athlete does not meet the above criteria, he/she will be placed on Progress Report Probation; whereby the athlete will be responsible for a weekly progress report. This report will monitor an athlete's progress and will be filled out by the athlete's teachers every week.

In addition, a student will cease participation in any game or special event for a one week period. In lieu of practice, ineligible athletes are required to attend after school tutorial. Grades will be checked on Fridays only. When an athlete meets the criteria and raises his/her average to above a 2.0 or "C" they may again participate in games or practices.

Each participant is required to read and sign a Code of Conduct form. In addition to the minimum requirements, a coach/advisor may have additional requirements.

### ***Suspensions***

#### **WIAA Sanctioned Sports**

If a student is suspended from school, that student shall not participate in the next scheduled game or event.

#### **Non-WIAA Sports**

If a student is suspended from school, that student shall not participate in the next scheduled game or event. Students will not be allowed at practices for the duration of their suspension.

### **Physical Examinations**

A physical examination is required every two years. The Physical Examination Report must be completed by the physician and submitted to the school. The examination covers all sports for two school years provided it was administered after April 1. No student will be allowed to participate without the physical exam document on file.

## **Sports Injuries**

If a student is injured in a school sport, the student and/or the student's parents should notify the coach. An Accident Report form must be completed and a record of the injury maintained for any injury that occurs in a school sports activity.

## **Transportation of Students**

### ***To and From Competition***

If transportation to and from sporting events is not provided by a Seeds of Health School, it is the responsibility of athletes to arrange their own transportation to the event. If transportation is provided to and from sporting events by a Seeds of Health School, athletes are required to use that transportation to the event. Unless prior written consent from family is given to the coach of the sport, athletes are required to use the transportation from the sporting event as well.

### ***Emergency***

The coach will notify the parent and contact 911 for transportation to the hospital. If the coach is unable to reach the parent/guardian/emergency contact the coach will still call 911 and the athlete will be taken to the hospital.

### ***Non-Emergency***

The parent/guardian is responsible for transportation home or to the doctor's office. The coach will notify the parent/guardian or in the parent's absence, the emergency contact listed on the Emergency Contract Form.

## Food and Drink Policies

### Free and Reduced-Price Lunch Program

Tenor High School participates in the National School Lunch Program. This program is a federally subsidized program and your child(ren) may be eligible to receive free or reduced-price meals. If you would like to apply for the program, please complete a Free & Reduced-Price Meal Application Packet which will be available to you at the school office. Free and reduced lunch applications are valid for one school year only. Applications must be filled out each year the child is enrolled in our system.

### Lunch Prices

Meal	Student Regular Price	Student Reduced Price	Extra Milk	Adult Staff/Visitor Price
Lunch	\$2.70	\$0.40	\$0.30	\$3.60 (includes milk)

A lunch account will be set up for each student. A student may pay daily for lunch or deposit as much money as they would like into their account at any time. If a student owes money on their lunch account, an automated phone call will notify the parent/guardian to make a payment as soon as possible.

Money must be given to the School Administrative Assistant before 8:15 a.m. Money will not be accepted in the lunch line.

If a student is arriving to school late, a parent must call the office to request that a lunch is ordered no later than 9:00 a.m. Lunch counts will be called in at 9:00 a.m. Any student arriving after this time who did not sign up for a lunch will not be permitted to receive a lunch.

### Food/Drink Policy

No food or drink is allowed out of the cafeteria/multi-purpose room. CONSUMING FOOD OR DRINK IN THE HALLS OR CLASSROOMS IS NOT PERMITTED. Teacher authorized activities involving food and drink is allowed.

The following procedures are to be followed in order to ensure that the cafeteria is maintained in an appropriately clean condition for all students using the cafeteria at lunchtime. Each student MUST place all food wrappers, cartons, bottles, cans, plates and utensils in the trash container when finished eating. Littering is unacceptable behavior. Students who drop debris on the floor are to immediately pick the debris up. Remember that your classmates will be using the cafeteria after you leave.

Students are not to throw anything in the cafeteria room. This includes throwing debris towards a trash can. Violations of these rules may lead to referral to a school administrator.

## Seeds of Health Meal Charge Policy

The goal of Seeds of Health's National School Lunch program is to provide healthy meals to students during the school day to help them stay focused on their work through the afternoon. In an effort to serve high quality meals to all students, we must make sure we are financially secure.

The purpose of this policy is to:

- Establish a consistent district policy regarding charges and collection of charges
- Treat all students with dignity in the serving line
- Encourage parent/guardian to assume the responsibility of meal payments

For the 2018-2019 school year, the cost of a reduced price lunch is \$0.40, and the cost of a full price lunch is \$2.70. One milk is included with the cost of each lunch. If a child takes an extra milk he/she is charged an additional \$0.30, regardless of free, reduced, or paid status. It is the responsibility of the Food Service Department to maintain student charge records and notify administration of outstanding balances. If a student's lunch account goes into the negative, the parent/guardian will receive an automated phone call. School administration will follow up with written documentation after the negative balance exceeds \$5.00.

Students will be allowed to charge a maximum of \$5.00 for the reimbursable meal. After the balance exceeds the threshold, the student will no longer be provided a meal. However, if a student has money to purchase a reduced price or paid meal at the time of meal service, the student must be provided a meal. Parent/Guardian is expected to take immediate steps to bring account balance into the positive. Parent/Guardian will be mailed a written request for "Payment in Full". Unpaid charges at the end of the school year will be carried forward into the next school year. This allows Seeds of Health to work with families to establish longer repayment plans and to continue pursuing collection efforts when children change schools within or outside of the district. Graduating seniors must pay all charges in full. If financial hardship is suspected, families will be encouraged to apply for free/reduced meals anytime throughout the school year.

In order for Seeds of Health to continue participation in the National School Lunch Program, it is important to stay fiscally compliant with the USDA guidelines. Seeds of Health must make reasonable efforts to collect meal charges classified as delinquent debt. The cost of these efforts is an allowable use of funds in the food service account. A delinquent debt will be considered uncollectible after two years and reclassified as bad debt. As advised by the Department of Public Instruction, uncollectible balances must be written off as operating losses and should not incur against the food service account.

Upon separation from Seeds of Health schools, paid students with remaining positive balances will be issued a refund per Parent/Guardian request. One phone call will be made to the phone number on record to inform families of their positive balance. After one month of no response, balances will be donated to the school's food service fund. At the completion of each school year, reduced students with positive balances will automatically receive a refund check to the address on file with Seeds of Health schools.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

## Miscellaneous

### Field Trips

- Students will not be allowed to attend any field trip unless they turn in a school issued permission slip signed by their parent or guardian.
- Phone/verbal permission and hand written notes will not be accepted.
- Teachers have the right to deny students the ability to participate in a field trip.
- Transportation provisions will be designated by staff. No students are allowed to transport themselves or others during school sanctioned activities.
- All passengers must wear a seatbelt when riding in school vehicles. A student will not be able to be transported by the school if he/she does not wear a seatbelt.
- Visitors are not permitted to attend school field trips.
- Respect is to be shown for everyone we come in contact with. Good manners are expected from everyone.
- All scheduled activities in the program are obligatory. Students must be punctual and notify staff of any problems.
- All regular school rules apply. This includes cell phones, electronic devices, etc.
- Field trip privileges may be revoked for negative student behavior.
- Field trip privileges may be revoked for students that have a GPA of 2.0 or below.

### Lost and Found

Found articles should be turned in to the school Administrative Assistant.

Lost and found items will be disposed of at the end of each semester. Items confiscated by an administrator will be disposed of at the end of the school year if they are not picked up.

### Visitors

Visitors are welcome in Tenor High School. Because the safety of all children is important to us, we require that all visitors:

- Use the designated main entrance.
- Report to the Office.
- Show a form of identification.
- Sign in on the Visitor Record Form in the Office.
- Wear/display the Visitor Pass while in the school.
- Return the Visitor Pass to the Office and sign out.

Seeds of Health Schools use a visitor management system called Raptor. This software allows the district to track visitor entry into our schools. It also screens for registered sex offenders. When a visitor checks in at a schools' front office, a visitor's badge will be produced and the visitor will be expected to wear the badge for the duration of their visit.

Visitors will not be tolerated if their presence interferes with regular school activities. A school

administrator may ask a visitor to leave the school premises, restrict the visiting time or deny a visitor access if the individual's behavior disrupts the school environment or if he/she refuses to follow the reasonable visitor rules and procedures established by the school. No visitor shall enter any classroom without permission from the building administrator.

## **Volunteers**

Volunteers are welcome at Tenor High School. In the event you are interested in volunteering, a background check needs to be completed prior to working at the school. Please contact the school office for more information. **All visitors and volunteers must sign in at the front desk prior to visiting a classroom.**

## **Work Permits**

Students enrolled at Tenor High School who are seeking a work permit can obtain a work permit from the School Administrative Assistant. The student should bring all of the information stated below for the work permit to be issued:

- Birth Certificate (original)
- Written permission of parents/guardian
- Written statement from employer indicating intent to employ
- Application fee of \$10.00 (cash)
- Social Security card

According to state law, students younger than 16 must obtain a work permit prior to beginning work.

# Student Conduct and Discipline Policies

## Academic Integrity Policy

### ***Plagiarism***

“Plagiarism” comes from the Greek root word “kidnapping” and is the theft of someone else’s ideas, words, or other work without clearly acknowledging the creator and using that material as one’s own. Plagiarism includes an exact copying of another’s work, or a rewording, paraphrasing, partial quotation or summarization of another’s work without properly acknowledging the creator of the original work. Plagiarism includes copying any of the following, without limitation: tests, homework, research, speeches, presentations, programs, class assignments, lab reports, graphs, charts, essays, compositions, and term papers.

Plagiarism is a form of intellectual and academic dishonesty that can be done intentionally or unintentionally. Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own. Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgment because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is the act of deceit.

Examples include, but not limited to, the following:

- Downloading information from the Internet or other source and submitting it as one’s own work
- Submitting as one’s own work that which is copied or translated from another source
- Copying an exam or test note card

### ***Cheating***

Cheating is the deliberate or attempted use of unauthorized materials, information, technology, study aides, or unauthorized group work on assignments, projects, tests, or other academic exercises during class or outside of class. The student is responsible for consulting with the teacher concerning whether group work may be permissible. Any attempt to give or receive improper assistance is cheating.

Representing or attempting to represent oneself as another or having or attempting to have oneself represented by another in the taking of a test, preparation of an assignment, or other similar activity constitutes cheating.

Examples include, but not limited to, the following:

- Forging a signature for the purpose of earning credit in a class
- Providing access to materials or information so that credit may be dishonestly claimed by others
- Creating and distributing copies of one’s own work so that credit may be dishonestly claimed by others
- Giving or receiving unauthorized assistance on assessment
- Falsifying or altering grade related documents, programs, or information

## Staff Responsibility

1. Use of Academic Integrity Policy to set classroom expectations.
2. Educate students and offer continued guidance regarding acceptable and unacceptable behavior in areas that shall include, but are not limited to, homework, test taking, researching, writing and using the library and computer resources.
3. Promote circumstances in the classroom that reinforce academic honor and promote self-expression.
4. Enforce the Academic Integrity Policy
5. Use and continually revise forms of assessment that require active and creative thought and that promote learning opportunities for students.

## ***Discipline Measures***

When an act of academic misconduct may have occurred, the classroom teacher will notify the student of the incident in person and with a third party present. The student will be given the opportunity to respond to the allegation. The teacher's professional judgment will then be used to determine whether an infraction has occurred.

1st violation of the Academic Integrity Policy, all or some of the following steps will be taken:

- A. The classroom teacher will require the student to redo the work involved (a test, paper, essay, quiz, homework assignment, etc.), receive a reduction of credit for the work involved, and/or a zero for the work involved.
- B. The classroom teacher will contact the student's parent/guardian, Associate Principal, and School Counselor who will meet with the student about the matter and will record it in Skyward.
- C. The administration will review the student's eligibility for NHS and other academic awards.
- D. The student will lose his/her exam exemption for the semester when a significant infraction occurs.

2nd violation of the Academic Integrity Policy, all or some of the following steps will be taken:

- A. Steps A, B, C, and D for a first infraction.
- B. Administrative disciplinary action, which may or may not include suspension.

3rd violation of the Academic Integrity Policy, all or some of the following steps will be taken:

- A. Steps A and B for the second infraction.
- B. The associate principal will arrange a meeting with the student, his/her parent/guardian, and the school counselor.

Students are responsible for complying with the Academic Integrity Policy throughout their high school career.

## **Assembly Behavior**

During assemblies, the highest standard of conduct is expected. Students who cannot meet these expectations will be removed from the assembly and will not be allowed to participate in future assemblies.

## **Bullying Policy**

Tenor High School strives to provide a safe, secure, and respectful learning environment for all students in the school building, on school grounds, and at school-sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. Tenor High School consistently and vigorously addresses bullying so that there is no disruption to the learning environment and the learning process.

### **Definition**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; transgender status; physical attributes; physical or mental ability or disability; and social, economic, or family status.

### **Bullying behavior can be:**

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g. Spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone, or using the internet-also known as cyberbullying)

### **Prohibition**

Bullying behavior is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the school. This includes public transportation regularly used by the students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

### **Procedure for Reporting/Retaliation**

- All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to a building administrator. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to a building administrator.
- Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.
- The school official receiving a report of bullying shall immediately notify the school employee

designated to investigate the report. The following school employees have been identified as possible investigators: Principal; Associate Principal; School Counselor; Safety Officer; Agency Human Resource Director; and Executive Director or Assistant Executive Director.

- There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

### **Procedures for investigating reports of bullying**

The school official shall conduct an investigation of the bullying report within one school day, interview the person(s) who are the victim(s) of the bullying, and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The school shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

### **Sanctions and supports**

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school administration may take disciplinary action, including: informing parents, parent conference, suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. The school counselor will provide support for the identified victim(s) of the bullying.

### **Disclosure and Public Reporting**

The policy will be distributed annually to all students, parents/guardians, and employees of Tenor High School. The school will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

### **Bullying – Cyberbullying Policy**

Tenor High School does not tolerate cyberbullying on its premises, and/or any residual effects that are brought into the school of off-site cyberbullying. Any student found to be engaging in this bullying behavior will receive administrative disciplinary action and parents will be informed. See school bullying policy for additional details.

### **Code of Conduct and Privileges**

Tenor High School remains committed to maintaining a safe and positive learning environment. We strive to set high standards for social behavior as well as academics. Attending social events such as school dances, proms, athletic events, assemblies, field trips, and even graduation are privileges. If students choose to disregard basic social behavior standards, the administration has the right to deny students the ability to participate in special activities. We hope that no student will have to lose access to special events, but we feel it is important to make students and parents aware that such consequences can and will occur if students violate some of the following rules, policies, and regulations:

- Violation of drug/alcohol policy.
- Violation of weapons policy.
- Repeated truancy or discipline issues
- Accumulation of absences and/or tardiness.
- Bullying or harassing of other students/staff that results in suspension(s)
- Accumulation of 3 or more out of school suspensions.

## **Communicating False Alarms**

Any person who purposely initiates or circulates a report of a present, past, or impending bombing, fire, offense, catastrophe, or other emergency knowing that the report is false or baseless and could likely result in response by emergency personnel, or cause the evacuation or partial evacuation of a school building is subject to prosecution under Wisconsin Law.

## **Discipline Policy and Procedures**

### ***School Rules***

- No hats, hoods or any type of headgear worn in the building or on school grounds
- No cell phone use in the building during school hours
- No use of personal electronic devices during school hours; including cameras and video cameras
- No use of inappropriate language including profanity, vulgarity, rude/lewd comments, etc.
- No outside visitors without staff prior approval
- No public display of affection (i.e. hugging, kissing)
- No food or drink in the classrooms, hallways, or stairs
- No gum chewing in the building
- No sleeping in class
- No laser pointers
- No fidget toys (rubik's cubes, fidget spinners, etc.) unless provided by teacher for instructional purposes
- No cheating or plagiarism.
- \*No repeated refusal to obey school rules
- \*No fighting
- \*No gang activity
- \*No tagging or graffiti
- \*No tobacco, drugs or alcohol (use, possession, or distribution)
- \*No weapons or using common objects as weapons
- \*No smoking in the building or on school grounds
- \*No threats or assaults on anyone
- \*No unsafe behavior such as horseplay
- \*No gross disrespect or insubordination
- \*No sexual, racial, verbal, psychological, or physical harassment
- \*No bullying

\*Will result in suspension from school and any severe or chronic violation of these rules may result

in an expulsion hearing.

Suspended students are not to be on or near any Seeds of Health property during the time of suspension without prior authorization of the principal/designee.

Students who have been expelled are not to be on or near any Seeds of Health property without prior authorization of the principal/designee.

### ***Discipline Procedures***

- The student shall be directed to an administrator with a referral. An incident report may follow.
- The administrator will select appropriate interventions. These may include:
  - A conference with the student
  - Parental contact or conference
  - Teacher or Team conferences
  - Behavior Contracts
  - Suspension
  - Referral for AODA or other assessment
  - Expulsion Hearing

### ***Expulsion Hearing Process***

If an expulsion hearing becomes necessary, the following process will be used:

- The student and parent(s)/guardian(s) will be informed in writing of the grounds for removal, as well as the time and place of the hearing.
- Expulsion hearings shall be convened not less than five school days from the date the notice of the hearing (which will include the date, time and place of hearing) is sent to the student and the parent(s)/ guardian(s).
- The hearing shall be closed unless the student or the parent(s)/guardian(s) request that it be open.
- A Hearing Panel will be convened.
- The panel consists of two teachers from any Seeds of Health Charter School, not involved in the discipline of the student, and a parent from any Seeds of Health Charter School. The family may bring legal representation to the hearing.
- The Presiding Officer of the hearing is Seeds of Health's legal counsel.
- A decision regarding the student will be made by the panel after deliberation and will be placed in writing to the student and his/her parent(s)/guardian(s).
- The principal will coordinate the intervention plan.

### ***Appeal Process for Expulsion Hearing***

- An appeal to the Appeal Board must be requested in writing within five calendar days after the conclusion of the hearing by the student or the parent(s)/guardian(s).
- Appeals shall be heard by an Appeal Board consisting of a parent from any Charter School other than the parent who sat on the Hearing Board, a Seeds of Health Administrator and a teacher from any Seeds of Health Charter School other than the teacher who sat on the

Hearing Board.

- The Presiding Officer of the hearing Seeds of Health’s legal counsel.
- Appeals shall be heard by an Appeal Board consisting of a Tenor High School parent other than the parent who sat on the Hearing Board, a Seeds of Health Administrator and a Seeds of Health teacher from a school other than Tenor High School.
- An attorney other than Seeds of Health’s legal counsel shall act as Presiding Officer.
- The Appeal Board shall convene and conduct the appeal hearing after providing the student and parent(s)/guardian(s) with written notice of the date, time and place of the hearing.
- A decision regarding the student will be made by the panel after deliberation and will be placed in writing to the student and his/her parent(s)/guardian(s).
- The decision of the Appeal Board is final.

When a student is expelled from Tenor High School the student is ineligible to attend any other Seeds of Health School.

When a student chooses to withdraw from Tenor High School in lieu of going through an expulsion hearing, the student will be permanently withdrawn and is ineligible to attend any other Seeds of Health School. Students who withdraw in lieu of going through an expulsion hearing are not to be on or near any Seeds of Health property without prior authorization of the principal/designee.

Every effort will be made to help each enrolled student become successful at Tenor High School.

**Discipline Policies**

<b>General Guidelines for Discipline Policies</b>		
<p><u>Most</u> disciplinary offenses fall into the categories on this chart. Illegal activities will not be tolerated and will necessitate administrative action as well as police investigation/referral.</p> <p>Different violations of the school rules come with different consequences. Each violation has a disciplinary action as indicated on the chart below. An administrator may take action as deemed appropriate.</p>		
<b>Misconduct</b>	<b>Definition</b>	<b>Possible Actions</b>
Acceptable Use Policy Violations	Utilizing the computers, networks, or systems to endanger safety of self/others, engage in illegal activities, hinder security, use inappropriate language, plagiarize, access inappropriate materials, hinder student rights or violate privacy. Misuse of computer equipment.	<ul style="list-style-type: none"> <li>• Temporary loss of computer privileges</li> <li>• Detention</li> <li>• Permanent loss of computer privileges</li> <li>• Restitution</li> <li>• Suspension</li> <li>• Expulsion</li> </ul>
Arson or Attempted Arson	By means of fire or explosives, damages or attempts to damage property.	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
Bullying	Deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic,	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Parent Contact</li> <li>• Suspension</li> <li>• Expulsion</li> </ul>

	such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; transgender status; physical attributes; physical or mental ability or disability; and social, economic, or family status.	
Cheating and/or Plagiarizing	Use of cheat sheets, sharing/copying answers, improperly securing questions or materials, and unauthorized collaboration of a paper, report or project are some examples of cheating that will result in disciplinary action.	<ul style="list-style-type: none"> <li>· Failing grade on work</li> <li>· Parent contact</li> <li>· Suspension</li> <li>· Expulsion</li> </ul>
Drugs/Alcohol	Possessing, possessing with intent to distribute, selling, giving away, transferring, having under one's control, under the influence of, or using any alcoholic beverages, controlled substances or intoxicants on school property, vehicles or at any school-related event.	<ul style="list-style-type: none"> <li>· Expulsion</li> </ul>
Electronic Devices	Cell phones, iPods and other music players will be turned off and put-away during the school day.	<ul style="list-style-type: none"> <li>· Parent Contact</li> <li>· Confiscation</li> <li>· Suspension</li> </ul>
Explosives	No possession or use of stink bombs, fireworks or other explosives on school premises.	<ul style="list-style-type: none"> <li>· Expulsion</li> </ul>
Fighting/Assault	Physical confrontation. Deliberate striking another person.	<ul style="list-style-type: none"> <li>· Suspension</li> <li>· Expulsion</li> </ul>
Gambling	Betting or playing games of chance is prohibited.	<ul style="list-style-type: none"> <li>· Detention</li> <li>· Parent Contact</li> <li>· Suspension</li> <li>· Expulsion</li> </ul>
Gang Activity	All gang activities which include, but are not limited to, use of material, jewelry or clothing to disrupt or intimidate others; gang posturing to provoke an altercation, engagement in gang initiation or recruitment, or any act that furthers gang membership activities.	<ul style="list-style-type: none"> <li>· Parent Contact</li> <li>· Suspension</li> <li>· Expulsion</li> </ul>
Harassment	Sexual Harassment-Any verbal or physical conduct of a sexual nature that is intimidating, hostile or offensive. Racial, Religious, Ethnic, or Disability based Harassment-The use of insults, or slurs, or other verbal or physical conduct related to a person's race, religion, national origin, or disability.	<ul style="list-style-type: none"> <li>· Detention</li> <li>· Parent Contact</li> <li>· Suspension</li> <li>· Expulsion</li> </ul>
Hats, Coats, Headgear and Headphones	No wearing of head covering, jackets, coats, headphones in the building.	<ul style="list-style-type: none"> <li>· Detention</li> <li>· Parent Contact</li> <li>· Confiscation</li> <li>· Suspension</li> </ul>
Inappropriate Attire	See Dress Code Policy.	<ul style="list-style-type: none"> <li>· Change of clothing</li> <li>· Parent notification</li> <li>· Suspension</li> </ul>

Leaving Campus w/o prior permission Walkouts	Closed campus. PRIOR permission must be given by the office before leaving school grounds.	<ul style="list-style-type: none"> <li>· Detention</li> <li>· Loss of exam exemption</li> <li>· Absence is considered unexcused</li> <li>· Suspension</li> </ul>
Lighters/ matches	No possession or use of lighters or matches.	<ul style="list-style-type: none"> <li>· Parent Contact</li> <li>· Confiscation</li> <li>· Suspension</li> <li>· Expulsion</li> </ul>
Refusal to Comply Disrespect/ Insubordination	Refusal to obey rules, confronting staff, throwing objects, refusing to follow directions, making loud noises or leaving class without permission.	<ul style="list-style-type: none"> <li>· Removal from class</li> <li>· Parent contact</li> <li>· Detention</li> <li>· Suspension</li> <li>· Expulsion</li> </ul>
Theft	The taking of school property or personal property of others without permission.	<ul style="list-style-type: none"> <li>· Parent contact</li> <li>· Restitution</li> <li>· Detention</li> <li>· Suspension</li> <li>· Expulsion</li> </ul>
Tobacco Products	The use or possession of tobacco in any form, including use of electronic cigarettes or similar devices on school premises, in school vehicles, within any indoor facility owned or leased or contracted for by the school, and at all school-sponsored events.	<ul style="list-style-type: none"> <li>· Parent contact</li> <li>· Detention</li> <li>· Suspension</li> <li>· Expulsion</li> </ul>
Trespassing	Entering any school property or into any facilities where school activities are taking place without proper authority or remaining on any school property or in any facility where school activities are taking place after being told to leave by authorized personnel. Includes any school entry during a period of suspension or expulsion.	<ul style="list-style-type: none"> <li>· Parent Contact</li> <li>· Suspension</li> <li>· Expulsion</li> </ul>
Truancy Or Tardiness	Absent without parent/ guardian excuse (includes all classes and study halls); excessive absenteeism; leaving campus without permission. Not in classroom when bell rings.	<ul style="list-style-type: none"> <li>· Parent contact</li> <li>· Parent conference</li> <li>· Suspension</li> <li>· DA Referral</li> </ul>
Vandalism	Defacement/ destruction of school or personal property – tagging, graffiti, etc.	<ul style="list-style-type: none"> <li>· Parent Contact</li> <li>· Restitution</li> <li>· Suspension</li> <li>· Expulsion</li> </ul>
Verbal Abuse Profanity	The use of inappropriate language, either written or spoken, or conduct or gestures which are obscene, lewd, profane, vulgar, or sexually suggestive, including the possession of obscene materials pictures or articles.	<ul style="list-style-type: none"> <li>· Parent Contact</li> <li>· Detention</li> <li>· Suspension</li> <li>· Expulsion</li> </ul>
Weapons Guns/ Knives/Box Cutter	Possession, use or threat of using a gun, knife, box cutter or any other weapon or any device capable of being used as a weapon(including BB guns or air guns, etc.)..	<ul style="list-style-type: none"> <li>· Expulsion</li> </ul>

<p>Weapons Other</p>	<p>Any object by the way it is used or intended to be used that is capable of inflicting bodily harm (including box cutter, pepper spray, laser pointers, shocking devices, brass knuckles, nunchucks, etc.).</p>	<p>Expulsion</p>
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## Dress Code

Just as in a business, where company policies related to dress and grooming are maintained, Tenor High School has established its own policy. Tenor High School students will uphold a professional image of our school and its members to the local business community and surrounding community.

A student's dress and grooming should be clean, neat and in good taste at all times. A student's appearance shall not create a distraction from or interfere with the normal orderly process of the instructional program or of the management of any school program.

The following specific guidelines must be adhered to in the matter of dress at Tenor High School:

### Young Women

- All tops must be business casual (i.e. No athletic/sport crewneck cotton t-shirts)
- Tops must be loose fitting, modest and appropriate (i.e. button front dress blouse, sweaters, turtlenecks, knit-tops, collared polo shirts). Shirts must be plain, striped or may repeat a small pattern (i.e. polka dots, plaid, hearts, flowers) No strapless, tank or sleeveless tops are allowed. Tops must not show bare stomachs.
- No micro mini skirts
- Leggings will only be allowed to be worn underneath shorts, skirts, or pants. They will not be allowed to be worn by themselves.
- Skirts, dresses, shorts mid-thigh
- Skirts shorter than mid-thigh require leggings
- Plain jeans, no designs or holes
- No ripped/snagged jeans with leggings underneath

### Young Men

- Tops only include these: collared polo shirt(short/ long sleeved), button- front dress shirt (short/ long sleeved) Solids or stripes only NO EXCEPTIONS
- Pants/Shorts must be worn at the waist at all times
- Cardigan sweaters allowed only with collared shirt underneath
- Plain jeans, khakis or dress pants - no designs or holes

### All Students

- Leggings worn underneath pants, shorts, or skirts must be one solid color
- Pants, shorts, and skirts must be one solid color, or a repeating pattern (plaid, pinstripe, chevron, argyle, etc.)
- Tenor spirit wear is allowed except for Tenor hooded sweatshirt
- No athletic sandals (i.e. Adidas slides)
- Lightweight fleece or track jackets are allowed but must meet the following criteria

- o Cannot contain any writing or graphics
- o Cannot contain more than 2 colors throughout the jacket
- o Must remain ¼ of the way unzipped so staff can see clothing underneath
- o Must be in full dress code underneath the jacket
- No sweatpants, open bottom sweatpants, pajama bottoms, athletics shorts or athletic pants
- No house shoes or slippers (shoes must have a sole)
- No logos, graphics, or writing on tops or sleeves
- No hooded sweatshirts, sweater, or shirts
- Plain sweatshirts (boys must wear a collar), no logos or writing
- Hairstyles and color must be appropriate for a professional setting, no bright or unnatural colors allowed
- No shaved patterns or designs into hairstyle or eyebrows
- No sunglasses
- Clothing excessively altered, slit, worn or frayed is not allowed
- No hats or headgear which includes scarves, bandanas, or hoods may be worn in the building at any time. Any apparel and or accessories that denote gang-related association is prohibited (i.e. sunglasses, headbands, scarves, rags, bandanas, chains, spiked or studded items, or other physical alterations as identified by local law enforcement)

The Associate Principal will make any final decisions in situations when a student's attire is questionable. If, at any time, the student's outfit is found to be inappropriate or does not meet the above guidelines the student will be required to correct his/her outfit immediately. His/her parents may be contacted and asked to bring clothes or if necessary take the student home to change. If the student does not return for the day, the absence will be marked unexcused.

## **Drugs and Alcohol**

Tenor High School recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Federal law or Wisconsin statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids; any other illegal substance so designated and prohibited by law.

The school prohibits the possession, possession with intent to distribute, selling, giving away, transferring, having under one's control, being under the influence of, or use of any drug or any drug-paraphernalia at any time on school property, vehicles or at any school-related event.

## **Hall Lockers**

Locks are not built into the hall lockers. Locks will be distributed to all students. Other unauthorized locks may not be attached to hall lockers and will be removed without warning. School locks are operated by students with a combination of numbers but may be opened by school administrators with a special key. This allows for inspection and emergency access. Students may not change lockers or have another student move into their locker without prior permission. A \$ 5 fine may be charged for each lost lock.

School Administrators have the authority to inspect student lockers and personal property at any time for reasonable cause without student permission. The locker assigned to a student is not the student's private property or under his/her exclusive possession and it may be opened and inspected by school authorities for reasonable cause at any time.

Items left in lockers will be disposed of after the last day of school or upon student withdrawal.

## **Harassment Policy**

Seeds of Health believes that all students should learn in an environment free from verbal or physical harassment. All employees are responsible for ensuring that this policy is enforced. Please report all violations to the School Principal immediately. Principals are required to contact the Executive Director.

Students also must feel free to report any incidents of harassment to any employee. Seeds of Health strives to keep the learning environment free of harassment because of a student's sex (including transgender status, change of sex, or gender identity), sexual orientation, race, religion, origin, or disability.

The purpose of this policy is to assure that no harassment occurs for any reason. Seeds of Health does not condone harassment in its schools, which is generally defined below:

### **Sexual Harassment**

Any verbal or physical conduct of a sexual nature that is intimidating, hostile or offensive.

### **Racial, Religious, Ethnic, or Disability based Harassment**

The use of insults, or slurs, or other verbal or physical conduct related to a person's race, religion, national origin, or disability.

### **Reporting**

Students and all other members of the School community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or principal so that the School may address the conduct before it becomes severe, pervasive, or persistent.

Any teacher, administrator, or other school employee or official who receives such a complaint shall make a principal or other administrator aware of it immediately. The Principal or other administrator

shall immediately report the incident to the Executive Director, or in her absence or unavailability, to the Assistant Executive Director. If both the Executive Director and Assistant Executive Director are unavailable, or if either is involved in the incident, the Principal or other administrator receiving the report shall report the incident to the President of the Seeds of Health Board of Directors.

Reporting procedures are as follows:

- A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any School employee, such as a teacher, administrator, or other employee.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, other school employee, Principal or Executive Director.
- C. Teachers, administrators, and other school officials who have knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Principal and/or Executive Director.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any School employee, such as a teacher, the Principal and/or Executive Director.
- E. The reporting party or complainant shall be encouraged to use a report form available from the Principal or the School office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.

### **Confidentiality**

The School will make all reasonable efforts to protect the rights of the complainant and the respondent. The School will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the School's legal obligations under State and Federal law. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, the respondent may become aware of the complainant's identity.

During the course of an investigation, the school official conducting an investigation will instruct all members of the School community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation. Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

## **Non-Discrimination of Students Who Are Transgender or Nonconforming to Gender Roles and Stereotypes**

Tenor High School is committed to creating and maintaining a positive and supportive environment that appropriately provides for the education, safety, and welfare of all students. The needs and concerns of each student will be assessed on an individualized basis with consultation with parents/guardians where appropriate. The needs and concerns of each student will be assessed on an individualized basis with consultation with parents/guardians where appropriate.

### **Definitions**

The definitions below are not intended to label students but rather to assist in understanding these guidelines and the expectations of the school in complying with policies and legal requirements. Students might or might not use these terms to describe themselves.

1. **“Transgender”** describes people whose gender identity is different than their biological sex assigned at birth.
2. **“Gender identity”** is a person’s deeply held sense or psychological knowledge of their own gender, regardless of the biological sex they were assigned at birth. Everyone has a gender identity.
3. **“Gender nonconforming”** describes people whose gender expression differs from stereotypical or prevailing social expectations, such as “feminine” boys or “masculine” girls, or those who are perceived as androgynous.
4. **“Gender expression”** refers to the way a person expresses gender, such as clothing, hairstyles, activities or mannerisms.

### **Discrimination, Harassment and Bullying**

The school prohibits all forms of discrimination against any transgender student or any student who does not conform to gender role stereotypes. Further, existing school policies that prohibit the harassment and bullying of students apply to any such actions that are based on a student’s actual or perceived transgender status or gender nonconformity. This includes ensuring that any incident or complaint of discrimination, harassment, or bullying is given prompt attention, including taking appropriate corrective and/or disciplinary action. Complaints alleging discrimination, harassment or bullying based on a person’s actual or perceived transgender status or gender nonconformity are to be handled in the same manner as other discrimination, harassment, and bullying complaints.

### **Positive School Climate**

Our school climate is one of cooperation. We value the efforts of our students and staff to work together to create an interesting and innovative program. Students have ownership in their school through shared responsibilities in job tasks, planning and group meetings. Cooperative learning styles and project-based learning help our students work with each other in a positive and caring manner.

#### **Concentrate on Learning Tasks**

- Develop the ability to commit and focus on learning activities
- Progress toward reaching goals

- Successfully complete quality work
- Cooperate with others to get work completed

#### Assist with Maintaining Order in Class

- Bring only those items and supplies necessary for class.
- Do not leave class without the permission of the teacher.
- Follow the rules of respect.

Respectful and honest relationships between people at Tenor High School means:

#### Listening to each other

- Understand the content and intent of each other's messages.
- Let one person have the opportunity to speak at a time.
- Eliminate distractions to communication.

#### Use of appropriate channels for problem solving

- Step back and think before doing anything.
- Recognize when problems exist.
- Try to resolve problems by meeting with the individual, respectfully expressing the issue and listening.
- Inform a teacher or adult if you cannot solve with the situation alone or do not know how to approach the problem.
- Use non-offensive language when confronting problems.
- Do not use physical violence to resolve conflict.

#### Help each other

- Get to class and complete your responsibilities on time.
- Participate appropriately in the school community.
- Assist others when they need help in class or around school.

#### Protect personal space and possessions

- Respect the possessions of others.
- Keep the building environment clean and well-maintained.

### **Protection of Personal Property**

The school cannot guarantee the safety or security of personal property. Large amounts of money and valuables should be kept at home. Please use school issued locks to keep items safe. The school is not responsible for the security or loss of student possessions.

### **Public Displays of Affection**

Students are to refrain from kissing, sitting on laps, intimate hugging or inappropriate touching at school or at school sponsored activities. Any violations will result in disciplinary action including the calling of parents. Chronic violations will result in disciplinary action.

## **Respect Policy**

It is the policy of Tenor High School to maintain a learning and working environment in which all members of the school community are treated with mutual respect. Tenor High School values and respects the human diversity of all members of the school community. Tenor High School expects all employees, students, and visitors to show respect toward each other at all times. Public transportation used by students to and from school also falls under this policy and its expectations.

Because of the high value Tenor High School places on respect, Tenor High School will take any steps necessary to maintain and ensure a learning and working environment which is free from personal harassment or intimidation. Personal harassment is any physical, verbal, or psychological conduct which has a purpose or effect of intimidating, degrading, embarrassing, insulting, or harming any member of the Tenor High School community. Unacceptable personal behavior can include:

- Unwanted physical contact or horseplay;
- Gestures or symbols designed to intimidate, embarrass, or degrade;
- The use of offensive or insulting slang or nicknames;
- Posting signs, notes, or messages in any media designed to degrade, embarrass, intimidate, or threaten;
- Any other verbal, physical, written, pictorial, or electronic conduct or communications which have the intent or effect of embarrassing, intimidating, degrading, humiliating, or harming any member of the school community.

Tenor High School will respond to any complaints or reports of personal harassment or intimidation. Violation of this policy may result in any of the following disciplinary actions:

- Removal from class
- Mandatory parent conference
- Suspension from participation in extracurricular activities
- Suspension from school
- Expulsion

Tenor High School will respond to any act of personal harassment or intimidation in the manner it deems in the best interest of the Tenor High School community. Actions will be specific to the situation. Tenor High School will consider the offending student's disciplinary record, as well as the nature and severity of any act of personal harassment or intimidation. Tenor High School makes every effort to work with parents to correct behavior in violation of this policy; however, it may not be possible to contact parents before disciplinary action must be taken.

## **Restrooms**

Students are expected to use the restroom facilities prior to the passing bell in the morning, at lunchtime, and during breaks between classes, and should not ask to be excused from a class except for illness or emergencies.

## **School Property**

We often have visitors from the community who come to visit our building, programs, staff, and especially our students. It is important that we demonstrate the pride we have in our school.

Students are expected to show appreciation of and respect for property, including all equipment, supplies, and furnishing in the school campus as well as that of their own and other students. General housekeeping chores are expected of all students including disposal of wastepaper into proper receptacles, keeping work area free from dirt and litter and, in general, keeping classrooms, labs, restrooms, cafeteria, halls, and grounds clean, attractive, and safe. Students who destroy property or school furnishings and equipment will be held responsible for its immediate repair and replacement.

## **Student Automobiles**

Students may not leave the building to put money in parking meters or move their automobiles.

All students driving vehicles to school must meet state law. This requires all students to be 16 years of age or older with a valid Wisconsin Driver's License.

## **Student Conduct and Responsibilities**

All students will be expected to obey the verbal directions or instructions of any staff member at any time they are on school property or attending a school activity or event at any other location. The school staff includes all teachers, substitute teachers, security officers, student teachers, clerical workers, custodial workers, food personnel and administrators of Tenor High School.

Students are expected to exhibit appropriate behaviors both before and after school including use of public transportation.

Students are expected to cooperate fully with all substitute teachers. Failure to do so may result in a student being disciplined by the regular classroom teacher (upon his/her return) and/or by the administration.

## **Tobacco**

Tenor High School is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be role models for our students. For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," non-prescription inhalant devices, or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking

devices for burning tobacco or any other substance. Accordingly, Tenor High School prohibits the use of tobacco in any form on school premises, in school vehicles, within any indoor facility owned or leased or contracted for by the school, and used to provide education or library services to students and at all school-sponsored events.

# Student Records and Fees

## Fines

Students are responsible for all school materials that are issued to them. This includes all textbooks and library books. At the end of a semester or year (whichever is appropriate) students must make restitution for lost, destroyed, defaced or damaged materials that have been issued to them.

## Media Release

Throughout the school year, Seeds of Health, Inc. includes photographs of individual students or student group activities in its promotional and informational publications on the Seeds of Health, Inc. web page and occasionally in video productions. A release form is signed with registration

## Student Fees

A Registration Fee of \$35.00 is required of each student each year at the time of enrollment. If a student participates in after-school sports, an additional annual Athletic Fee of \$30.00 is also required.

## Student Records Notice

### *Student Records*

An educational record is maintained for each student from the time he or she enters a Seeds of Health school to the time the student leaves. The record typically consists of personal information such as name, address, date of birth, names of parents or guardians, attendance records, activities and awards, testing records of all kinds, physical health records, statement of courses the student has taken and the grades received, and records of the student's school extracurricular activities.

The privacy of student records is protected by both state and federal law. State law classifies student records as "behavioral," "directory," "physical health," and "progress" Other than immunization records and lead screening records, a student's "physical health" records are considered "behavioral" records as are any other student records that are not "progress" records. The Federal Family Educational Rights and Privacy Act (FERPA) classifies student records as either "directory" or "educational".

Under state law a parent or guardian of a minor student, or an adult student, are entitled to see and be provided with copies of the student's progress records and behavioral records. The disclosure of behavioral records must take place in the presence of a person qualified to explain and interpret those records.

FERPA affords parents and guardians, and students who are 18 years of age or older ("adult" students), certain rights with respect to student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents, guardians or adult students should submit

to the school principal a written request that identifies the records they wish to inspect. The school principal will make arrangements for access and notify the parent, guardian or adult student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent, guardian or adult student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents, guardians or adult students who wish to ask the school to amend a record should write the principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent, guardian or adult student, the school will notify the parent, guardian or adult student of the decision and of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent, guardian or adult student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent. One exception which permits the disclosure without consent is disclosure to school officials with legitimate educational interests, including safety interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member. A school official also may include a volunteer or contractor outside of the school who performs a service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the personally identifiable information from education records. Such persons include an attorney, auditor, medical consultant or therapist; a parent or student volunteering to serve on an official committee such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Tenor High School will also disclose education records without the consent of a parent, guardian or adult student to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Tenor High School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C., 20202

### ***Directory Information***

Tenor High School may disclose appropriately designated "directory information" without written

consent, unless a parent or guardian of a minor student, or an adult student, has requested Tenor High School not to disclose such information. Otherwise, state law and FERPA require that Tenor High School with certain exceptions, obtain the written consent of a parent, guardian or adult student prior to the disclosure of personally identifiable information from the student's education records.

The primary purpose for designating certain information as directory information is to allow Tenor High School to include this type of information in school publications or on its website or to disclose it upon request to any person or outside organization without prior written consent unless the parent, guardian or adult student requests otherwise.

In addition, federal law requires Tenor High School to provide military recruiters upon request with the name, address and telephone listing of any student attending its schools unless a parent, guardian or adult student advises Tenor High School that they do not want their student's information disclosed without prior written consent.

Directory information is information that is generally not considered harmful or an invasion of privacy, if released. Tenor High School has designated the following information as directory information:

- Student's name
- Student's address
- Student's telephone listing
- Student's electronic mail address
- Student's date and place of birth
- Student's grade level
- Student's dates of attendance
- Student's participation in officially recognized activities and sports weight and height of members of athletic teams
- Student's photographs
- Degrees, honors and awards received
- Most recent school previously attended by student

If a parent, guardian or adult student **does not want** Tenor High School to disclose directory information from their student's or their own education records without prior written consent, a parent, guardian or adult student must notify Tenor High School in writing of their preference within 14 days after the student's first day of school year.

# Support Services

## Introduction

A distinctive characteristic of our school program is the system of support services available to address the specific needs of students.

## Guidance Program

The School Counselor is committed to assisting students to achieve their potential by fostering self-awareness and sound decision-making skills. The School Counselor will address issues related to career education, post-secondary planning, and financial aid on an individual basis. In addition, the School Counselor will meet with students individually as needed.

In order to make the best use of the services provided by the School Counselor, students are encouraged to make appointments as needed. Students may do this by coming to the School Counselor office at any time other than class time.

A student is NOT to visit the guidance office during scheduled class periods without an appointment (except in a true emergency), a pass, and permission of his/her teacher. Students visiting the guidance office are required to have a pass signed by his or her teacher.

## Homebound Instruction

This program allows students to continue their academic work at home when on medical leave. This program is available to students when the physician treating the student certifies in writing that the student is unable to attend school for medical reasons.

## Response to Intervention (RtI)

Response to Intervention is a multi-step approach that incorporates both prevention and intervention for struggling students. A three-tiered approach provides increasingly intensive instruction matched to student needs. Student progress is closely and frequently monitored in order to make appropriate decisions based on data for each student.

## Special Education

Students learn in a variety of ways with most students learning effectively in a traditional school setting. Students with disabilities may be eligible to receive special education services. These services are based on assessment and determined by an Individualized Education Program (IEP) team, which includes the student's parent(s) as equal participants. Special education services are designed to meet the unique educational needs of students with disabilities and are provided at no cost to parents.

Parents of children who suspect their child may have a disability and who may need special education services should contact the school administrator/principal for further information.

## **Sustained Silent Reading Program**

Sustained silent reading (SSR) is a quiet reading time to improve reading comprehension, vocabulary skills, spelling and pace of student reading. Students will model incorporating reading for pleasure into their daily life. Materials deemed acceptable to read during SSR are books from home that are school appropriate, school magazines, newspapers, and English materials at the English teacher's discretion.

## **Tutorial Program**

Tenor High School is dedicated to meeting the needs of individual students. Many times extra help is necessary for students to be successful. Tutorial opportunities are provided Monday through Friday from 3:15- 3:45 p.m.

Homework Club will be offered for students who are earning below a 2.0 grade point average. Homework Club will meet Monday and Thursday from 3:20-4:20 p.m. Attendance is a key component to student learning. Students who choose not to attend Homework Club and fail to earn credit will be unable to attend MATC their senior year, therefore resulting in another school placement.

## **Women, Infants and Children (WIC) Program**

This federal program provides health and nutrition education to all eligible pregnant students, teenage parents and their children up to age five. To contact WIC call 414-385-5611. Address is: 1445 S. 32nd Street, Milwaukee, WI.

# Technology Policies

## Cell Phone Policy

Students will be allowed to carry cell phones into school with them. However, they must be turned off and stored in their locker during school hours. If a phone is seen or heard, it will be confiscated (including battery and sim card) by school staff and turned in to the office

**1st Offense:** Phone will be taken, stored, and returned to student at the end of day.

**2nd Offense:** Phone will be taken and stored. Parent/guardian must pick it up after school.

**3rd Offense:** Phone will be checked into the office at the start of each day.

Refusal to comply may result in a suspension.

Student cell phones will be collected at the start of a total population security scan to ensure fidelity of the scan. Refusal to comply may result in a suspension.

If a student uses a communication device to endanger the physical safety or the mental well-being of others, this could lead to expulsion.

Parents should not call or text their child's phone. They should call the office who will inform the student to call their parent.

## Computer Tampering

Computer tampering is a criminal act under the law. Computer tampering involves knowingly or intentionally altering or damaging a part of the computer system, network, program or data. Any violation will be considered a student discipline matter.

## Electronic Device Policy

All electronic devices must be stored in student lockers throughout the school day. Electronic devices include but are not limited to the following: ipods, music/video players, cameras, video games, electronic entertainment devices, laptops, and tablets.

The following policies will be followed:

- If a student has these items in their possession in the classroom, the staff member will confiscate the item and turn the item in to the office.
- Upon entering the building, a student will not be allowed to listen to any music devices, but may have their cell phones out while in the gym before school.
- Repeated violations and/or refusal to follow these rules will result in disciplinary actions.

## **Google Apps for Education User Expectations/Policy**

### ***Google Account***

Google Apps for Education offers a free set of customizable tools that enable teachers and students to work together and learn more effectively. The account established is a service provided by Google that allows users to communicate and collaborate effectively in a digital educational environment. The free tools provided by Google are available to students both at school and at home and work on any device that has an internet connection.

Students will use Google Apps for educational purposes. As per school policies, activities requiring internet access are supervised at school. The school is in control of which Google services it provides for student use. As part of the Seeds of Health Acceptable Use Policy, teacher supervision and spot checking student accounts can be used to ensure students' use of digital tools follows school policy.

### ***Student Acceptable Use Policy***

In order to use Google's services, all participants must be aware of, agree to, and adhere to the following:

- When utilizing Google Apps for Education services, students must abide by the Student Acceptable Use Policy. A copy of the Student Acceptable Use Policy is available for your review on the school's website under Parent Information.
- As stated in the Student Acceptable Use Policy, each school has the ability to monitor students' data.

### ***General Behavior Expectations***

- Be polite at all times.
- Use appropriate "school" language at all times.
- Don't type abusive, harmful, or gossip-like messages.
- Notify a staff member if you are aware of any improper behavior/use and/or cyber bullying.
- Respect other students' privacy. Do not reveal name, home address, email, or phone number of yourself or other students.

### ***Google Apps for Education Acceptable Use and Expectations***

1. Students must follow all rules, regulations, and guidelines already covered by the Student Acceptable Use Policy. In addition, all local, state, and federal laws still apply to the use of Google Apps for Education. Students may not do anything illegal, immoral, or otherwise deemed inappropriate by outside laws and all other school policies including the school's respect, bullying and/or harassment policy.
2. Students must agree and adhere to the Google Terms of Service that will be presented for review when the account is created.
3. Students should only use Google Apps (including email) for use on school projects and for educational purposes. Students using Google Apps for their own purposes are cautioned that Seeds of Health offers no guarantees to the safety of ANY data in its Google Apps system.

4. Students, when sharing a document, spreadsheet, presentation, or other file with other users, agree that:
  - a. all users are agreeable to receiving an invitation to collaborate,
  - b. all users must report any violations of any school policies or government laws immediately,
  - c. all users must be treated with respect, and
  - d. all users are expected to contribute fairly, citing sources whenever necessary, and following all rules, laws, and guidelines.
5. Students should also follow all of the above guidelines in the case of a shared space (i.e. Google Sites). In the case of Google Sites that need to be marked as “public” in order to be visible throughout our school community, users must not give out the addresses of such Sites to people outside our school community unless permission has been granted by the teacher.
6. Students may not partake in deliberate destruction or vandalism of other users’ data or shared data. Nothing may be deleted without the permission of the person who created it.
7. Students may not use Google Apps to post any information for commercial activities, product advertisement, or political advocacy, nor will it be used to post any obscene, discriminatory, or offensive material. School employees have the right to monitor all postings and activity in Google Apps.
8. Students must protect their login and password information, as well as class passwords (if any). If participants suspect that a password has been compromised, they must notify a staff member immediately.
9. Students are expected to grant their parents access to their account if requested. If a student does not comply with the request, parents can contact the school to request access.
10. Students are expected to follow all the above rules and expectations. While in the classroom, teachers will make every reasonable effort to monitor student conduct related to class content.

### ***Access Restriction***

Access to Google Apps for Education is considered a privilege given at the discretion of the school. The school maintains the right to immediately withdraw the access and use of Google Apps when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the administrative staff for further investigation and account restoration, suspension, or termination. The school also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action. When a student graduates or leaves a school, their account will be terminated.

### **Technology Policy – Acceptable Use Policy**

Tenor High School has adopted as part of its plan for the integration of computer technology into the schools programs an acceptable use policy. A student’s parent/guardian must sign a form giving his/her child permission to access and use the Tenor High School network of electronic information resources for educational and research purposes before the student will be given access to the network. This is done at all student interviews. Violation of this policy will result in the

loss of computer privileges.

E-mail accounts and file materials are not private in nature and remain subject to monitoring by the school district. The school and district network administrators, with due regard for the right of privacy of users and the confidentiality of their data, have the right to suspend or modify Internet access privileges and examine files, passwords, accounting information, printouts, tapes, and any other material that may aid in maintaining the integrity and efficient operation of the system.

### **Use of School Telephone**

Emergency calls by students to parents or guardians will be made through the office. During school hours students are not to attempt to use a cell phone. Incoming telephone calls for students will be permitted and accepted only to the school office and only in case of an emergency, whereby the student will be notified by school staff. Students will not be called out of class to come to the phone for any reason other than an emergency.

# Acknowledgement Form

We, the undersigned, understand that this handbook contains important information for parents, guardians and students. We acknowledge that we have received a copy of the 2018-2019 Tenor High School Student Handbook. We are aware that this handbook contains information and policies for our review. We have reviewed the information and policies contained in this handbook, including Harassment, Bullying policies and the specific school rules upon which consequences will be dispensed in an effort to change behavior and to help students make better decisions. We understand that all students will be held accountable for their behavior and that failure to abide by the guidelines for student behavior can result in the discipline outlined in this handbook. We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the Student Handbook, Tenor High School policies, regulations and guidelines. We are aware that Tenor High School reserves the right at any time to amend or to add to the policies, regulations and school rules contained or referred to in this handbook. We are also aware that the 2018-2019 student handbook is accessible online at <http://tenor.seedsofhealth.org/>, and that any changes or updates to this handbook will be posted on the website.

## **PARENT/GUARDIAN/STUDENT COPY**

Directions for return of this form throughout the 2018-2019 school year:

1. Student and Parent/Guardian review the handbook.
2. Student and Parent/Guardian sign the handbook acknowledgement form (separate form will be provided).
3. Student returns this page to School Administrative Assistant by September 21, 2018. New and transfer students registering after the start of the 2018-2019 school year must return the acknowledgement page within one week after receipt.