

DIRECTORY OF INFORMATION

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INTRODUCTION

Welcome to Thorp High School. The policies and procedures contained in this handbook are the results of a concerted effort on the behalf of the students, faculty, administration, and school board. The information within has been carefully prepared to help you adjust to and enjoy school.

MISSION STATEMENT

“Empowering Students to Excel” is the vision we have set for our students. It creates the understanding that all students in our school have the same opportunity in life and that success is a direct result of self-motivation. Our goal is to provide the latest technological advances and educational strategies to help students reach their highest potential. Thorp High School believes that in order to meet the needs of students, community, and country, our educational institution should enable each student to develop the competence necessary to take an active role in, and meet the demands of the 21st Century. These requirements and other pertinent information regarding Thorp High School’s rules and regulations are included.

Thorp High School Song “Illinois Loyalty”

WE’RE LOYAL TO YOU THORP HIGH,
WE’LL ALWAYS BE TRUE THORP HIGH.
WE’LL BACK YOU TO STAND AGAINST
THE BEST IN THE LAND, FOR WE KNOW
YOU CAN STAND THORP HIGH!

RAH! RAH!

SO INTO THE FIGHT THORP HIGH,
THE RED AND THE WHITE THORP HIGH.
OUR TEAM IS STAUNCH DEFENDER,
IT KNOWS OF NO SURRENDER,
VICTORY FOR YOU THORP HIGH!

NON-DISCRIMINATION CLAUSE

The School District is committed to a policy of nondiscrimination in relation to race, religion, color, national origin, gender, sexual orientation, handicap or disability in all matters concerning the public and individuals with whom the Board does business.

THORP HIGH SCHOOL STAFF

Mr. Humphries	District Administrator
Ms. Hinkel	District Bookkeeper
Mr. Hass	High School Principal
	Athletic Director
Ms. Hein	Guidance
Ms. Hoff	Secretary
Ms. Demske	School Psychologist
Ms. Trowbridge	Special Education Director
Ms. Albrecht	Art
Ms. Anderson	Band
Mr. Christian	Agriculture/FFA
Ms. Corcoran	Music
Mr. Davidson	Math
Ms. Dombrowski	Librarian
Ms. German	Spanish/French
Mr. Goettl	Technology Education
Mr. Johnson	Technology Education/IT
TBA	Language Arts
Ms. Malecki	Forensics
Ms. Noah	FACE
Ms. Ogle	Social Studies/Psychology
Ms. Pseniczny	Media Specialist Aide
Ms. Raether	Language Arts
Ms. Rhyner	Science/Biology
Mr. Rhyner	Physical Education/Health
	Drivers Education
Mr. Rindal	Math
Mr. Saniter	Social Studies
Ms. Schraufnagel	Secretary
Ms. Sherfield	Business Education
Ms. Steinbach	Chemistry/Science
Ms. Weiske	Physical Education
Ms. Zwiefelhofer	Cognitive Disabilities
David Pseniczny	Head Custodian
Tim Tieman	Custodian
Steven Weeks	Custodian
Bev Abramczak	Head Cook
Candy Meeker	Cook

ALCOHOL, TOBACCO & DRUGS

State law makes it illegal for anyone under age 18 to smoke, chew, or possess any type of tobacco product.

Any student reported to the office for using or being in possession of alcohol or any form of tobacco on school grounds, during noon hour or at school-sponsored activities will be given a two-day suspension. A second offense by the student will result in a three-day suspension and a parental conference before re-admittance will be allowed. If a student is suspected of distributing the product to other students, he/she may face a greater suspension and /or expulsion. If the drug is considered to be a controlled substance or an illegal drug, the student may be suspended up to 5 days and/or expelled. The student's parents will be notified and a discipline report will be filed in the office.

ATTENDANCE

Definition of Wisconsin Statute: Unless a student is excused or has graduated from high school, a parent/guardian is required by Wisconsin law (Wisconsin Statutes 118.15 and 118.16) to compel regular school attendance between the ages of 6 and 18 years.

An absence is defined as missing any part or all of the school day. A student who is 15 minutes late to any class will be recorded as absent during that period.

Types of Absences:

EXCUSED ABSENCES. Students will be allowed 10 excused absences throughout the school year as long as the high school office receives a phone call prior to the absence or a note/phone call the day the student returns to school. If the student does not provide an excuse within 24 hours after the absence, the absence will be considered unexcused. If a student exceeds 10 absences during the school year, a written note from a physician will be required if the absence is to be excused. Students are responsible for completing all work missed or assigned as makeup work.

The students are given “the number of days absent, plus one day” in which to complete their makeup work. If students know they are going to be absent for an extended period of time, they should have their parents call the school and arrange to have their work collected and sent home.

The district administrator, principal, or attendance officer is empowered to excuse an absence for the following reasons:

1. Evidence that the child is not in proper physical or mental condition to attend school or participate in an educational program. The district may request the parent or guardian to obtain a written statement from a physician concerning the condition of the child. Such an excuse shall be made in writing, stating the period of time for which it is valid and shall not exceed 30 days.
2. An illness in the immediate family that requires the absence of the student because of family responsibilities.
3. Medical, dental, chiropractic, optometric, or other valid professional appointments. Parents or guardians are requested to make their appointments during non-school hours if possible.
4. A death in the family.
5. Religious holidays or attendance at special family celebrations.
6. Court appearance or other legal procedure.
7. A quarantine as imposed by a public health officer.
8. Attendance at special events of educational value as approved by the attendance officer.
9. Work at home provided the student has not accumulated 10 absences during the school year.

UNEXCUSED ABSENCES. Any absence without an acceptable excuse will be considered unexcused. All out-of-school suspensions are unexcused absences. Students with an unexcused absence will not be allowed full credit for any missed assignments, but will be allowed to make up any test given during their absence.

TRUANCY. When a child is unexcused from school, the student is considered to be truant. If the student accumulates five unexcused absences the student is considered to be a habitual truant. Once the student is found to be a habitual truant, the parents will be notified and a meeting will be scheduled. If the truancy persists, the student will be referred to the proper authorities and court proceedings may be initiated relating to the truancy.

ANTICIPATED ABSENCE. Any absence planned for in advance and is pre-excused in the office with a written note from the parent (family trips, deer hunting, etc.). A written note must be turned in 24 hours in advance. Anticipated absences are limited to 10 absences in a school year.

Attendance Record

Excused: Date

1	2	3	4	5	6	7	8	9	10

Anticipated: Date

1	2	3	4	5	6	7	8	9	10

Steps to Follow When Absent

Parents are strongly encouraged to call the school when their child/children will be absent. The school office will be open at 7:30 a.m. to receive calls. If no phone contact has been made, a note from a parent/guardian is necessary before the absence will be considered excused.

Steps to Follow When Leaving School

Any student wishing to leave the school grounds for any reason must have parental/guardian and office approval prior to leaving. Students must sign out in the high school office before leaving school grounds. Students who do not follow the proper procedures will be subject to disciplinary action.

Students are not permitted to be in their cars or the parking lot during the day or during lunch hour. Permission to leave in a vehicle during the day or over the lunch hour will require office approval.

BELL SCHEDULE

Morning Bell	7:50
1 st Period	7:53-8:36
2 nd Period	8:39-9:22
Nutrition Break	9:22-9:37
3 rd Period	9:40-10:23
4 th Period	10:26-11:09
5 th Period	11:12-11:55
Lunch	11:55-12:25
6 th Period	12:28-1:11
7 th Period	1:14-1:57
8 th Period	2:00-2:43
FLEX	2:46-3:20

WEDNESDAY SCHEDULE

Morning Bell	7:50
1 st Period	7:53-8:34
2 nd Period	8:37-9:18
Nutrition Break	9:18-9:33
3 rd Period	9:36-10:17
4 th Period	10:20-11:01
5 th Period	11:04-11:45
6 th Period	11:48-12:29
Lunch	12:29-12:59
7 th Period	1:02-1:43
8 th Period	1:46-2:30

2018-19 School Calendar

August

27-29 Teacher Inservice

September

3 Labor Day

4 **First Day of School for Students**

October

11 H.S. Early Release at 1:00-P.T. Conferences

12 No School/Teacher Inservice

November

2 **1st Quarter Ends**

19-23 Thanksgiving Break No School for Students

19-20 Teacher Inservice

December

21 Early release 1:00 p.m.

22-31 No School (Winter Break)

January

1 No School

2 Classes Resume

18 **End of 1st Semester**

21 No School /Teacher Inservice

February

28 H.S. Early Release at 1:00- P/T Conferences

March

1 No School/Teacher Inservice

4-8 **No School Spring Break**

29 **End of 3rd Quarter**

April

19 No School

22 No School Scheduled but possibly a snow make-up day

May

24 Graduation

27 No School Memorial Day

31 **Last Day of School/2nd Semester Ends**

- All Wednesdays are a 2:30 p.m. release time

CLASS ADVISORS

Freshmen	Ms. Rhyner Mr. Rindal Ms. Steinbach
Sophomores	Mr. Davidson Mr. Goettl Ms. Sherfield
Juniors	TBA Ms. Weiske Ms. Zwiefelhofer
Seniors	Ms. Albrecht Ms. German Ms. Ogle

CLASS RANK

Class rank is computed at the end of each semester. The same point process used in figuring honor roll is used to figure rank in class. Class rank statistics are available upon request from the guidance counselor.

The final class rank, which includes eligibility for the top 10%, will be calculated after the first semester of the student's senior year. The academic ranking will include all grades earned in high school.

COMMENCEMENT EXERCISE

Students planning to participate in commencement exercises must have all bills paid and discipline time completed prior to commencement. Seniors with more than five unexcused absences during the current school year or failing to meet school board guidelines will not be allowed to participate.

DANCE POLICY

Dances provide students with an opportunity to socialize in a safe environment. Students are expected to follow all school rules while attending any of the school dances. Students who are dressed inappropriately will be asked to leave. All hats need to be approved in advance by the office.

Once a student enters a dance, they must remain in the building until the dance is over or until they decide to leave. If a student leaves the building, they may not re-enter unless prior permission was given to the student by the advisor.

Prom is considered to be a formal dance in which the students are expected to dress as such.

Any student who has been found to be in possession of an illegal substance or turned in for violating the illegal substance abuse policy one year prior to any dance will be ineligible to be on court.

DETENTION

1. Detentions will be served from 3:15 p.m. to 4:00 p.m. on Monday, Tuesday or Thursday.
2. Students must be on time and have homework with them.
3. No talking or sleeping while serving detention.
4. If any of the above rules are broken, an extra detention will be assigned.
5. Cell phones have to be turned in to detention supervisor

If the student does not serve the detention on the assigned date, a second detention will be assigned. Students failing to serve detentions will not be allowed to participate in any school activities until the time is made up.

DISCIPLINE

Discipline is important for maintaining a positive atmosphere in school that fosters education. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and respect for other people.

The following are instances that will result in suspension or expulsion and/or legal action: arson; assault; battery; theft; extortion; false alarms; insubordination; forgery; sale, distribution or possession of fireworks/weapons in or on school property; use or possession of alcohol/drugs in the school building, at school events or on school property.

The following are actions which will result in a minimum of a detention and/or other disciplinary measures:

1. Disrespect, disobedience to comply with directions of teachers, administrators or other staff members on school grounds or at school-related activities (insubordination).
2. Inappropriate dress attire
3. Failure to report to detention.
4. Fighting
5. Harassment.
6. Leaving school grounds without permission.
7. Truancy.
8. Profanity.
9. Cutting Class.
10. Not bringing appropriate materials to class.
11. Cheating.
12. Overt displays of affections. Students may hold a friend's hand. Any other forms of physical displays of affection are considered unacceptable behavior.
13. Property damage (Note: Proper authorities will be notified)
14. Lunchroom misbehavior including using another student's lunch account.

*Also included is any violation which is disruptive to the educational process or creates a hazard to the students or school staff. The use of detentions, suspensions, loss of privileges, and/or legal action will be used to discipline students.

DISCIPLINARY GUIDELINES

Misconduct	Definition	Minimum Action	Maximum Action
Classroom Disruption	Talking out of turn, throwing objects, arguing with teacher, or student, cheating, lying, ect.	<ul style="list-style-type: none"> • Warning • Conf with staff • Detention • Parent conf 	<ul style="list-style-type: none"> • Two detentions • Suspension • Remove from class
Disorderly conduct	Violent, abusive, indecent, profane, boisterous, unreasonable loud, or conduct that causes or provokes a disturbance	<ul style="list-style-type: none"> • 2 day out of school suspension 	<ul style="list-style-type: none"> • 3-5 day out of school suspension • Expulsion recommendation • Citation
Dress code violation	Inappropriate dress attire	<ul style="list-style-type: none"> • Warning • Detention 	<ul style="list-style-type: none"> • Suspension • Parent conference
Drugs (includes alcohol)	Use, possession or under the influence of drugs	<ul style="list-style-type: none"> • 2 day out of school suspension • Citation 	<ul style="list-style-type: none"> • 3-5 day out of school suspension • Citation • Expulsion Recommendation • Counseling
Fighting/physical intimidation	Pushing, shoving, threatening, and/or causing physical harm/injury	<ul style="list-style-type: none"> • Detention • Suspension • Conference with parents and loss of school privileges 	<ul style="list-style-type: none"> • 3-5 day out of school suspension • Expulsion recommendation
Harassment 1. Physical 2. Sexual 3. Verbal	Pushing or shoving Inappropriate language or physical contact Name calling, stalking, or threatening others by use of language which is	<ul style="list-style-type: none"> • Warning • 1 day out of school suspension • Police intervention 	<ul style="list-style-type: none"> • 2-3 day of school suspension • Counseling • Expulsion recommendation

	written, spoken, or in the form of an obscene gesture.		
Insubordination	Refusal to follow rules	1-2 day in-school suspension	2-3 day out-of-school suspension
Plagiarism	To copy or pass off as one's own work	Detention	1-2 day in-school suspension
Smoking	Tobacco use on school ground or during the school day		<ul style="list-style-type: none"> • Fine • 2 day out of school suspension
Theft	Possession of stolen items	<ul style="list-style-type: none"> • 2 day suspension • Citation 	<ul style="list-style-type: none"> • 3-5 day out of school suspension • Expulsion recommendation
Unexcused absence	No excuse that is deemed acceptable from parents	<ul style="list-style-type: none"> • 1 day in school suspension • Detention 	Truancy citation
Unexcused tardiness	Not in seat when the bell rings without a pass	<ul style="list-style-type: none"> • Warning • Conference with teacher • Detention 	<ul style="list-style-type: none"> • 1 day in school suspension
Vandalism	Behavior that damages or destroys school or personal property	<ul style="list-style-type: none"> • Written or verbal apology • Restitution • Detention • Conference with parents 	<ul style="list-style-type: none"> • 3-5 day out of school suspension • Police intervention • Expulsion recommendation
Weapons (includes guns or any object used to inflict harm in any manner)	Possession of guns or objects that are used as a weapon	<ul style="list-style-type: none"> • 2 day out of school suspension 	<ul style="list-style-type: none"> • 3-5 day out of school suspension • Expulsion Recommendation

***Any student receiving more than 5 behavior detentions will be subject to heightened consequences which could include detentions or suspensions. Further disciplinary referrals will result in a pre-expulsion hearing.**

DISTANCE LEARNING

Thorp High School offers distance learning courses for juniors and seniors in good academic standing. High school, technical college and university courses are transmitted to school by satellite technology. Students can earn college credit with some of these classes. You will need to sign up for these classes early.

DRESS CODE

Students attending Thorp High School will be expected to be well groomed and neatly dressed at all times. Any form of student dress or hairstyle which is considered contrary to good hygiene habits or which is distracting or disruptive in appearance will not be permitted within the school.

Clothing which has alcohol, profanity, and/or tobacco products will not be allowed. Clothing that advertises: inappropriate double meanings, events demeaning to groups or individuals, or substances which are illegal for teenagers, will not be allowed in school or at school sponsored events. If it is determined that a student is wearing inappropriate clothing, the student will sit in the office until a parent/guardian provides the student with acceptable clothing.

Other dress code guidelines:

1. Hats, jackets and backpacks are to be placed and kept in the locker during the school day.
2. Wallet chains and chains of any type are not allowed in school.
3. Hats, bandanas and scarves are not to be worn on head during the school day or at dances unless approved by the dance committee. Exception: Dress up days.
4. Students are allowed to wear shorts, skirts, and dresses as long as they are of reasonable length (below finger tips).
5. No torn jeans or uncovered spandex or tights above fingertip touch.
6. No shirts with spaghetti straps.
7. Clothing is expected to cover and conceal all undergarments (No cleavage).

**Students who do not adhere to these guidelines will serve a detention.

ELECTRONIC DEVICES

-Laser pointers are not allowed in school or at sporting events.

-Music devices may be used only at the discretion of the classroom teacher only.

-Two-way communication devices (cell phones) may only be used during lunch or between classes only. These devices need to be turned off and placed in a location designated by the teacher.

Disregard of this rule will result in confiscation of the item until the parent/guardian comes to the office to pick it up. The school has the right to search a device if they have reasonable suspicion that there is something illegal on the device and can be turned over to law enforcement. Devices may be stored in lockers in silent mode or in a vehicle.

FINAL EXAM POLICY

SEMESTER 1. All students will be here on semester exam day

SEMESTER 2. Students will be here on semester exam day based on teacher decision.

*Students taking finals must take them at the assigned time. No early finals will be given.

FIRE AND TORNADO

Fire and tornado drills are held at different times throughout the school year. Students are reminded to read the “Room Instructions” indicating how to vacate the room and school premises. Students are also reminded that they are to leave the building or move to the designated area in as quiet, orderly, and

expedient manner as possible. Expedient DOES NOT MEAN RUNNING, as this action will only increase the possibility of injury.

Procedures (For Tornado Drill):

1. All classes will use the inside corridors for proceeding to their designated areas.
 - *Girls Varsity Locker Room- Grades Pre-K thru 5th
 - *Boys Varsity Locker Room-Grades 9^h-12th
 - *Boys PE Locker Room-Grades 7th-8th
 - * Wrestling Room- Grade 6th

GRADING SYSTEM

Each student receives a quarter grade four times a year. These grades are recorded to let the students see the progress they have earned in a particular subject. Only semester grades are used to determine a student's grade point average. Listed are the letter grades and corresponding grade point system used in our school:

A+	4.0	A	4.0	A-	3.667
B+	3.333	B	3.0	B-	2.667
C+	2.333	C	2.0	C-	1.667
D+	1.333	D	1.0	D-	.667
F	0.0				

All classes will base these grades off the following grading scale:

97-100	A+	93-96	A	90-92	A-
87-89	B+	83-86	B	80-82	B-
77-79	C+	73-76	C	70-72	C-
67-69	D+	63-66	D	60-62	D-

** 59% or lower is a failing grade.

An incomplete is given only in cases where illness, emergencies, or other circumstances do not allow students to complete all of their work within the normal grading period. Students receiving an "incomplete" grade must have their work made up according to the excused absence policy or the grade becomes an "F".

GRADUATION REQUIREMENTS

25 Credits are required for graduation

Required Courses

<u>Credit</u>	<u>Course</u>
½	Keyboarding (must be taken 8 th grade year)
3	Mathematics
3	Science
4	English
3	Social Studies
1½	Physical Education
½	Health
½	Consumer Economics

Remaining credits are course electives.

GUIDANCE

The purpose of the school guidance program is to help all students develop to their highest potential in areas of 1) personal/social growth, 2) learning, and 3) vocational/career education. Students at all grade levels are invited to check out the resources within the office. The school counselor welcomes the opportunity to meet with students to discuss problems, academic planning, or career selection and financial aid. Throughout the year, representatives from colleges and Armed Services make appointments to meet with any interested students in the guidance office. It is of utmost importance that students listen to daily announcements and check with the counselor for specific post-secondary, financial aid, scholarship, and test information. It is the goal of the guidance program to help students make the transition from grade to grade and finally into adult citizenship as easy as possible.

HELPFUL NUMBERS

Alateen	(888) 425-2666
Crisis Line – 24 Hours	(800) 863-3560
Social Services	715-743-5233
Clark County Suicide Prevention	715-743-3400
Ascension Our Lady of Victory	
Hospital, Stanley WI	715-644-5571
Thorp Police Department	715-669-5523
Thorp Fire & Ambulance	715-669-3300

HONOR ROLL

An honor roll will be published at the end of the first and second semester. Full-time students receiving a grade point average of 3.0 or above for those semesters are awarded the Honors status. Students with an average of 3.5 or higher will receive High Honors status. Students receiving a failing grade will not be on the honor roll.

LIBRARY MEDIA POLICY

The Library Media Center is a friendly place where students can work and read at their leisure. It is to be quiet and students are expected to be working. You are allowed to use the Library Media Center for: research, studying quietly, word processing, taking a test, checking out a book or reading. It will not be used for socializing. We ask that you respect the study atmosphere of your fellow students at all times.

Things to know:

1. All books can be checked out for 2 weeks. Please renew them if necessary.
2. We have magazines for leisure as well as research.
3. Resources:
 - a. Electric Library (magazines and newspapers)
 - b. SIRS (current event information)
 - c. World Book Online (an encyclopedia)
 - d. Badgerlink

LOCKERS

Lockers are considered to be school property and may be subject to search at any time by school officials for any reason.

Each student will be assigned a specific locker their freshman year. Students are cautioned against telling other students their locker combination or “pennying” their lockers. Damages caused by pennyng the locker, kicking the locker, misuse of stickers and tape, etc. will be charged to the student responsible. Any locker malfunction should be reported to the high school office so repairs can be completed. **The school is not responsible for lost or stolen items from lockers, hallways, or any rooms in the buildings.**

LUNCH GUIDELINES

1. Students are expected to have a positive balance in their lunch account at all times. If a family’s account is at a negative twenty dollars, the school may not allow the student to eat hot lunch or breakfast.
2. Students are strongly encouraged to bring their lunch money to the office before the start of the school day.
3. If you have a special dietary need due to a disabling condition, please contact the high school office for further assistance.

NATIONAL HONOR SOCIETY

Membership in this chapter shall be based upon scholarship, service, leadership and character. Candidates must have been in attendance for a period equivalent to one semester in this school and have a cumulative grade point average of 3.5.

OPEN GYM RULES AND REGULATIONS

1. All participants must be wearing tennis shoes.
2. No beverages or food in the gym.
3. All basketballs and volleyballs must be put away by the person or persons that took them out.
4. No dunking.
5. All equipment will be put away five minutes before the end of the period.
6. Dangerous shots and behavior that would be considered a foul in basketball will result in removal.

ORGANIZATIONS AND ADVISORS

FBLA	Ms. Sherfield
FFA	Mr. Christian
Forensics	Ms. Malecki
National Honor Society	Ms. Rhyner
Drama	Ms. Noah
Ski Club	Ms. Schraufnagel
Student Council	Ms. Weiske/ Mr. Saniter
Yearbook	Ms. Albrecht
Spanish Club	Ms. German
Archery Club	Mr. Skibbie
Prom Coordinator	Ms. Syryczuk
Graduation Coordinator	Mr. Williams
Boys Basketball Concessions	Seniors/BB
Football Concessions	Junior Class
Volleyball Concessions	Volleyball
Girls Basketball Concessions	Sophomores/GBB
Homecoming Week	Student Council

PLAGIARISM

Assignments that have been copied from another person or papers that have been copied off the internet are considered to be plagiarized. Students are expected to produce their own work. Any student caught plagiarizing someone else's work will be subject to consequences.

REMOVAL FROM CLASS

1. Student will be sent to the office and the teacher will contact the parent/guardian regarding the incident.
2. The teacher will contact the parents/guardians to schedule a meeting with the principal, parent, and student that will need to take place prior to the student's return.
3. Removal from class for semester.

REPORT CARDS

Students receive their report cards after the quarter ends. Any student receiving an "F" letter grade will have their report card sent directly to their parents.

SCHEDULE CHANGES

Once each student's schedule is established, changing courses and/or time periods becomes a difficult task. Course changes will only be allowed for 2 days at the beginning of first semester. Second semester changes must be made before the first day of the semester.

STUDENT RIGHTS AND RESPONSIBILITIES

Sexual harassment is a violation of state and federal law. The Equal Employment Opportunity Commission has defined sexual harassment as "unwelcome sexual advances, request for sexual favors, sexually motivated physical contact, and other verbal or physical conduct of a sexual nature"... When: such conduct has the purpose or effect of unreasonably interfering with a student's school performance or creating intimidating, hostile or offensive education environment.

Specific actions that can be viewed as harassment include, but are not limited to:

- Unsolicited verbal sexual comments and harassment.

- Subtle pressure for sexual activity.
- Sexually or racially oriented jokes, stories, and materials (posters, magazines, etc.).

PROCEDURE: Persons who believe they have been sexually harassed, or have observed sexual harassment, should follow the procedures listed below:

1. Contact the principal, counselor or superintendent.
2. Document in writing the nature of the harassment.
3. State the facts as you see them. Be as precise as possible and, if possible, provide dates and times.
4. Describe your own personal feelings and reactions to the incident(s).
5. State what you would like to have happen next. If you want the behavior to stop, then state that.
6. Inform family members of the situation.

The School District of Thorp prohibits and will not tolerate any form of harassment.

STUDY HALL REGULATIONS

1. The study hall teacher may grant permission for students to work with other students or together in groups.
2. Students are to be in their seats before the bell finishes ringing. Students who have an unexcused tardy will be given two warnings and then given a detention for each unexcused tardy thereafter.
3. Students must have a pass issued by a classroom teacher to be excused to go to another room. Once students sign out with a pass they become the responsibility of that classroom teacher.
4. There will be one girls' washroom pass and one boys' washroom pass.
5. **Students may not sign out to go to their lockers.** If there is reasonable cause to get materials from their lockers, the study hall teacher will issue a written pass. Students need to come prepared for study hall.

6. The study hall teacher is responsible for making certain his/her students leave the study hall tables and the floor clean.

TARDIES

Students not in their seat when the bell rings will be considered tardy. After a second unexcused tardy in a semester, the student will serve a detention for each tardy.

YOUTH OPTIONS PROGRAM

“Start College Now”-Technical College “Early College Credit Program”-UW School

Youth Options provide opportunities for high school juniors and seniors who are in good academic standing to take post-secondary courses. Generally, if the course taken is not comparable to a course offered at the high school, or if the school district agrees to award a high school credit for the course, the school district pays the tuition. The student must notify the school board of his/her intention to take post-secondary course(s) through this option no later than March 1st, for courses to be taken in the fall semester and October 1st for courses to be taken in the spring semester. The guidance office has details on the program and application forms.

VANDALISM

Any student causing vandalism to the school building, grounds, or equipment shall be given up to a five-day suspension, possible legal action and shall not be re-admitted until a parent/guardian conference is held. The student and/or parent shall pay for any damage or expense incurred by the vandalism.

VISITORS

Students are **not** allowed to have visitors during school hours.

WEAPONS

Guns, knives, or other items determined to be weapons are not allowed on school property which includes the parking lot. Persons found with such items in their possession will be suspended or expelled and the proper authorities notified. (NOTE: **State statute requires that a person with a firearm in their possession on school property will be immediately suspended pending an expulsion hearing.**)

MLA BIBLIOGRAPHY FORM CITING SOURCES

General Rules

- **Your bibliography must be in alphabetical order.**
- When citing authors, use the last name followed by the first name and if given, the middle name or initial.
 - For example: Kalita, Rahul J.
- If you are citing more than one author, follow the examples and cite them alphabetically, and after the first author cite the others with simply their first and last name.
 - Two authors: Tillis, Mel and Alan Urbank.
 - More than two authors: Somashekar, Darshan, Neal R. Taparia, and Tim Zonker.
- Publication information is always written:
 - City Published: Published, Year published
- If there is no publisher, city published and year published are separated with a comma. For example
 - Chicago, 2004
- When citing a URL, if it is lengthy, simply write the URL of the main source in which it comes from.
Example: <http://www.cnn.com>