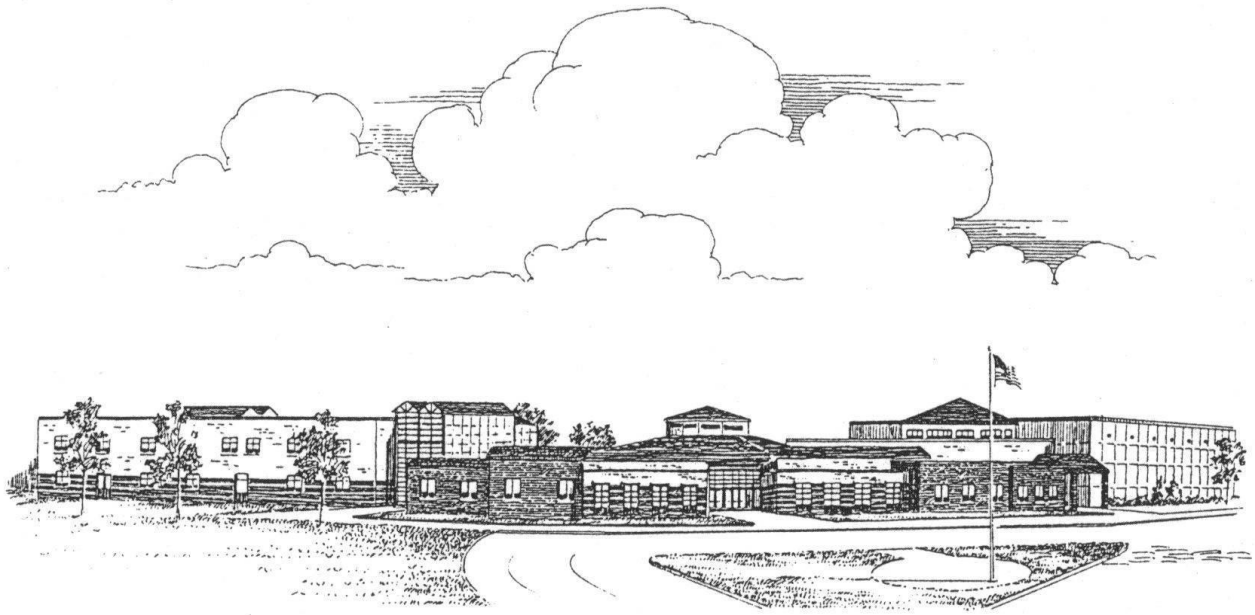




Cedar Grove-Belgium School District High School Student/Parent Handbook

2025-2026



Grades 9 - 12

**Cedar Grove-Belgium High School
321 N 2nd St
Cedar Grove, WI 53013**

MISSION OF THE CEDAR GROVE BELGIUM AREA SCHOOL DISTRICT

The Cedar Grove-Belgium School District is dedicated to fostering the intellectual, moral, cultural, emotional, social and physical development of all students in a secure environment thereby enabling them to function effectively in society as competent, productive, caring and responsible people.

The Cedar Grove-Belgium Area School District is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability as required by section 118.13 of the Wisconsin Statutes. This policy also prohibits student discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and the Americans with Disabilities Act of 1990 (disability). Facilities modifications necessary to provide a student with equal opportunities shall be made as required by law and permitted by budgetary limitations.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the district shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the district. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures.

The district shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

If any person believes that Cedar Grove-Belgium School District or any part of the school organization has failed to follow the law and rules of s.118.13, Wis. Stats., and PI 9, Wis. Admin. Code, or in some way discriminates against pupils on the bases listed above, he/she may bring or send a complaint to the following address: Superintendent of Schools, 321 North 2nd Street, Cedar Grove, WI 53013, telephone number (920) 668-8686 or toll free for Belgium area 1 (877) 424 -2168

Complaints regarding the interpretation or application of this policy shall be referred to the District Administrator and processed in accordance with established procedures.

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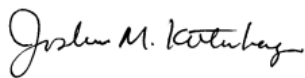
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Welcome

Welcome to Cedar Grove-Belgium High School! On behalf of the staff, I would like to extend you a warm welcome to our school. This handbook has been prepared to help you get acquainted with the regulations, procedures, and expectations that are in place to make Cedar Grove-Belgium High School a safe and secure environment, while giving students the opportunity to grow into their fullest potential. This is your handbook. Read it carefully and understand these regulations and procedures. If you have any questions regarding the contents of the handbook, please consult the principal. It is our hope that your attendance at Cedar Grove-Belgium High School will be a pleasant experience.

High School Principal



Josh Ketterhagen

Elastic Clause

Situations or problems that may occur during the school year that are not specifically covered in this handbook will be governed by CGBSD Board policy and decided by the high school principal.

SECTION I

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ATTENDANCE (Board policy #5200)

School attendance is one of the most powerful ways students can prepare for success, both in school and in life. It is critical that students are present each and every day to have the best chance at success in school and in order to develop good habits for life beyond high school. Parents/guardians are keys to helping their children by encouraging student attendance unless absence is absolutely necessary. Making school attendance a priority will help students learn at a higher level, achieve higher grades, develop healthy life habits, and have a better chance of graduating high school.

Cedar Grove-Belgium High School requires all students to attend school regularly in accordance with the laws of the state of Wisconsin. Wisconsin state statutes (s.118.15), Compulsory School Attendance Law, requires school attendance of a child ages six to 18 unless he/she: (1) is excused, (2) has graduated, or (3) is enrolled in an alternative education program. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.

It is the responsibility of the parent/guardian to provide reasons for their child's absence. It is the responsibility of the school principal to determine whether the absence is acceptable (excused) or not acceptable (truant). Students and/or parents who violate Wisconsin Statutes will be referred to the court system and or human services for review.

The primary source of communication to a parent/guardian when a child misses school, will be using the Infinite Campus Messenger system where parent/guardian will receive a telephone message indicating the absence of the child. Personnel in the high school office may also place phone calls to parents and guardians, but it is the parent or guardian's responsibility to inform the high school office of a child's absence.

Correct procedures to excuse an absence

To submit your child's absence, parents/guardians must inform office personnel prior to, or the day of, your child's absence. Correct procedures and options are as follows. You may use any of the following options:

1. **MOST PREFERRED** -- Use the school's Infinite Campus online portal to enter the absence and reason for absence. This can be completed any time, day or night. Bring or upload documentation, if it is an appointment.
2. A phone call from a parent/guardian. (The message may be left on the attendance line answering machine at any time, day or night.)
 - o 920-668-868, press 3 for the high school office, then press 1 for the attendance line and leave the message.
3. An email message may be sent to the following office personnel.
 - o Bethany Snyder, HS Administrative Assistant -- bsnyder@cgbrockets.com
4. A written note, dated and signed by a parent/guardian is acceptable if Infinite Campus portal, phone, email contact was not possible. This note should be submitted to office personnel within 24 hours of absence.
5. The reason for any absence should be stated when excusing the absence. If the absence is due to an office visit, a note from the office visit should be submitted to office personnel for documentation.
6. If an absence has not been excused after 5 days, the absence will be designated as unexcused.

Excused Absences

A child may be excused from school by his/her parent/guardian for all of, or part of up to **five (5) days** per semester or **ten (10) days** per academic year.

- It is the student's responsibility to contact the teacher(s) to make up any missed work due to absences.
- Anticipated absences should be communicated to the attendance office, as well as the student's teachers in order to properly prepare the student for the anticipated absence.
- Students should communicate with teachers through email, Google Classroom, or other means of communication to request homework when an absence occurs.
- Examples of reasons for excused absences include, but are not limited to the following:
 - o The child is not in proper physical or mental condition to attend school.
 - o Illness in the immediate family, which requires the student to be absent.
 - o Professional or other necessary appointments (e.g., medical, dental, legal, etc.) that cannot be scheduled outside of the school day. Proper documentation should be submitted to the office from the visit/appointment.
 - o Death in the immediate family or attendance of a funeral for a relative or close friend.
 - o Religious holidays, attendance at religious events or attendance at special family celebrations/vacations.

- Special circumstances will be considered by the principal in consultation with the parents.

Truancy

A student will be considered truant if they are absent for part of or all of one or more days from school during which the high school office has not been notified by a parent/guardian of the acceptable reason under the excused absence section above. A student will also be considered truant if they have been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute (Sec. 118.15 Wis. Stats.). When a student is truant, the school attendance officer shall ensure that all acceptable provisions of the district's truancy plan are carried out, including possible referral to law enforcement. A student is considered a **habitual truant** if they are absent from school without an acceptable excuse for part or all of five (5) or more days in which school is held during a school semester.

Unexcused Absences

A student's absence will be declared unexcused whenever an absence occurs that does not receive prior approval from the attendance office; follows state law or board policy; or is a result of truancy from school. A student with an unexcused absence will not receive credit for daily participation and will be issued appropriate consequences. Students will be provided an opportunity to make up missed work and tests on their own time to receive credit.

Students with unexcused absences will be required to make-up time after school. This time must be made up in an appropriate timeline or it will result in lost privileges. Other restorative measures that that will be considered when determining consequences for unexcused absences may include:

1. counseling the student.
2. requiring the student to make-up course work and/or examinations, as permitted under this guideline.
3. conferring with the student's parent/guardian
4. referring the student to the appropriate agency for assistance

Students leaving school during the school day

Students must obtain permission from administration or high school office personnel, with the knowledge and approval of the student's parent/guardian to leave the building during school hours and must leave through the main cafeteria doors. Failure to follow proper procedures may result in disciplinary action.

Tardy (Late to School or Class)

To be ready is crucial for any life experience. Students are expected to be ready by arriving on time to school, as well as each of their classes. Failure to do so will result in an inability to achieve success. Time missed from classes will need to be made-up with that particular teacher of the class. Students are expected to be in the classroom before the bell rings.

- A tardy is defined as arriving up to 15 minutes late for class.
- Arriving later than 30 minutes after the beginning of the class will result in an absence being recorded.

Procedures for being tardy to school

- Students must be in the classroom prior to the start of 1st Block (7:43 am).
- Students will be granted three (3) first hour "free pass" tardies, per quarter. Upon receiving a fourth tardy to school, the student will be assigned time to be served at lunch each day the student is tardy for the remainder of the quarter. If the student normally leaves early for Youth Apprenticeship or other assignment, they will serve the time missed in the high school office prior to the scheduled leave time.
- If the student arrives at school after 8:30, he/she will be marked as absent. The absence may be labeled excused or unexcused, as determined by the definitions above. Consequences will be issued if the absence is unexcused, which may include making up for lost time, parent contact, or other restorative measures.
 - Students arriving after 8:30 will not be able to participate in the extracurricular event (practice or contest) for that day, unless it is determined to be an excused absence by administration.

SECTION II STUDENT RIGHTS AND RESPONSIBILITIES

GENERAL EXPECTATIONS OF STUDENTS

Rocket Code - CGBHS PBIS and Behavior Expectations

The mission here at Cedar Grove-Belgium High School is to provide a positive, safe, healthy, nurturing, and respectful environment in which all students have the opportunity to become productive members of society. We will provide this through the:

1. Development of clearly defined and consistent expectations and accountabilities which reflect our three big themes of **Respectful, Responsible, and Ready** in all areas of school.
2. Maintenance of an open ended flexible approach through the use of a data driven information system.
3. Educationally sound methods that foster student character, safety, academic excellence, and individual citizenship.

Expectations are embedded throughout this document and displayed throughout the school in classrooms, the cafeteria, the hallway, in bathrooms, and other areas. Throughout the year, teachers and staff will recognize students for expected behaviors, initialing a student's incentive card. Students should always have access to their incentive cards for this purpose. Once filled and completed, students will have the opportunity to turn-in their incentive cards for various incentives throughout the year. We will promote behaviors and model expectations that we expect all students to display, practice, and leave CGBHS with.

Anti-Bullying and Harassment (Board Policy #5517.01)

The Cedar Grove-Belgium School District strives to provide a safe, secure and respectful learning environment for all students in school buildings and on school grounds, on school buses and at school-sponsored activities. Bullying has harmful social, physical, psychological and academic impact on the bullies, the victims and the bystanders. The Cedar Grove-Belgium School District consistently and vigorously addresses bullying to ensure there is no disruption to the learning environment and learning process.

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. Educational environments include, but are not limited to, every activity under school supervision. It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member, principal, or the principal's designee. All such reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. (Refer to Board Policy #5517.01 for more information.)

Student Code of Classroom Conduct (Board policy #5500)

Students are expected to abide by all district, building, and classroom rules and expectations established by school officials any time on school grounds or attending any school sponsored function. The purpose of this section is to inform students of the behavior expectations of students in the classroom here at CGBHS.

- Be **ready** and on time with regular attendance.
- Demonstrate **respect** for the rights of others and for school and personal property. Respect others' right to learn.
- Be **responsible**, abiding by the rules and expectations contained in the student handbook, as well as teacher classroom expectations. Failure to do so will result in consequences stemming from the student's choices and actions.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations in the Student Handbook;
- C. is dangerous, disruptive or unruly.

Such behavior includes, but is not limited to the following:

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom.
2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
4. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
11. Throwing objects in the classroom.
12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
13. Refusal to follow the cell phone (PED) procedures, causing continuous disruptions to the learning environment.
14. Behavior that causes the teacher or other students fear of physical or psychological harm.
15. Willful damage to or theft of school property or the property of others.
16. Repeated use of profanity.

Bus Ridership (Board Policy #8640)

- When boarding and leaving the bus, students are expected to follow the established safety procedures.
- While on the bus, riders are in the driver or chaperone's charge and should obey directions promptly. In the event of a road emergency, students are to remain in the bus until given permission by the bus driver or chaperone to leave, unless driver and/or chaperone is unable to do so.
- Students must be seated while the bus is in motion. Safety rules will be followed by students and they will keep their hands, heads, arms and feet inside the bus. Proper speech and conduct is required of all passengers at all times. There will be no littering, eating, or drinking on the bus. Vandalism to the bus may be referred to law enforcement for restitution.
- The bus driver has the right to assign seats on the bus at any time he/she deems it necessary.
- If expectations are not followed by a student, the bus driver will fill out a bus conduct report and turn it into the appropriate building principal. Consequences for each offense will depend upon the nature of the offense.

Computer Use Policy (Board Policy #7540.01)

Every student will be issued a Chromebook each year, provided a [Chromebook terms and agreement form](#) has been signed and submitted through the online registration in Infinite Campus and the student has paid the annual technology insurance fee of \$25. By signing this form, students agree to follow the technology and internet acceptable use policy at Cedar Grove-Belgium High School. Violations of this policy may result in students losing their privileges to have access to a Chromebook, as well as use computers regulated by the Cedar Grove-Belgium School District. Copies of this policy are available in the high school office and can be found on the high school page of the Cedar Grove-Belgium School District website, ([click link for form](#)).

Dress and Appearance

The purpose of this dress code is to promote a professional and respectful learning environment and readiness for the world of work. In order to assure a healthy and safe school environment for students, the following student dress code

guidelines will be enforced. CGBHS administration may amend this policy during the school year if needed. Adjustment of the dress code, if any, will be communicated with students and parents. Cedar Grove-Belgium requests that all parents/guardians take an active interest in their students' appearance before they leave for school so that the student and those around the student can fully concentrate on the work at hand.

While dress choices are a reflection of student individuality and style, clothing that is inappropriate, offensive, or distracting to the learning process is not allowed at CGBHS. CGBHS expects all students to be neat, clean, and dressed appropriately. Unacceptable clothing that is deemed inappropriate or distracts from the learning environment may include, but is not limited to the following:

- Drug, alcohol, or tobacco representations
- Profanity or inappropriate language
- Images, symbols, or language that is considered derogatory to any group of people.
- Clothing that is too short, too tight, does not cover a student's undergarments, or exposes too much bare skin.

Students are expected to wear appropriate footwear at all times. This includes footwear deemed appropriate for safety and function, based on the classes the student has that particular day/time.

Students are allowed to wear appropriate caps, hats, and hoods during the school day in the common areas of school, including hallways and the cafeteria. Students must follow classroom expectations and remove hats and hoods when entering a classroom unless allowed in the classroom and permission is granted by the teacher as per classroom policy.

Headwear prescribed by a physician due to medical reasons or for documented religious beliefs is permitted in all areas of the school building. Headwear is also allowed for specific spirit wear days.

Students in violation of this dress code may be given the following options:

- Students will be asked to fix their dress and appearance by changing or adjusting their clothing.
- Parents may be contacted to bring appropriate clothing to school.
- CGBHS administration may provide appropriate clothing for the student to wear.
- The student may be assigned to an in-school suspension room until the clothing violation is resolved, and the student is ready to go back to his/her normal activities.

Expectation of Privacy (Board Policy #9151 according to State Statute #175.22)

The Cedar Grove-Belgium School district shall implement the following Expectation of Privacy policy to protect the privacy rights of individuals using any areas in the Cedar Grove-Belgium School District where there is an expectation of privacy. These areas include locker rooms, bathrooms, changing rooms, and dressing rooms.

- No person may use a cell phone, camera or other device to capture or record the image of a nude or partially nude person in these areas.
- Locker rooms are provided as a safe place for physical education students, athletes, or other groups approved by the school district to prepare for athletic or physical education participation.
- No non-school employee shall be permitted to enter the locker room to interview or seek information from an individual in the locker room. No cameras, video recorders or any device that is able to transfer images is permitted in the locker room.

Students and staff members violating this policy will be subject to school disciplinary actions and possible referral to law enforcement.

Language and Derogatory Comments

Students are expected to use appropriate language in all settings of the high school. Students' use of foul language and/or any derogatory comments will not be tolerated anywhere in school. Students who continue to use inappropriate language and/or derogatory comments in school will be subject to appropriate consequences. Students must be aware of their surroundings and the language and comments that they choose to use.

Security Cameras on School Grounds

Security cameras are located on the school grounds. These cameras are operational 24 hours a day and are monitored by school personnel. When necessary, school personnel will review the recordings to verify any infractions of school rules; these recordings may be used in the discipline process when needed.

Student Discipline Files

Student discipline files will be kept in the high school office. Parents and students have the right to meet with the principal and review these files, by calling the principal or office personnel to set up a time and date to hold a meeting.

Student Searches

In order to maintain order and discipline in the school and protect the health, safety and welfare of all students and staff, the high school principal or his/her designee, the school resource officer, or other appointed personnel may conduct student searches on school property according to Board Policy #5771. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. Inspections may be performed when there is reasonable suspicion. Routine inspections will be done at least annually.

There will be occasions that K9 units will be used to assist in searches of the school and vehicles on school grounds to assure the safety of all students and that illegal substances are not on school grounds.

Student Sexual Harassment (Board Policy #5517)

Complaint Procedure

Students who believe they are the victims of sexual harassment must report their concerns to the building principal or a guidance counselor. Students or parents may report the concern to any adult employee. To assure consistency in handling complaints the employee will report the complaint to the building principal or a guidance counselor.

The following procedure will be used: (See Board Policy #5517 for a thorough explanation of procedures)

- A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employee.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
- C. Teachers, administrators, and other school officials who have the 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 Compliance Officer and the building principal or District Administrator.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District 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.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

SECTION III STUDENT DISCIPLINE

Detention Procedures

When warranted, detentions may be assigned by a teacher or by personnel in the high school office. Students must bring work or something to read to the location of the detentions. A student may be asked to serve his/her detention ...

- in the high school office
- with a supervising teacher claiming the student for detention
- with an assigned supervising teacher

When serving a detention, the student will not be allowed to use his/her PED unless indicated by the supervisor. The student will be asked to turn their PED into the teacher/office personnel while serving the detention. Students that do not serve detention(s), or do not have approval to miss a detention prior to missing the detention, may be issued additional consequences, which may include parent contact, additional detention(s), suspension and/or a conference including students, parents, teachers, and/or the principal. Students must begin serving detentions within a reasonable time frame (usually within 1-2 days) of being assigned unless other arrangements are made with the teacher/principal.

Students assigned detention shall arrange their own transportation home. Students are allowed to ride the late bus that leaves from the Elementary School, if they need school transportation.

If a student is absent on the day he/she was assigned to serve detention, he/she will be required to serve detention upon returning to school. All assigned detentions must be served by the end of the school year. Detentions not served by the end of the school year will be carried over to the next school year or served in summer. A senior must serve all assigned detentions before he/she is allowed to participate in the graduation ceremony.

Discipline Referral Forms

When students do not meet the behavioral expectations, the teacher or staff member shall fill out a Discipline Referral Form (hard copy or behavioral form via Infinite Campus). When the final disciplinary measures are decided, a copy of this form may be given to the student and the teacher making the referral. Based on the type of behavior and level of discipline, a copy may be placed in the student's discipline file and documented in Infinite Campus.

Drug and Alcohol Use (Board Policy #5530)

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

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

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

Students are not to consume alcoholic beverages, illegal intoxicants or controlled substances before or during school hours or school activities (home or away). Students are not to have any alcoholic beverages or illegal intoxicants in their possession during school hours or at school activities. Violations for use, consumption or possession of any alcoholic beverage, illegal intoxicants (including near beer), or controlled substances on school grounds will be as follows:

First violation may result in any or all of the following: confiscation of intoxicant or controlled substance; parental notification; law enforcement citation and/or fine; Screening, Brief Intervention and Referral to Treatment (SBIRT) evaluation; 3-5 days out of school suspension.

Second Violation may result in any or all of the following: confiscation of intoxicant or controlled substance; parental notification; law enforcement citation and/or fine; Screening, Brief Intervention and Referral to Treatment (SBIRT) evaluation; comprehensive alcohol and drug assessment and follow-up; clinical counseling evaluation; 4-5 days out of school suspension.

Third Violation will result in the following: confiscation of intoxicant or controlled substance; parental notification; law enforcement citation and/or fine; 5 days out of school suspension; recommendation to the Board of Education for expulsion.

The severity of student misconduct may merit as an initial step to a recommendation to the Board of Education for expulsion.

Due Process

- Students will have the opportunity to be heard and respond to the evidence or the witness against him/her.
- Students will have an opportunity to show that the rules or laws being applied to him/her are unreasonable, arbitrary, or discriminatory.
- Students charged with a suspendable offense will be given a notice of the specific charges against him/her and an opportunity to give his/her side of the story in an informal or formal procedure.

Electronic Communication Devices - Cell Phones

Cedar Grove-Belgium High School allows students to **access and** use personal electronic devices or cell phones in school buildings and on school grounds, before school, after school, during passing periods, and at lunchtime. Using a PED in school is a privilege and not a right. Students are expected to be responsible in using the PED.

- Students may keep cell phones (PEDs) in their locker and access them during one of the permitted times. This does not include any times that they may need to leave class to use the restroom, go to their locker, get a drink, etc.
- Upon entering a classroom for class or Rocket Block, **if a student has not left the device in their locker**, they must place their cell phone (PED) in their assigned pocket. Cell phones (PEDs) are allowed in the classroom, but must stay in the assigned pocket until the end of the class period unless a teacher allows access for a specific educational purpose. **If a student does not leave the device in their locker or place the device in the assigned pocket, it will be confiscated and placed in the HS office for the remainder of the school day.**
- **Headphones may not be in students' ear(s) during the school day, unless it is permitted in class to access music. This is only allowed if the teacher deems it necessary or appropriate.**
- **Smart watches are allowed and do not need to be placed in the PED pocket unless they are used during class to communicate or access their PED, or a teacher deems it a distraction, or necessary to remove during any type of an assessment, etc.**

Teachers may choose to allow students to **access and** use personal electronic devices if they determine that *it will enhance learning, or needed for a specific educational purpose*.

Consequences for accessing or using cell phones (PEDs) during class periods whether in the classroom, or in the hallway/other area in school are as follows.

- When a student accesses their cell phone (PED), **at any time**, during a class or Rocket Block, the student's cell phone (PED) will need to be surrendered to the teacher and the student will be able to pick their phone up from the office at the conclusion of the day **or when they are excused to leave the building.**
- This procedure is the same, **whether a student is in or out of class (hallway, bathroom, cafeteria, etc.) and it is** during a class period or Rocket Block, unless there is permission granted by a teacher for a specific purpose.
- When a student accesses a phone during a time that they are not allowed, the following consequences will occur.

- **First, Second, and Third Violations** - A referral will be submitted by a staff member and the cell phone (PED) will be **confiscated and** stored in the HS office until the end of the school day. The student may pick up their cell phone (PED) after the dismissal bell (2:55) or when the student leaves for the day. **The parent will be called, if not prior to the third violation, after the third violation to inform them of the incidents and next steps.**
- **Fourth Violation** - A referral will be submitted by a staff member and the cell phone (PED) will be stored in the HS office until the end of the school day. A parent will be called by the HS principal or other assigned administrator. A parent will be expected to pick up the cell phone (PED) after the dismissal bell (2:55), unless the parent must pick up prior to this time due to any circumstances.
- **Fifth Violation and Beyond** - A referral will be submitted by a staff member and the cell phone (PED) will be stored in the HS office until the end of the school day. A meeting will be scheduled with the student and at least one parent to discuss possible consequences and/or a plan for managing the cell phone (PED). This meeting must occur prior to the cell phone (PED) being returned to the parent of the student.

Expulsion (Board Policy #5610)

Grounds - The following reasons may be considered sufficient cause for student expulsion:

- The willful or malicious destruction of school equipment or property.
- Possession or sale of drugs, alcohol, tobacco, electronic devices (vapes, etc.) on school property and/or at school sponsored activities off school property. (Including being on school property or at school activities under the influence of drugs or alcohol).
- Behavior that leads to the physical and moral deterioration of the school.
- Repeated refusal or neglect to obey the school rules or board policies.
- Engaging in conduct, which endangers the property, health or safety of others.
- Use or possession of a weapon on school grounds or at school activities. (Guns are never allowed on school property. Students that hunt, shoot trap, etc. may not bring any guns onto school property, which includes being stored in vehicles parked on campus.)
- Under this law, Wisconsin Act 191, no person may carry or display a "**facsimile firearm**" (any replica; toy, starter pistol, or other object that bears a reasonable resemblance to or that reasonably can be perceived to be an actual firearm) in a manner that could reasonably be expected to alarm, intimidate, threaten or frighten another person.

Purpose

Expulsion is limited or permanent termination of enrollment by action of the Board of Education. The purposes of expelling a student is to maintain an orderly educational system, to eliminate undesirable influences on other pupils, and/or to rehabilitate pupil conduct. It may be imposed when other remedies have been exhausted or when the severity of conduct merits it.

Suspension (Board Policy #5610)

Removal from the instructional setting will be used only when necessary. For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

In-School Suspension

Students who have violated any section of the Code of Conduct may be assigned to in-school restriction and detention by the principal.

Out-of-School Suspension

The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a

school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.

Tobacco Use/Possession (Board Policy #5512)

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

Violations for possession or using tobacco products, tobacco related devices, or electronic cigarettes, juuls, vapes, etc. on school property or at school functions will be as follows:

First violation may result in any or all of the following: confiscation of tobacco product(s) or electronic devices; parent notification, law enforcement citation and/or fine, 1 day in-school or out of school suspension; Screening, Brief Intervention and Referral to Treatment (SBIRT) evaluation and follow-up.

Second violation may result in any or all of the following: confiscation of tobacco product(s) or electronic devices; parent notification, law enforcement citation and/or fine, Screening, Brief Intervention and Referral to Treatment (SBIRT) evaluation; comprehensive evaluation and follow-up; 2-3 days out of school suspension.

Third violation may result in any or all of the following: confiscation of tobacco product(s) or electronic devices; parent notification, law enforcement citation and/or fine, Screening, Brief Intervention and Referral to Treatment (SBIRT) evaluation; comprehensive evaluation and follow-up; 4-5 days out of school suspension; recommendation to the Board of Education for expulsion.

SECTION IV GENERAL SCHOOL PROCEDURES & POLICIES

Co-Curricular Code ([link](#))

The Cedar Grove-Belgium School District sponsors and encourages student participation in co-curricular activities as a means of providing opportunities for personal growth, skill development, socialization, creativity, and competitive experience. The value of supplemental activities is recognized as important to the total educational process.

It is the position of the Cedar Grove-Belgium School District that involvement in co-curricular activities is a privilege and not a right. This privilege brings with it accompanying responsibilities and expectations. It is in the interest of the school and community that standards for participation be established and administered. These standards and expectations have been established and students are expected to adhere to these expectations outlined in the [Co-Curricular Code \(link\)](#).

- All students and parents/guardians are required to sign the [Co-Curricular Participation Form](#) annually, prior to participation in any co-curricular activity.
- Students must be in attendance at school for **the entire school day of the activity** to be eligible for the activity (practice, performance, or contest). Students who miss any part of the school day, with an unexcused absence (as outlined in Section I of this handbook), will not be allowed to participate in practice or contests that day unless appropriate documentation is provided, or granted permission by the principal.
- If a student is removed from a class for behavioral reasons on a day of a co-curricular activity, he/she may not be allowed to participate in that activity.

Daily Bell Schedule

Cedar Grove-Belgium High School schedule alternates between an A/B Block schedule. Both A and B days will operate using the daily bell schedule. In the event of a late start, we will use the 2 hour delay bell schedule. A special bell schedule will be used on days that include special events, assemblies, state assessments, or other special bell schedule days.

Daily Bell Schedule	
1st Block 7:43 - 9:10 (87)	
2nd Block 9:14 - 10:44 (90)	
3rd Block and Lunch Periods	
1st Lunch (1) L - 10:44-11:14 (30) C - 11:18 - 12:45 (87)	2nd Lunch (2) C - 10:48 - 12:15 (87) L - 12:15 - 12:45 (30)
Rocket Block 12:49 - 1:24 (35)	
4th Block 1:28 - 2:55 (87)	

2 Hour Delay Bell Schedule	
1st Block 9:45 - 10:45 (60)	
2nd Block 10:49 - 11:49 (60)	
3rd Block and Lunch Periods	
1st Lunch (1) L - 11:49-12:19 (30) C - 12:23 - 1:23 (60)	2nd Lunch (2) C - 11:53 - 12:53 (60) L - 12:53 - 11:23 (30)
Rocket Block 1:27 - 1:51 (24)	
4th Block 1:55 - 2:55 (60)	

Fire Alarms and Drills

- All students and staff should react immediately and use the closest proper exit when a fire alarm is activated. Students are to report to their teacher in a designated area outside the building.
- Teachers will leave the classroom first and check the hallway for safety.
- The last person out of a room is to close the door tightly.
- The first person out of an exit door should hold the door open for all exiting the building, then close it tightly.
- Students who are not in any classrooms at the time of a fire should take the closest and most direct exit route, reporting to the closest teacher outside of the building.
- In the event of a fire blocking your exit route, take the next logical exit route.
- Teachers will take attendance when outside and account for any missing or extra students and staff.

Hallway and Passing Time Expectations

The passing period is four (4) minutes and should be used for a student to exchange materials at his/her locker, visit the restroom, fill a water bottle at the water bottle filling station, etc. A student should arrive at his/her next class prepared and with all necessary materials, before the bell rings. A student is allowed to use their PED during the passing period if he/she chooses.

Students should not be present in the hallway during class time without permission from a teacher or administrator. Any teacher or staff member has the authority to check with a student in the hallway to see if he/she has permission to be in the hallway. Any student not following expectations may be issued appropriate consequences by a teacher, staff member, or administrator.

The following expectations are to be practiced in the hallway.

RESPECTFUL	RESPONSIBLE	READY
<ul style="list-style-type: none">• Keep to the right• Walk with eyes up• Use appropriate language• Honor space and belongings• Follow adult directives	<ul style="list-style-type: none">• Use technology appropriately• Use conversational volume• Move with the flow of traffic• Keep hallways clean	<ul style="list-style-type: none">• Bring needed materials to class• Keep locker clean and organized

Library Expectations

Teachers are encouraged to take classes to the library. Teachers will communicate with the library staff on availability and accompany the class when this happens. Teachers who send unaccompanied students to the library must communicate with the library staff.

When a student is scheduled for an independent class or study hall in the library, they must follow the library expectations.

The expectation is that all students in the library use the library as a place of quiet study or place to use the resources available in the library. If a student abuses the library expectations, they may be asked to leave, may not be allowed to work in the library, or may not be allowed to use the library resources.

Lockers and Locks

- Lockers are assigned by the school administration each year. Locker searches by administration will occur at least once a year and when deemed appropriate. (See Board Policy #5771). Only school issued (gold-faced locks) can be placed on hall lockers. All other locks will be cut off. Students will be charged \$8.00 for lost or damaged locks.
- The student assumes complete responsibility for all items in his/her locker. Students will reimburse the school for any damage to lockers or school materials taken from lockers. **Students must keep lockers locked.**
- Students in physical education classes and athletics will be assigned a locker and lock for use in a locker room. This locker must also be kept locked at all times with a school lock. Replacement lock fees are \$8.00.
- Backpacks, book bags, jackets, lunches, and other personal items not needed for the duration of the school day should be placed in lockers upon arrival to school and remain in lockers until the end of the school day or needed.

Lost and Found

Articles that are turned into the office will be placed in a Lost and Found bin located near the high school office. Articles that are not claimed within 30 days will be donated or disposed of.

Lunch Program and Lunch Time Procedures (Board Policy #8500)

- Hot lunch and Ala Carte are both served in the cafeteria each day.
- Students may bring their own cold lunch to eat.
- Students may not order food from a local restaurant and have it delivered to school, unless prior approval is given by the building principal, designee, and/or the high school office personnel.
- Students who do not follow proper cafeteria expectations may be assigned another place to eat during lunch, or may have other consequences issued.
- Students are able to go outside when weather permits, after eating lunch. All food should stay in the cafeteria. Students must stay on the sidewalk and green space to the East of the main doors and gym.

- Students are expected to stay in the cafeteria during their specified lunch, so as to not disturb classes that are in session. If it becomes necessary for a student to leave school grounds during specified lunch times, permission must first be obtained from the building principal, designee, and/or the high school office personnel.
- Students are allowed to access/use their PED during their lunch period.
- The following expectations for the cafeteria will be followed during lunch and throughout the school day:

RESPECTFUL	RESPONSIBLE	READY
<ul style="list-style-type: none"> • Keep all food and drink on trays • Use appropriate language • Honor space and belongings • Follow adult directives • Wait patiently in line 	<ul style="list-style-type: none"> • Use technology appropriately • Use conversational volume • Return all trays • Leave no trace 	<ul style="list-style-type: none"> • Arrive on time • Bring needed items with you

Motor Vehicle Expectations (Board Policy #8680)

The Cedar Grove-Belgium School District provides bus transportation service to students within the district. The state law in regard to speed is 15 miles per hour in a school zone. This includes Rocket Boulevard. Failure to follow the traffic safety expectations on school grounds may not be allowed to park on campus for a determined amount of time.

RESPECTFUL	RESPONSIBLE	READY
<ul style="list-style-type: none"> • Refrain from loud disturbances (excessive horn blowing, revving engine, squealing tires, etc.) • Wait patiently in line at arrival and dismissal. • Be courteous and allow cars through, when waiting. • Leave visitor and labeled parking stalls for intended use 	<ul style="list-style-type: none"> • Operate vehicles using appropriate speed (10 mph in parking lots) • Drive in a safe manner at all times in parking lots and entrances. • Park in designated stalls in an orderly fashion. • Report any accident if occurred 	<ul style="list-style-type: none"> • Arrive on time at the appropriate speed. • Bring needed items with you. • Remove all items needed for the day from the vehicle and store these in lockers, etc.

Registration and Fees

All students must register for school and classes using the Infinite Campus online portal. When needing assistance, please contact the high school office.

Each student registering for classes will be required to pay a \$30.00 general materials fee and a yearly technology fee. Additional fees will be assigned to students taking some elective courses. Students are expected to furnish necessary materials for class, including folders, notebooks, writing utensils, etc.

General Materials Fee (All Students)	\$30.00
Technology Fee (All Students)	\$25.00
Additional Course Fees for Specific Elective Courses	
Art Courses	\$15.00
Food Science Courses (Culinary Arts I & II, World of Foods, Rocket Cafe)	\$15.00
Tech Ed Courses (Intro to Tech/Eng., Metals Courses, Welding, Sm. Engines, Adv. Manufacturing)	\$15.00
Woodworking Courses - <i>Fees may increase based on the project chosen and type of wood.</i>	\$15.00 +
Band Course Rental - Instrument Rental	\$65.00
Band Course Rental - Drum Rental	\$65.00
Band Course Rental - If Own Drums	\$30.00
Band Uniform Yearly Cleaning Fee	\$10.00
Choir Uniform Yearly Cleaning Fee	\$10.00

Student Council (Board Policy #5820)

The High School Student Council consists of five to seven representatives from each grade, 9-12, who are elected by classmates to carry out the various duties of the Council. Applications for these two types of sponsorships can be obtained from the high school office. The Student Council administration must approve the application and recipients can be expected to give a report to a part of or the whole student body. The Student Council is an organization whose members serve as their official representatives in matters of concern to the entire school. It provides a medium through which student opinion may be heard and a forum for the consideration of common school problems. The Student Council also plans and implements service projects and social activities.

The Board will recognize the Student Council as the official voice of the student body for students in grades 9 – 12 and for the purpose of:

- giving students practical experience in organizing, planning, and affecting outcomes;
- developing student leadership;
- providing a learning experience in democratic decision making;
- offering another avenue toward the realization of the goals of this District.

Textbooks

Students will be issued textbooks to use for many courses. It is expected that students use the textbooks for purposes of the class and return textbooks with a normal use of wear and tear. Students will be charged for any damaged or missing textbooks at the end of the school year, if applicable.

Tornado Drills and Severe Weather

- Tornado warnings will be issued via the P.A. system from the high school office.
- Teachers should direct and accompany their classes in a quick and orderly manner to the appropriate and closest tornado shelter. (Interior room 109, 111, 113, 123, 127, or locker room).
- Faculty members will disperse students evenly in rooms designated as tornado shelter.
- All students and staff will remain in designated areas until notification that the tornado threat no longer exists.

Visitors

All visitors to Cedar Grove-Belgium High School will need to follow established district procedures, including the presentation of a driver's license (for scanning in the Raptor System) prior to gaining entrance. The school reserves the right to deny visitors. Approved guests must wear an office issued visitor's pass.

Non-Cedar Grove-Belgium students are not permitted on campus unless given permission from the main office. Any CGBHS student requesting a visitor must get pre-approval from administration and each of their teachers. The visitor's current school may be contacted to verify that the visiting student is in good standing.

SECTION V

ACADEMICS & STUDENT ENROLLMENT

Academic Recognition

Academic Awards

Academic letters will be awarded to all students who have achieved a cumulative 3.75 grade point average or higher at the end of their 3rd semester. After earning an academic letter, a student will earn the silver lamp of knowledge pin by maintaining a 3.75 cumulative grade point average or higher at the end of their 5th semester. By maintaining a cumulative 3.75 grade point average or higher after the 7th semester, the student will earn a gold lamp of knowledge pin.

Honor Graduates

Honor cords are awarded, and worn during the graduation ceremony, by students achieving certain levels.

- Gold cords - awarded to students graduating with a cumulative grade point average of 4.0 or higher.
- Silver cords - awarded to students graduating with a cumulative grade point average 3.8-3.99.

Honor Roll

Honor roll is the non-cumulative grade point average that is determined by totaling the grade points earned divided by the number of courses taken each quarter. Honor roll will be published following the completion of each quarter. Students must take a minimum of 20 class hours (4 classes) to qualify for the honor roll.

- Students qualify for high honors by achieving a 3.8 grade point average or higher.
- Students qualify for the honor roll by achieving a 3.2 - 3.79 grade point average.

Academic Honesty Policy

All school work submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Academic dishonesty includes, but is not limited to: plagiarism, forgery, copying, or stealing another person's work, etc. Any form of academic dishonesty is illegal, unethical, and prohibited.

Academic dishonesty includes, but is not limited to, the following:

- Presenting materials taken from sources, such as books, periodicals, newspapers, or the internet without appropriate citation.
- Submitting another person's work as one's own.
- Copying another person's homework, test, quiz, project, presentation, etc.
- The use of AI tools (such as ChatGPT or similar platforms) to complete assignments, projects, or assessments without teacher permission. Submitting AI-generated work as your own, without proper citation or authorization.
- Providing or accepting answers to specific questions on any type of assessment.
- Unauthorized changing of answer(s) on an assessment or assignment after grading.
- Unauthorized copying or downloading of electronic information.
- Unauthorized use of an electronic translator or native speaker for foreign language.
- Using notes on an assessment when not permitted by the teacher.
- Using a PED or other camera to share, transmit, message, etc. assessment content or answers.
- Theft of academic materials, including taking a picture of assessments, etc.
- Alteration of grades in a grade book, Infinite Campus, or other grading software.

Academic Honesty Procedures

Teachers will review what is acceptable and what is unacceptable, ultimately defining academic honesty and defining expectations of students enrolled in the course, within the first week of the course.

If a student is found violating the Academic Honesty Policy, the following steps will be implemented once the burden of proof indicates that the Academic Honesty Policy has been violated.

- The classroom teacher will document the incident in writing and contact a parent/guardian to explain the incident. The teacher may request a parent, teacher, and student conference to discuss the incident.

- The teacher reserves the right to assign a student no credit for the assignment or provide the student with an alternative assignment, assessment, etc. so as to allow the student to demonstrate proficiency with regard to the specific standards(s)/learning outcomes.
- Depending on the severity of the violation and/or number of repeated violations for a student, administrative disciplinary action may be taken. Disciplinary consequences will be progressive in nature as repeated violations occur. A copy of incidents may be documented in the student's discipline file.

If there are multiple, verified violations within the same course, the student may be removed from the course and receive a W/F for the course. If the class is required for graduation, the student may be required to retake the class.

If a student is found in violation of the Academic Honesty Policy a second time

- The student may be found ineligible for membership to the National Honor Society.
- Ineligible to hold an office for a class position or Student Council.
- Ineligible for the position of valedictorian, salutatorian, or honor roll.

Class Changes

The master schedule is built using course requests and budget constraints, with schedules being finalized to allocate teaching assignments. Therefore, there is very limited flexibility in making course changes after establishing the master schedule. **Schedule changes will not be made unless it is absolutely necessary.** If there are extenuating circumstances and "compelling reasons for a schedule change" are met, a student's schedule may be changed.

Schedule changes will only be made during the first five days of a semester when compelling reasons are met and all signatures are obtained. After these five days, students withdrawing from a course will receive an "F" on their transcript, unless deemed essential by the high school administration.

In the event of a schedule change, a student must submit a completed **Schedule Change Request Form** ([located on the school website](#)), with all appropriate signatures, to the high school office.

Class Rank and Cumulative GPA (Board Policy #5430)

The class rank is determined from the cumulative grade point average. The cumulative grade point average is calculated at the end of each semester. The cumulative grade point average is calculated by totaling grade points from semester grades and dividing by the number of academic credits taken.

Grade Point Average

Grade	Percentage	4 Point Scale	5 Point Scale
A/A+	93-100	4.0	5.0
A-	90-92.99	3.67	4.67
B+	87-89.99	3.33	4.33
B	83-86.99	3.0	4.0
B-	80-82.99	2.67	3.67
C+	77-79.99	2.33	3.33
C	73-76.99	2.0	3.0
C-	70-72.99	1.67	2.67
D+	67-69.99	1.33	2.33
D	63-66.66	1.0	2.0
D-	60-62.99	0.67	1.67
F	0-59.99	0.0	0.0

Early College Credit Program (Board Policy #2271)

The Board of Education will allow any high school student who satisfies the eligibility requirements of the Early College Credit Program (ECCP) to enroll in an approved course at an ECCP-approved institution within the University of Wisconsin System, a tribally controlled college, or a private, nonprofit institution of higher education located in the state, while attending in the District. Students will be eligible to earn high school credit, post-secondary credit, or both, provided they complete the course and receive a passing grade. The District's responsibility to pay for tuition, fees, books and other

necessary materials shall be limited to eighteen (18) postsecondary credits per student. Please see the school counseling department for additional information.

Grade Promotion

Students are expected to earn enough credits per year to remain on pace for graduation. Students not meeting the minimum number of required credits to be promoted will be assigned to the appropriate homeroom teacher and their schedule will be adapted to reschedule required classes that have been failed. Students must earn the following credits to be promoted into the next grade level.

- Freshmen must complete the 8th grade.
- Sophomores must have earned 7 credits.
- Juniors must have earned 14 credits.
- Seniors must have earned 21 credits.

Human Growth and Development Instruction (Board Policy #2414)

CGB High School offers a health curriculum that includes education in human growth and development. An overview of the curriculum is available by appointment with the health teacher through the high school office.

National Honor Society

Membership in the National Honor Society is a mark of achievement. Appointment to the National Honor Society is one of the highest honors that can be awarded to a student by a high school. It signifies high standards of scholarship, service, leadership, and character. It is an honor bestowed upon a select group by the Cedar Grove-Belgium High School Faculty Council on behalf of the entire CGBHS faculty. To be eligible for consideration, and apply for induction, a student must be a sophomore, junior, or senior who has a 3.4 cumulative grade point average.

Members of the National Honor Society do not simply have a high grade point average, but also demonstrate characteristics from all four criteria. Scholarship includes work habits, classroom contributions and the desire to meet more than the minimum requirements. Leadership includes positions such as class officer, committee chairperson and team captain, as well as the ability to take charge of a variety of functions and achieve cooperation from fellow students. Character includes qualities of honesty, sincerity, dependability and cooperation. Service includes participation in school and community organizations and activities, plus a willingness to sacrifice time and effort for the welfare of others.

Final selection of membership to the National Honor Society will be made by a majority vote of the Faculty Council members in January or February. The formal induction ceremony for NHS will take place during the spring quarter.

Report Cards

Report cards will be posted every nine weeks and can be accessed using the Infinite Campus Parent Portal. Students and parents can constantly monitor student grades using Infinite Campus. Any questions about grades should initially be directed to the teacher.

Transfer Students

High school students transferring to Cedar Grove-Belgium High School will be allowed credits earned in their previous schools, but must meet all graduation requirements established by this policy. Some accommodations may be made and graduation requirements may be adjusted to allow for differences between schools.

Cooperative Work Experience

A student may apply for, and be granted, a cooperative work experience matching their ACP and related future plans, while substituting up to one block per day with the possibility of receiving credit. This must be approved by the high school counselor and administration prior to starting the coop in order to receive the credit.

Youth Apprenticeship

Youth Apprenticeships are unique opportunities for juniors and seniors to start preparing for careers while still in high school. Programs combine academic education, occupational instruction, and work-based learning with an employer. Juniors and seniors enrolled in the YA program are able to be excused up to 2 blocks a day to attend their YA placement. At the present time apprenticeships are available in the following program areas:

- Agriculture, Food, and Natural Resources
- Architecture and Construction
- Art, A/V Technology, and Communications
- Business Administration
- Education
- Finance
- Government
- Health Sciences
- Hospitality and Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections, and Security
- Manufacturing
- Marketing
- Science, Technology, Engineering, and Mathematics (STEM)
- Transportation, Distribution, and Logistics

Students interested in Youth Apprenticeship should meet with our Youth Apprenticeship advisor, in the high school office. Students will need to apply using the YA application (scan the QR code below for a link). Completed applications should be submitted to the high school office.

QR Code to the application link



SECTION VI GRADUATION

Graduation Requirements (Board Policy #5460)

4 Credits	English Language Arts
3 Credits	Math
3 Credits	Science
3 Credits	Social Studies (1.0 US History, 1.0 World Studies, .5 Economics, .5 Civics)
1.5 Credits	Physical Education (.5 credits in grade 9, 10, and 11. 12th grade if not fulfilled)
0.5 Credits	Health
0.5 Credits	Computer Applications
0.5 Credits	Personal Finance
11 Credits	Elective Credits
27 Credits	Total Required Credits for Graduation

Graduation Participation

A student must meet all graduation requirements established by the Board of Education. Students may not be not allowed to participate in the graduation ceremony if...

- All academic requirements for graduation are not met.
- The student owes fees, fines, or dues.
- The student needs to fulfill time in the form of detention resulting from behavior, absences, or truancy.

Early Graduation Procedure (Board Policy #5464)

Students are expected to take a full load of courses (4.0 credits) each semester, unless circumstances arise for a special need. It is possible and permissible for a student to graduate from high school in seven semesters provided the student follows the steps listed below and is able to meet the school's requirements.

- The student meets the school's 27 credit requirements.
- The student has at least a 'B' academic average at the end of his/her sixth semester.
- During the sixth semester, or no later than October 1 of the seventh semester, the student completes an early graduation request ([click link](#)) and submits an endorsement and signatures of his/her parents or legal guardian as well as clearly expressing the reasons for the request.
- The matter is thoroughly reviewed by the student and his/her counselor, as well as the high school principal.
- A conference is held, involving the student, his/her parents or legal guardian, the high school counselor, and the high school principal.
- The principal will evaluate the request and its merits, and forward his/her recommendations to the superintendent for consideration and school board action.
- The CGB School Board will have final authority to approve or disapprove the application.
- The CGB School Board reserves the right to revoke permission if the student's grades drop, or if conduct is such that the special privileges are not warranted.

SECTION VII GENERAL INFORMATION

After School Hours and Access

During the regular school day all students, parents, and other visitors must enter through the main doors (entrance A) and pass through the high school office. The school building doors are unlocked at the completion of the school day and nights of performances. When students meet for a designated activity, there must be a teacher or advisor present who is responsible for the particular activity.

Age of Majority (Age 18)

Students are not exempt from complying with school rules, procedures, and expectations enacted by the school board because they have reached the age of majority. Students are subject to the same disciplinary actions as other students for violations of school rules and regulations. Students who are emancipated will be treated on a case-by-case basis.

Attendance at Assemblies

Students are expected to attend all assemblies and/or pep rallies. High school students having an understandable reason for not attending assemblies or pep rallies are to report to the high school office or room designated by the principal, and expected to use the time appropriately.

Class Finances

- All school classes, clubs and activity funds shall be handled through the district office. Receipts and disbursements shall be turned in to the appropriate advisor and handed into the high school office for processing. Advisors must keep an accurate record of all transactions.
- All fundraisers must be pre-approved by both the class advisors and the principal.
- When a class graduates from high school, the class funds may be used for the purchase of a gift to the school. Any monies left over may be used to cover class debts, obligations, or other gifts..

Closed School Dances

All school dances must be planned by a school organization or class. Dances will be limited to Cedar Grove-Belgium High School students only, with the exception being a Cedar Grove-Belgium student may make a special request to bring a friend. The student must apply at least 24 hours in advance for permission for the non-Cedar Grove-Belgium student to attend the dance. Forms are available in the office. These forms must be signed by the principal to be valid.

- All dances will end by 11:00 p.m., unless prior approval is granted by the principal.
- The organization may set fees for the dance.
- Once a student leaves the building during a dance, he/she will not be permitted to return to the dance and should leave school grounds.
- At least four adult chaperones must be present, with at least two of them being teachers or staff members.

Homecoming Court Selection Procedure and Qualifications

The court will consist of 14 students (7 males and 7 females) from the senior class that have participated in, and completed, any school extracurricular (athletic team or forensics) in the previous winter, spring, or current fall season. The students must be in “good standing” (academics, behavior, and attendance).

- The senior class will vote to determine the court from a list of eligible seniors. Students may choose to be removed from this list.
- The entire 9-12 student body will vote for one female and one male from the slate of court members to determine the Homecoming Queen and King.
- Students who have served as Queen or King of a Prom Court shall be ineligible for the Homecoming Court.
- All court members will be responsible for cleaning up after the dance is over.

General Court Academic Qualifications

A student failing a course at the end of the three (3) week eligibility check will not be eligible for court until satisfactory progress has been demonstrated and approval to participate is granted by the staff member(s) that issued a failing grade(s). If the student is unable to improve the status of the failing grade to satisfactory progress, the next highest vote

receiver shall be asked to represent his or her class on the court. If there is not time to get a replacement, the vacancy created will not be filled. (Note: This includes all courts: prom, homecoming, winter dance, etc.)

College Visiting Day

Visiting a college or university is a privilege granted to juniors and seniors. Students must follow proper procedures to retain this privilege.

- Students should discuss plans with the high school counselor and complete a pre-planned absence form. Completed forms should be turned in to the main office before the visit.
- Parents will be responsible for the transportation and supervision of their child when visiting a college.
- Students may be excused up to three times during their high school career for college visit days.

Extracurricular Trips (Board Policy #8640)

- Students representing Cedar Grove-Belgium High School in extra-curricular events will ride in the school approved vehicles to all activities. Only by mutual agreement between parents and the high school principal, or assigned designee, will any exception be made to this provision. All requests must be made in writing, pre-approved by the principal, and a parent must provide transportation.
- Students must respect the decisions of the authorized chaperon appointed by the school.
- Students must ride the bus home from all activities, unless a parent/guardian signs their child out at the event.
- Students who do not meet the expectations of the rules and regulations regarding school bus transportation will not be allowed to participate in extracurricular events.

Field Trips

Bus or other forms of transportation will be used whenever students are going on a field trip. In some cases students may be required to provide a fee for the cost of transportation. A field trip permission form must be signed by a parent before a student is allowed to attend a field trip.

Fundraising (Board Policy #5830)

- Fundraising will be limited to classes and school organizations that do not receive district funds other than advisor salaries. Any exceptions to this rule must receive approval from the building principal using the approval form.
- Fundraising must not interfere with the school educational program or be in direct competition with local merchants.
- Some fundraising activities will be reserved for certain organizations and spaced throughout the year.
- Fundraising money should not be stored in student lockers and should be turned into the advisor at the end of each day. The advisor is responsible to document that all money received matches the items sold and that a receipt is issued for all money received, submitting all money to the high school office at the end of each day.
- All school organizations must deposit all proceeds from fundraisers into the student activity account.

Immunizations (Board Policy #5320)

Students must show proof that they have received the required immunizations. When a student has received additional immunizations, he/she must bring proof of dates to the high school office.

Medication (Board Policy #5330)

Students that are required to take prescribed medications will check the medication into high school office personnel. Parents wishing to have prescribed medication dispensed at school must sign a consent form. Prescribed medications dispensed at school must be in the original container. Students must not share medication prescribed to him/her with another student. Medications such as asthma inhalers or over the counter products may be kept by the student.

Meningococcal Disease Information (Wisconsin State Statute 118.03(3))

Per Wisconsin State Statute, public high schools are required to inform parents about how to obtain information regarding meningococcal disease. This information can be found at various websites including the Center for Disease Control (<http://www.cdc.gov/meningitis/index.html>) and the Wisconsin Department of Public Instruction (<https://dpi.wi.gov/sspw/pupil-services/school-nurse/communicable-diseases>).

Message Board

A message board will be located in the window of the main office. Students should check for their name and stop by the office to pick up the messages that they may have. The office will relay emergency messages directly to the student, when needed.

School Closings

Announcements of school closing because of inclement weather will be made over radio stations WHBL 1330 AM, and TV Channels 4, 6, 12, & 26 as early as possible. Parents will also be contacted through the school district's **Infinite Campus Messenger** notification system.

Snowmobiles and All Unlicensed Motor Vehicles

Snowmobiles and all unlicensed motor vehicles are not allowed on school property by order of the Board of Education. Prior to the first snowfall and snowmobile trails opening, the Board of Education may give the principal permission to allow students to park snowmobiles on school property (north of the MAC). Students wishing to park snowmobiles on the CGBHS campus will need to contact the principal. A meeting will be scheduled with the principal to communicate expectations. Students are expected to follow parking expectations, including speed limits. Violators may be referred to the Sheboygan County Sheriff and students not meeting expectations may be restricted from parking snowmobiles on school grounds.

Special Events - Homecoming, Prom, etc.

All special events must be approved by the principal and will be scheduled on a day when the class advisors can be present. Special events should not conflict with other school activities. When events are scheduled such as a dance, the principal must be informed at least one week before the event as to who will be chaperoning the event. All work for the event should be done outside of class time.

Student Insurance

The school district **does not provide** any type of health or accident insurance for injuries incurred by your child at school. In the event that a student needs insurance, they may contact the CGBSD district office.

Use of School Phones

In times of need, a student may get permission to use the phone in the high school office.