

2025 - 2026 Orange Guide



Plymouth Comprehensive High School

Student/Parent Handbook

PLYMOUTH, WISCONSIN

OUR MISSION

**is to encourage everyone to see and be his/her personal best
through successful learning experiences.**

BECOME YOUR BEST!

BOARD OF EDUCATION

**Tony Backhaus
Janell Bohn
Sally Isely
Aaron Martell
Dan Steinhardt
Kathy Tournour
Bob Travis**

SCHOOL BOARD POLICIES

* * * * *

School Song

**Here's a toast to Plymouth High School
To Plymouth, good and true;
Here's a toast to Plymouth High School
We raise our hats to you!
U - rah - rah!
Ever may our hearts be loyal
Without a peer we stand;
Here's a toast to Plymouth High School
It's the best school in the land.**

High School Administration

Joe Brandl Principal

Andy Novak Associate Principal

High School **Attendance** Phone: (920) 892-5005

High School Office Phone: (920) 893-6911, at prompt Dial 3

High School Fax: (920) 892-5070

Linea Española: (920) 892-5102

District Office Staff

Scott Stier	District Superintendent
Dena Budrecki	Asst. Superintendent, Curriculum & Instruction
Kevin Butters	Activities Director
Anne Gamoke	Student Services & Special Education Director
Jenny Goelzer	Food Service Director
Katrina Henschel	Administrative Assistant-Superintendent/School Board
David Hickmann	Social Worker
Nikki Lensmire	Administrative Assistant-Payroll/Benefits
Carly Lenz	Community Education Director
Matthew Olig	Occupational Therapist
Andrea Miller	School Nurse-PHS and Riverview
Denall Moore	Administrative Assistant-District Office entry
Abby Poppe	Administrative Assistant-Student Services
Julia Mulder	Administrative Assistant-Account Payables
Shawna Sabourin	School Psychologist
Valerie Wacker	Speech Therapist
Amy Williams	Manager of Business Services
Kurt Zolp	Computer Services Director

District Office Phone: (920) 892-2661

Fax Number: (920) 892-6366

District Web Address: www.plymouth.k12.wi.us

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All receiving, whether via paper or electronic method, and signing the "Orange Guide Acceptance Statement" are responsible for being aware of and abiding by all rules and policies set forth in this Orange Guide.

2025-2026 Staff Members

Agriculture/Horticulture

Heinbuch, Tracy	Horticulture
Schweitzer, Jenna	Agriculture

Alternative Education

Cole, Jason	Alternative Education-Onsite
Guy, Emily	Alternative Education-Offsite
	Alternative Educational Assistant
Wieser, Courtney	Alternative Education Assistant

Business Education

Williams, Joel	Business Education
Williams, Todd	Business Education

Counseling

Cadman, Cathy	Secretary
Hickmann, David	Social Worker
Rickmeier, Megan	Counselor
	Class of 2026-2027 Alpha A-I
	Class of 2028-2029 Alpha A-F
Sabourin, Shawna	School Psychologist
Theune, Theresa	Counselor
	Class of 2026-2027 Alpha J-P
	Class of 2028-2029 Alpha G-O
West, Erik	Counselor
	Class of 2026-2027 Alpha Q-Z
	Class of 2028-2029 Alpha P-Z

English

Capozzi, Bradford	English
Colombo, Jack	English
Feick, Brad	English
Freund, Abbie	English
Kemmett, Julia	English
Schwartz, Allison	English
Smudde, Amanda	English

Family and Consumer Science

Lund, Connie	FCS
Wagner, Halie	FCS

Fine Arts

Krippendorf, Ryan	Art
Smith, Amanda	Vocal Music
Wisman, Cody	Instrumental Music

Library

Barrington, Jessica	Gifted/Talented Coordinator
Hummitzsch, Megan	Library Media Specialist
Rank, Mary	Library Aide

Mathematics

Coley, David	Mathematics
Daniels, Jack	Mathematics
Hickmann, Jaci	Mathematics
Karpin, Chris	Mathematics
Krebsbach, Dawn	Mathematics
Munson, Darren	Mathematics
Ross, Jeremy	Mathematics

Nursing Office / Health Room

Miller, Andrea RN	Health Room Nurse
Mourlam, Leah	Health Room Aide

Physical Education/Health

Goodman, Todd	Physical Education
Gritt, Kamie	Physical Education
Walvoord, Shaina	Physical Education

Science

Golden, JD	Science
Jaeckels, Jason	Science
Lugonic, Kelly	Science
Swineheart, Sarah	Science
Vollbrecht, Mark	Science
Young, Brett	Science

Social Studies

Anderson, Charlotte	Social Studies
Biller, Jennifer	Social Studies
Erck, Nate	Social Studies
Johnson, Cialinn	Social Studies
Smudde, Brad	Social Studies

Special Education

Albert, Margaret	Educational Specialist
Camarillo, Courtney	Educational Specialist
Crivellone, Andrew	Educational Specialist
Haapala, Michele	Educational Assistant
Klemme, Emily	Educational Assistant
Loehr, Gwen	Educational Assistant
	Educational Assistant
Perman, Tammi	Educational Specialist
	Educational Assistant
Schmidtkofer, Hunter	Educational Assistant
Tauschek, Amanda	Educational Specialist
Tiegs, Taylor	Educational Specialist (also RV)
Vater, Jackie	Educational Specialist

Technology Education

Biller, Beau	Technology Ed
Gritt, Greg	Technology Ed
Odekirk, Ken	Technology Ed
Sherman, Jake	Technology Ed

World Language

Herrera, Rommy	Spanish
Koebel, Laura	Spanish
Ramaeker, Court	Spanish

High School Office Staff

Kulow, Tammy	Attendance
Siegel, Raechel	Accounts Payables/Receivables
Wascher, Grace	Administrative Assistant/Spanish Translation

Food Service

Goelzer, Jenny	Food Service Director
Suemnicht, Joy	Chef

Custodial and Maintenance

Scott Stier/Amy Williams	Head Building/Maintenance
Pottratz, Patti	Head Custodian

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**Please see our District website for
up-to-date information:**

www.plymouth.k12.wi.us

II. SCHOOL COUNSELING AND ACADEMIC PLANNING

PHS COMPREHENSIVE SCHOOL COUNSELING PROGRAM

The mission of the Plymouth Joint School District's School Counseling program is to maximize the learning of every student. The curriculum, individual planning, responsive services, and system support focus on what all students should know, understand, and be able to do within the three domains of academic development, personal/social growth, and career development in order to develop into contributing members of our society.

PEP TALKS

Grade 9 and 11 Plymouth Educational Planning conferences (PEP Talks) are specially designed conferences to focus on students' current talents and interests, educational and career development, and information on planning for future years of high school and post-secondary development. PEP Talks are specifically designed for students to gain insight into the direction the student is headed in the future. The conferences typically last 45 minutes and are offered at various times during the school day. Junior PEP Talks are done individually with the counselor, student, and parent(s). Freshmen PEP Talks are done in small groups with counselors and students.

WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP

The graduate with the highest grade point average from each Wisconsin high school is eligible for a scholarship to attend any accredited Wisconsin public or private nonprofit institution of higher education. PHS is currently eligible to award two such scholarships. Tie breaking procedures are listed below. Scholars who continue to attend full-time with a 3.0 grade point (B) average will have their awards renewed for up to three additional years. Academic Scholarships are not based upon financial need. (See tie-breaking procedures.)

THE WISCONSIN TECHNICAL EXCELLENCE SCHOLARSHIP (TES)

Technical Excellence Scholarships (TES) are to be awarded by the State of Wisconsin to Wisconsin high school seniors who have the highest demonstrated level of proficiency in technical education subjects. The scholarships are only for use at a school within the Wisconsin Technical College System (WTCS) located within the state. The value of the scholarship is up to \$2,250 per year, to be applied towards tuition. Students wishing to be considered for the TES need to meet eligibility criteria set by the Wisconsin Higher Educational Aids Board (HEAB) and will need to be nominated by their school. (See tie-breaking procedures.) In order to be nominated, students need to fill out the Plymouth High School Local Scholarship Application.

TIE-BREAKING PROCEDURES FOR WISCONSIN EXCELLENCE SCHOLARSHIPS

Tie-breaking procedures use the following criteria for purposes of scholarship requirements, in order:

1. Total Grade Point Average earned
2. Total Cum Laude Points earned
3. Highest composite ACT score
4. Coin flip

ACCELERATED COURSES

Accelerated and advanced courses are substantially faster paced and cover rigorous curriculum in both depth and breadth that necessitates students perform independently and self-advocate to achieve the highest level of learning. Interested incoming ninth graders may apply by completing the Accelerated Classes Placement Worksheet. Upperclassmen may request accelerated courses through their specific content teacher or counselor.

ALTERNATIVE CREDIT EARNING OPTIONS

COLLEGE CREDIT COURSES

At Plymouth High School you have the opportunity to earn up to 80+ college credits as well as take advanced standing classes. For a complete list of the college credit courses offered at Plymouth High School, refer to our school counseling website phscounselingdept.weebly.com under "Senior" – College Planning timeline/resources.

ADVANCED PLACEMENT

Plymouth High School students have the opportunity to take Advanced Placement (AP) courses. At the end of an AP course, students may take an Advanced Placement examination, at family/parent/student expense, for which students can receive college credit, advanced placement, or both. For a complete listing of AP courses available at Plymouth High School, contact the counseling department. Here is the link to our district website, for the list of course offerings in our [Academic & Career Planning Guide](#).

ALTERNATIVE EDUCATION

The Alternative Education Program offers courses for credit to students who are enrolled in the Alternative Education Program. The Alternative Education Program is designed for students who are credit deficient or considered at-risk of not graduating. There are multiple programs available such as GEDO2, Independent Study, Alternative High School, and online classes.

GEDO 2 PROGRAM

Students who are at least 17 years old and are minimally 6.5 credits behind their graduating class may apply to be considered for the GEDO 2 program. Under this program the student will study for all the required HSED tests under the supervision of Plymouth High School staff. The actual tests will be taken at a technical school approved by the state of Wisconsin. In addition, the program has a required work component in which students must be employed while enrolled in the GEDO 2 program and to prepare for future employment situations. A portfolio and related [Academic and Career Planning \(ACP\)](#) experiences complete the requirements. Students who successfully complete this program will earn a Plymouth High School diploma. Application to and approval for this program will occur in conjunction with the Alternative Education Program and the Counseling Office.

HOME SCHOOL CREDIT PROCEDURES

Students who have participated in an accredited home school program will have their transcripts or grade reports reviewed by counseling personnel to determine correlating Plymouth High School courses. Credit will be granted as appropriate after review.

If no grade report or transcript is available, the student may provide evidence of their studies for review by the high school principal and the appropriate department leaders. If no evidence is available, the student may complete assessments to determine class placement and/or award credit. Placement and credit decisions will be at the discretion of the principal.

Home Schooled students must meet all Plymouth High School graduation requirements and should have full-time student status during senior year if they enter following completion of their junior year.

SUMMER SCHOOL - CREDIT RECOVERY

Plymouth High School offers an opportunity for students who have failed to earn credit for a required class during the regular school year to complete the credit through a make-up session. A limited number of courses are available. To be eligible for credit recovery, students must earn a grade of at least 50% during the regular school year or have a teacher or administrator approval. No fee is charged for the credit recovery sessions.

TRANSFER CREDIT POLICY

World History can substitute for Citizenship and/or Area Studies.

African/Asian History can be substituted for .5 credit of Area Studies.

A Religion class may be substituted for one elective credit in social studies. (If a student has more than one credit in religion, the credit(s) can be used as elective credit(s). Student's status will be considered on an individual basis. No student will be given more credits than their grade level.)

High school health credit can be waived if the student took a health class in eighth grade and the transferring school has a policy stating that high school health requirements can be met by taking health class in eighth grade.

YOUTH APPRENTICESHIP PROGRAM

Youth apprenticeships offer students the opportunity to explore future careers while they are still in high school and get paid for their time working at area employers. Youth Apprenticeship offers one- and two-year programs in fields in Agriculture, Food & Natural Resources; Architecture & Construction; Arts, Audio Visual Technology & Communications; Finance; Health Science; Hospitality & Tourism; Information Technology; Manufacturing; Marketing; Science, Technology, Engineering & Math; Transportation, Distribution & Logistics. The program offers an opportunity for students to simultaneously be enrolled in academic classes to meet high school graduation requirements and a youth apprenticeship-related class. There is no fee for the class. Students in the program are also employed by a participating employer under the supervision of a skilled mentor. This program is available to qualified juniors and seniors. For more information go to <https://dwd.wisconsin.gov/apprenticeship/ya/> and/or <https://www.newya7.org>.

EARLY COLLEGE CREDIT PROGRAM

Students at public and private high schools in Wisconsin can earn college credit through the Early College Credit Program (ECCP). A student selected for the program may be permitted to enroll in a UW System institution, or an alternative private, non-profit institution of higher education (IHE) to take one or more courses for which the student may earn high school credit, post-secondary credit, or both. Requests will be approved based on alignment with the student's academic and career plan and if there is a comparable course offered at the high school level. **Sign-up deadline for Fall/Summer classes is March 1 and for Spring classes is October 1.**

START COLLEGE NOW

Juniors and Seniors who are interested in enrolling in a course not offered at the high school level may elect to enroll in a similar course at a Wisconsin Technical College. If a student completes all requirements, the course can count for both college and high school credit. Requests will be approved based on alignment with the student's academic and career plan and if there is a comparable course offered at the high school level. **Sign-up deadline for Fall classes is March 1 and for Spring classes is October 1.**

FINANCIAL AID AND SCHOLARSHIPS

Financial aid includes grants, scholarships, loans, work study and other types of employment. There are many state, federal, and institutional programs of financial aid with varying requirements. It is the primary function of the institution's financial aid officer to consistently relate these programs to the needs of each student. At most institutions, the student no longer applies for a particular grant, scholarship, or loan, but rather for financial aid in general.

It is suggested that all graduating seniors planning to continue their education in Wisconsin Institutions of Higher Education, complete and file a free application for federal student aid (FAFSA) or Family Financial Statement (FFS), as may be required by the institution to which they are applying.

In addition to the financial aid program, several local scholarships are available to graduates of Plymouth High School. These scholarships are sponsored by local organizations interested in the youth of this school district. Information regarding scholarships is on the counseling website.

The counseling department sponsors a financial aid meeting for junior and senior families each year. Both students and families are encouraged to attend this meeting in the auditorium. See the District website calendar for the current year's scheduled Financial Aid Meeting.

DIRECT ADMIT WISCONSIN

Direct Admit (Admissions) Wisconsin is designed to provide an **option** for all Wisconsin high school students to receive admission to specific colleges within the University of Wisconsin System **without** the need to complete an application, if they meet certain criteria. If you chose the **opt-in option**, the following information will be shared by PHS with the University of Wisconsin System:

1. Name
2. WISEid (a 10-digit number that uniquely identifies students and educators in the Wisconsin education system)
3. Local Student District ID
4. Contact information
5. Legal sex
6. Race/Ethnicity
7. GPA
8. High School Transcript

Ten University of Wisconsin locations **will be** participating in Direct Admit Wisconsin: UW Green Bay, UW Milwaukee, UW Oshkosh, UW Parkside, UW Platteville, UW River Falls, UW Stevens Point, UW Stout, UW Superior, UW Whitewater

Three University of Wisconsin locations that will **NOT** be participating in Direct Admit Wisconsin: UW Eau Claire, UW La Crosse, UW Madison

WISCONSIN GUARANTEE

The Wisconsin Guarantee offers guaranteed admission to all Universities of Wisconsin (UW) universities for all who qualify. First-year applicants from Wisconsin high schools who are in the top 10% of their class at the end of 11th grade, or Wisconsin residents who are homeschooled and receive an ACT score in the national 90th percentile ranking or higher, or are a National Merit Scholarship finalist will be guaranteed to all UW universities except UW-Madison.

Additionally, first-year applicants from Wisconsin high schools who are in the top 5% of their class at the end of 11th grade, or Wisconsin residents who are homeschooled and receive an ACT score in the national 98th percentile ranking or higher or are a National Merit Scholarship finalist will be guaranteed admission to UW-Madison provided that they apply on or before the Early Action deadline.

For determining top 10% and 5%, the district will include ***the first student or group of tied students*** whose numerical ranking reaches 10% and 5%, respectively, of the total number of students in the 12th grade class.

Groups of tied students will round down to the nearest whole number if the top 10% or 5% calculation results in a non-whole number. Example: in a class of 183 students, 10% is 18.3 students which is rounded down to 18 and 5% is 9.15 students which is rounded down to 9.

If the number of students tied goes beyond the rounded down number, all of those students will receive the “top 10% or top 5%” notation on their transcript. Example: in a class of 183 students, if 15 students are tied for the top 5%, all 15 will receive the “top 5%” notation.

GUIDELINES FOR FOREIGN EXCHANGE STUDENTS AT PHS

Plymouth High School will accept exchange students under the following circumstances:

1. Student is enrolled with either AFS or other pre-approved program.
2. Arrangements are made in advance with the high school principal.
3. Any other circumstances will only be accepted upon review by the high school principal and the members of the world language department.
4. Foreign exchange students must take a full credit of a social science class with an emphasis in American studies and the appropriate English course. Foreign exchange students may not take a course in their native language.

5. Foreign exchange students are required to take a full credit of a social science class with an emphasis in American studies and one year of English.

It is highly recommended to take courses in all four core areas. Foreign exchange students are expected to follow the Orange Guide behavioral guidelines for all students. Providing school lunches for students in a foreign exchange program is the responsibility of the host family by putting money in the lunch account or sending lunch from home.

GRADUATION REQUIREMENTS

PLYMOUTH SCHOOL DISTRICT GRADUATION POLICY

To qualify for a Plymouth High School Diploma, a student must earn **26 credits**, including the following:

English	4.0
Social Studies	3.0 (0.5 credit of behavioral science, psychology, or sociology & 0.5 credit of economics)
Mathematics	3.0 (0.5 credit of geometry)
Science	3.0 (1 credit of biology and either 1 credit physical science or 1 credit chemistry and 1 credit of physics)
Physical Education	1.5 (over 3 years; P.E. I and II required)
Health/First Aid/CPR	0.5
Financial Literacy	0.5
Academic & Career Portfolio	Completion by Senior Year
WI Civics Test	Completion by Senior Year
Panther Connections	25 hours of approved Panther Community Connection/Service completion by their Senior year

Related Conditions

- Families may choose to opt their student out of the human growth and development portion of the health curriculum. Written requests should be submitted to the student's counselor.
- For information on reasonable accommodations of a student's sincerely held religious beliefs with regard to examinations and other academic requirements, see School [Board Policy 2416](#).

Early Graduation

- Juniors may apply to graduate one semester early, during their senior year. All graduation requirements must be met and approved by the administration.

INDEPENDENT STUDY

AVAILABLE TO JUNIORS AND SENIORS

Independent study (I.S.) is designed to promote the development of self-directed learning for enrichment and depth. These programs are developed through a specific contract with a staff member of the student's choice. At no time should the I.S. contract exceed normal limits of credit when applied to existing curriculum. All I.S. programs must receive prior approval from the office; forms are available in the counseling office. Students taking I.S. must acquire six credits of regular classes during the current school year. Completed I.S. contracts must be returned to the counseling office by June 1st of the prior year for the Fall/1st semester of the next school year and December 1st for Spring/2nd semester of the same school year.

HIGHLY QUALIFIED TEACHERS

Please see [BOARD POLICY 2261.02](#).

PANTHER TIME

All students enrolled in Plymouth High School are assigned to a Panther Time. Attendance is required. When an assembly is held in the high school auditorium, students are required to sit in their assigned area under the supervision of their Panther Time advisor.

Panther Time can be used for club meetings, teacher/student collaboration, and the administration of the [Academic & Career Planning \(ACP\) curriculum](#). The Panther Time teacher is the student's advisor and

will assist the student in decision making concerning educational and vocational choices as well as the completion of the career portfolio.

PARENTS REQUESTING A TEACHER

While we support parental requests, no request will be considered prior to random generation of schedules.

A written request stating reason(s) must be made to the high school principal. Requests should be made when registering for next year's classes and by the last Friday in May.

Situations affecting the request(s) are class balance and overload, order of request, teacher schedule, ease of change, yearly request completed, and teacher/student history.

SCHEDULE CHANGING GUIDELINES

Our Master Schedule is constructed and faculty are hired based on the number of original student course requests. Therefore, this policy is created to give students, families, and faculty in our school an opportunity to make timely, efficient and intelligent decisions about students adding and dropping classes.

We strongly encourage all schedule changes to be done prior to the end of the school year.

Counselors will be available periodically beginning in August. Please contact your high school counselor to schedule an appointment.

Adding/Dropping a Class:

Students may request error or non-error changes in schedules with parental permission before the third day a class meets. Teachers need to be communicated with before the changes can be considered officially completed.

Students may add/drop classes as follows:

- In order for a class to be accurately reflected on a transcript, a class must be dropped or added prior to the third day that class meets.
- If the deadline is not met, a class can be dropped, but students will receive an "F" on their transcript. Exceptions will be determined by administration and a student may receive a "W" (withdrawal) instead of an "F".
- Dropping a YEARLONG course will result in a "W" (withdrawal) for the second semester.

Make course changes before the semester begins!
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PARENTS RIGHT TO INSPECT INSTRUCTIONAL MATERIALS

Please see [BOARD POLICY 2416](#).

PARENTS RIGHT TO REQUEST PROGRAM MODIFICATIONS

Please see [BOARD POLICY 2240](#).

SUPPORT GROUPS

During the academic school year, Plymouth High School may offer a variety of support groups in which students may choose to participate. These groups typically work together and discuss issues and concerns that may affect their lives (for example peer relationships, family relationships, and stress/anxiety). They learn how to support each other, problem solve, and use coping strategies. These groups are facilitated by experienced and trained staff and are confidential. If you would prefer these support groups not to be an option for your student, please contact the counseling department.

SCHOOL COUNSELOR CONFIDENTIALITY STATEMENT

Information students share with the school counselor is confidential. The student's right to privacy is guarded as much as is permitted by law, ethics and school rules. The school counselor is obligated to break confidentiality when there is a potential harm to the student or others, concern of neglect or abuse, or a court of law that requires testimony or student records. The school counselor often consults with other school professionals, but only shares information necessary to achieve the goals of the consultation.

III. GRADING POLICIES

ACADEMIC INTEGRITY

The staff of Plymouth High School believe in a high level of academic integrity. A violation of academic integrity occurs when a student commits any form of cheating or plagiarism. Cheating and plagiarism occurs when one presents another's work as their own. Examples include: using Artificial Intelligence (AI) to create work you submit as your own; copying assignments; taking, providing or accepting answers on a test or quiz; and using part or all of someone else's work without giving credit by proper citation. Copying work directly from Internet sources without giving proper credit is plagiarism. Methods of proper citation are taught as part of our curriculum.

When a violation occurs, the following steps will be taken to ensure academic integrity at our school:

First offense:

1. Representative teacher will meet with the student to discuss the importance of academic integrity.
2. The student will be asked to revise work or complete an alternate assessment.
3. Representative teacher will notify the parent/guardian.
4. Representative teacher will refer the student to the office for administrative action, which may include school discipline.

Second offense: (In addition to above)

1. Representative teacher will meet with the student and parent/guardian.
2. The student will be required to complete an alternate assessment.
3. Representative teacher will refer the student to the office for administrative action.
4. A cumulative record will be kept in the discipline file and forwarded to the Athletic/Activities Director.

Repeated violations of academic integrity may result in increased consequences.

ACADEMIC LETTER

Academic Letters recognize students with outstanding scholastic performance. Students qualify for this prestigious award by maintaining a 3.85 GPA for any two consecutive semesters. Senior academic letter winners will be based on the second semester junior year and first semester of their senior year only. Letters, medals, or patches will be awarded.

LAUDE SYSTEM

The Laude system will be used at Plymouth High School as our recognition of graduates for both high academic standing and rigorous course selections. Class GPA shall be maintained starting with the first semester of 9th grade and continuing through second semester of 12th grade. Only full-time students shall qualify for Laude status. Semester grades shall be used to calculate grade point average (GPA) for Laude calculation and recognition. Only high school level academic subjects approved by the Board, or its designee, shall be included in computing semester grades. Transfer credits from programs with established standards (i.e. Advanced Placement, transcribed credit) will receive laude status. Other transfer credits may be approved at the discretion of the principal. Official Laude calculation will be completed after final semester grades are earned.

The Laude system at Plymouth High School will consist of three levels of recognition for academic grades earned and rigorous courses selected. From most rigorous decreasing the levels are Summa Cum Laude, Magna Cum Laude, and Cum Laude. Class rank will be determined by the Laude calculation when needed for external purposes (i.e.: scholarship requests).

CALCULATION INFORMATION AND RANGES

Students with a 3.4 GPA or better are eligible for Summa Cum Laude, Magna Cum Laude, or Cum Laude recognition. Only PHS's approved list of advanced level courses (in addition to College/Technical College "dual credit" and "advanced standing" courses) will be considered advanced courses for the purpose of the Laude recognition process.

Step 1: Count # of Laude points (1 **semester** = .5 point and 1 **year** = 1 point)

Step 2: Multiply your G.P.A. by the number of Laude points

(Example: $3.44 \times 13.5 = 46.4$ cum laude)

Step 3: Use the ranges below to determine your Laude status

			Summa Cum Laude: 80-Above
			Magna Cum Laude: 56 – 79.9
			Cum Laude: 30.6 – 55.9
_____	X _____	=	
G.P.A.	# of Laude points		

*Subject to change each year depending upon number of Laude courses

Please see the current year [Academic & Career Planning \(ACP\) information page](#) and [ACP Guide for Laude course offerings](#).

SEMESTER EXAM POLICY

All students will experience a culminating activity or semester exam. It is our belief that each department is capable of best determining the type, time, and assessment of the culminating activity/exam based on differentiated student learning needs. It is the intent of this policy to provide educationally appropriate culminating learning experiences for students differentiated by student choices and ability.

POLICY DETAILS

- Each course will have a culminating activity or exam near the end of each semester.
- Each course will maintain learning activities during exam weeks/days.
- Students are required to be in classes and engaged in learning activities through the end of each semester.

GRADING SYSTEM

The Plymouth High School grading system shall be unweighted and shall be based on a 4.0 grade point scale. The grades earned in all subjects shall be used in determining a student's grade point average (GPA).

- Grades earned in courses taken at accredited schools or programs shall be included in determining the student's GPA. This includes grades earned in courses taken at other public schools, technical colleges, and universities.
- Students will be assigned the grade earned for any course taken for credit during remediation or summer school.
- A class cannot be repeated until graduation requirements in that discipline are met. Students must have teacher and counselor approval.
- A 4 or 5 credit Early College Credit or Start College Now course receives 1 PHS credit. A 2 or 3 credit Early College Credit or Start College Now course receives .5 PHS credit. A 1 credit Early College Credit or Start College Now course receives .25 PHS credit.

- Report cards are issued to students twice a year at the end of each semester. Plymouth High School uses the letter system of grading.

A 92.5-100	C 72.5-76.49
A- 89.5-92.49	C- 69.5-72.49
B+ 86.5-89.49	D+ 66.5-69.49
B 82.5-86.49	D 62.5-66.49
B- 79.5-82.49	D- 59.5-62.49
C+ 76.5-79.49	F 0-59.49
- Students are reminded that their grades as well as attendance records are entered on their permanent records. Upon proper authorization these records can be available to schools of higher education and to businesses interested in prospective employees.
- Marks for all subjects are used in computing class rank. The academic weighting is as follows:

A 4.0	A- 3.67	
B+ 3.33	B 3.0	B- 2.67
C+ 2.33	C 2.0	C- 1.67
D+ 1.33	D 1.0	D- .67
F 0.0		

 - I Incomplete** - No Credit
 - S Credit given** - Completed course work, but not for a letter grade.
 - W Withdraw** - No credit
 - M Medical Excuse** - Credit given
 - X Expelled** - No credit
- Grades earned by a student in another country or through study abroad shall not be used to determine GPA.
- Laude status shall be updated at the end of each semester.
- The Plymouth School District will not pay tuition for a class that a student is auditing.

HONOR ROLL REQUIREMENTS

High Honors: A GPA of 3.75 - 4.0

Honors: A GPA of 3.40 - 3.749

SOFT SKILLS

Plymouth High School evaluates students on the skills of collaboration, respect, and work habits. Teachers rate each student on a scale of 1-3 with 3 being the highest, at the end of each quarter. These ratings are independent of the academic grade assigned. Soft skill ratings will help each student to understand the relationship between learning and these important skills.

INCOMPLETES

Incompletes ideally will be made up within two weeks of the close of a grading period or a failing grade will be entered. Additional time may be allowed if special arrangements are made in advance due to extenuating circumstances. Grades may be changed later if circumstances and learning warrant.

PARENT/TEACHER/STUDENT CONFERENCES

Fall and spring parent/teacher/student conference dates are noted in the district calendar and the school calendar located at the end of this handbook. PHS teachers will be available to discuss the courses they teach and students' progress. The conferences are for all families and students, not just for students who are doing unsatisfactory work. Families and students are encouraged to meet and talk with teachers throughout the year. Teachers are also available for conferences during their preparation periods and after school. Parent/Teacher conferences can be arranged by contacting the teacher.

IV. SCHOOL RECORDS

IMMUNIZATION RECORDS

At this time, cumulative immunization records of the student/adult student will be held as part of the pupil record. This may change as directed by the Department of Public Instruction.

MEDICAL RECORDS

Confidential medical records routed/sent to the school are to be forwarded to the school nurse. Following review of these records, the school nurse will file the documents in the student's confidential medical file.

MILITARY RECRUITER AND OTHER ACCESS TO STUDENTS

Under the "No Child Left Behind Act of 2001" certain requirements were set down to help school districts meet new federal law requirements regarding access to secondary school students and certain directory information on those students.

Local school districts receiving federal funds are required to provide, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings. A secondary school student or the parent of the student may request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent.

Parents must check the "opt out" section of the online registration if they wish to keep student directory information confidential. This "opt out" must be done during the registration process for the upcoming school year. The "opt out" policy may not, according to the law, be used only to limit access by military recruiters or any one specific group. For additional information, please see [Board Policy 8330](#).

STUDENT RECORDS

Please see [BOARD POLICY 8330](#).

TRANSFER OF RECORDS

The Plymouth School District will transfer student records to another school district when proper request for such is made by the parent/guardian or adult student, or on written notice from another school district in which a student intends to enroll. For additional information, please see [Board Policy 8330](#).

V. ATTENDANCE & TARDINESS

BOARD POLICY 5200

DAILY SCHEDULE

Period	Begins	Ends
1 or 5	7:35 am	9:00 am
2 or 6	9:05 am	10:35 am
Panther Time	10:40 am	11:05 am
3A Lunch	11:10 am	11:35 am
3 or 7 A	11:40 am	1:05 pm
3 or 7 B	11:10 am	11:50 am
3 or 7 B Lunch	11:55 am	12:20 pm
3 or 7 B	12:25 pm	1:05 pm
3 or 7 C	11:10 am	12:35 pm
3 or 7 C Lunch	12:40 pm	1:05 pm
4 or 8	1:10 pm	2:40 pm

VI. STUDENT BEHAVIOR

GENERAL BEHAVIOR

The guideline for student behavior at Plymouth High School can be summarized in one sentence:
Students should act in such a manner as to enable themselves to acquire the fullest education possible in four years of high school, and they should avoid any behavior that is harmful to the good order of the school.

ADMINISTRATIVE ACTION

Optimal learning takes place in an orderly educational environment. All students have the right to work, study, and learn under the best possible conditions. When a student is referred to the PHS administrative office for inappropriate behavior or attendance problems, one or more of the following consequences may occur:

1. Removal from the specified location, bus, or activity.
2. Family notification.
3. Restitution by payment or services rendered.
4. Detention time assigned.
5. Suspension from school.
6. Referral to law enforcement or other agency.
7. Removal from a class with a failure for the semester recorded.
8. Removal of student's privilege to participate in extracurricular activities or attend as a spectator.
9. Pre-expulsion conference with administration.
10. Recommendation to the Board of Education for expulsion.

BACKPACKS

Any bag arousing reasonable suspicion is subject to search by administration. Administration reserves the right to determine the appropriateness of design and size of any bag carried by a student.

PERSONAL COMMUNICATION DEVICES

BOARD POLICY 5136

Personal communication devices (PCD) may be brought to school by students, provided they are used per classroom and high school rules. PCD's and ear buds/headphones should not be used during class and kept in a backpack or pocket. Student PCD use may be allowed by classroom teachers, at their discretion. Violation of the rules may result in the device being taken away from the student for an appropriate amount of time:

- Student will turn in PCD to the teacher for the remainder of the class period.
- Teacher will turn their PCD into the office for the remainder of the school day.
- Teacher will turn their PCD into the office and the parent/guardian will have to schedule a time to pick it up.

DETENTION

Students will be assigned detention time for behaviors that include but are not limited to disruption, disrespect, inappropriate language and unexcused absences. Assigned time must be served to remain in good standing. Additional time, suspension, or other further disciplinary action may be issued to students who are not compliant with the detention policy.

DETENTION RULES

1. Students must report promptly and stay the full time to receive credit.
2. Staff supervising will validate student make-up time based on behavior and promptness of the student.
3. Students will be required to bring learning or reading materials to the detention room. They are to be seated, quiet, and cell phones put on the supervisor's desk.
4. No students other than those on the detention list will be allowed.
5. All detention time will be made up in ½ hour blocks of time.

STUDENT ANTI-HARASSMENT

BOARD POLICY 5517

Prohibited Harassment

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting

over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students, including at a group of students, for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See [Policy 5517.01 – Bullying](#)).

The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

The Board will also take prompt steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. Filing a malicious or knowingly false report or complaint of harassment;
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment complaints comprises part of one's duties.

Sexual Harassment covered by [Policy 2264](#) and [Policy 2266](#) - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed by [Policy 2264](#) and [Policy 2266](#) - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Notice

Notice of the Board's policy on anti-harassment in the educational environment and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual or group of students who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Day(s) means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays) unless expressly stated otherwise herein.

Respondent is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means individuals, students, administrators, teachers, and staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Bullying

Bullying is prohibited by [Board Policy 5517.01](#) – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Class. Bullying

behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

Bullying that rises to the level of Sexual Harassment is covered by [Policy 2264](#) - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, and is not included in this policy. Allegations of such conduct shall be addressed by [Policy 2264](#) - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or group of students based on one (1) or more of the student's or group of students' Protected Class that:

- A. places a student or group of students in reasonable fear of harm to their person or damage to their property;
- B. has the effect of substantially interfering with a student's or group of students' educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

"Harassment" also includes "hate speech" directed against a student or group of students—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying or posting images or symbols of prejudice.

Sexual Harassment

For purposes of this policy only and not sexual harassment under Title IX, addressed in [Policy 2264](#) - Nondiscrimination on the Basis of Sex in Education Programs or Activities, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- H. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;

- I. unwelcome behavior or words directed at an individual because of gender;
Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
 2. rating a person's sexuality or attractiveness;
 3. staring or leering at various parts of another person's body;
 4. spreading rumors about a person's sexuality;
 5. letters, notes, telephone calls, or materials of a sexual nature;
 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- J. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming.

Inappropriate boundary invasions may include, but are not limited to the following:

1. hugging, kissing, or other physical contacts with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to the curriculum;
5. showing pornography to a student;
6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
7. initiating or extending contact with students beyond the school day for personal purposes;
8. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
11. going to a student's home for non-educational purposes;
12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
13. giving gifts or money to a student for no legitimate educational purpose;
14. accepting gifts or money from a student for no legitimate educational purpose;
15. being overly "touchy" with students;
16. favoring certain students by inviting them to come to the classroom at non-class times;
17. getting a student out of class to visit with the staff member;
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student "secrets" and having "secrets" with a student.

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal, or the District Administrator.

- K. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- L. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- M. verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, or persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational

process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's educational performance; creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional, or learning disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as the District's Compliance Officers (also known as "Anti-Harassment Compliance Officers"; hereinafter referred to as the "COs").

Ms. Anne Gamoke
Director of Student Services
Plymouth Joint School District
125 S. Highland Avenue
Plymouth, WI 53073
920-892-5024
agamoke@plymouth.k12.wi.us

Mr. Andrew Novak
Associate Principal
Plymouth High School
125 S. Highland Avenue
Plymouth, WI 53072
920-892-5036
anovak@plymouth.k12.wi.us

The names, titles, and contact information of these individuals will be published annually in the staff handbooks and on the School District's website.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

Reports and Complaints of Harassing Conduct

Reporting procedures are as follows:

- A. Any student who believes they have 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 employees.

- 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 employees who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall report the alleged harassment to one (1) of the Compliance Officer(s) and the building principal or District Administrator within two (2) days.
- 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, the Board has designated 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 individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

A CO will be available during regular school/work hours to discuss concerns related to harassment and to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Thereafter, the COs must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if under age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a Third Party or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will contact the Complainant and begin either an informal or formal process (depending on the request of the Complainant or the nature of the alleged harassment), or the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. The CO will prepare recommendations for the District Administrator. In the case of a complaint against the District Administrator or a Board member, the CO will prepare recommendations for the Board Attorney who has been designated to serve as the decision-maker for such complaints. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) days of learning of the incident.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias, or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may, in consultation with the District Administrator, or Board President if the matter involves the District Administrator, engage outside legal counsel to conduct the investigation consistent with this policy.

Filing a Complaint and Initial Processing of a Complaint

Except for Sexual Harassment that is covered by [Policy 2264](#) - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student, or the student's parent/guardian, who believes that the student has been subjected to harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ("OCR") and/or other applicable government agency. The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under [Policy 5517.01 - Bullying](#) and not Harassment under this policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment, in accordance with [Policy 5517.01 - Bullying](#), the Principal believes that the reported misconduct may have created a hostile educational environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior, and/or harassment to one (1) of the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by [Policy 2264](#) - Nondiscrimination on the Basis of Sex in Education Programs or Activities, the matter will be investigated in accordance with the grievance process and procedures outlined in [Policy 2264](#) - Nondiscrimination on the Basis of Sex in Education Programs or Activities. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to [Policy 2264](#) - Nondiscrimination on the Basis of Sex in Education Programs or Activities, the Principal shall suspend the [Policy 5517.01- Bullying](#) investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to [Policy 2264](#) - Nondiscrimination on the Basis of Sex in Education Programs or Activities. The Compliance Officer shall keep the Principal informed of the status of the investigation under this policy and provide the Principal with a copy of the resulting report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the [Policy 2264](#) - Nondiscrimination on the Basis of Sex in Education Programs or Activities grievance process.

Complaint and Investigation Procedure

A Complainant may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); and a list of potential witnesses.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of class schedule for the Complainant or the Respondent, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the Principal prior to any action being taken, except for complaints against the District Administrator, in which case the Board President should be consulted. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the Respondent that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the Respondent at that time. The Respondent must also be provided an opportunity to respond to the complaint.

All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The Complainant shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt unless additional time is agreed to by the Complainant.

Generally, within two (2) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

The investigation generally will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in harassment/retaliation of the Complainant. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

Generally, within five (5) days of receiving the report of the CO or designee, the District Administrator, or in the case of a complaint against the District Administrator or a Board member, the person designated to serve as the decision-maker for the complaint either must issue a written decision regarding whether the complaint has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and the Respondent. The District Administrator may redact information from the decision consistent with applicable law. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

The decision of the District Administrator shall be final. If the Complainant feels that the decision does not adequately address the complaint they may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction ("DPI"), Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or Third Party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

To the extent required by law or permitted by the District, the parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Additional School District Action

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the District Administrator.

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigation, take appropriate action, and comply with any discovery or disclosure obligations. Confidentiality cannot be guaranteed, however. Respondents must be provided an opportunity to meaningfully respond to allegations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO will instruct each person who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to Third Parties any information that is learned or provided during the course of the investigation.

Directives During Investigation

The CO may recommend to the District Administrator placing any employee involved in an investigation under this Policy on administrative leave pending resolution of the matter. If the District Administrator is the Respondent, the CO shall make such recommendation to the Board. For example, administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO shall determine whether any witnesses in the course of an investigation may be required to answer questions that could also involve criminal investigations or sanctions, including the existence of a co-occurring law enforcement investigation are still required to answer questions concerning the District's investigation, but are entitled to do so without waiving their Constitutional right against self-incrimination that applies during a criminal investigation. Employees should be advised of this right, through what is often referred to as a "Garrity Warning". The Garrity Warning informs the employee that the employee is required to respond to questions posed during the investigation and that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law. (see Form 5517 F3 - "Garrity" Warning)

Every employee interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for

District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in [Board Policy 8315 - Information Management](#)) created and received as part of an investigation which may include but are not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt;
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

The information, documents, ESI, and electronic media (as defined in [Policy 8315](#)) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in [Policy 8315 - Information Management](#)) created or received as part of an investigation shall be retained in accordance with [Policy 8310 - Public Records](#), [Policy 8315 - Information Management](#), [Policy 8320 - Personnel Records](#), and [Policy 8330 - Student Records](#) for not less than three (3) years, but longer if required by the District's records retention schedule.

For additional information, see [Board Policy 5517](#).

BULLYING

BOARD POLICY 5517.01

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is

engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment. For additional information, see [Board Policy 5517.01](#)

LANGUAGE

Students are expected to use appropriate language in all settings. Inappropriate language will be corrected and may result in detention time, suspension, or police referral.

PUBLIC DISPLAYS OF AFFECTION

Activities that distract from a positive educational atmosphere are not allowed. An excellent guideline to use is the "one hand one arm" rule. This allows the holding of hands and walking arm-in-arm, but disallows full embraces, kissing and hands on the body. As with inappropriate conduct of any sort, inappropriate displays of affection will be corrected by staff and may result in disciplinary action.

RESPECT TOWARDS STAFF

Students who display disrespect toward Plymouth staff will receive detention, suspension, or referral to the Plymouth Police Department depending upon the severity of the act.

STUDENT DRESS

Proper dress is the responsibility of students and their families. The school also has a responsibility to establish dress standards that promote a positive and proper learning environment. Rules pertaining to appropriate student attire are necessary in order to maintain an academic atmosphere.

- Clothing that is deemed distracting or disruptive to learning is inappropriate for school.
- Undergarments designed to be worn beneath clothing should not be visible.
- Clothing that sends a message with sexual connotations or undertones, advertises alcohol, tobacco, drug messages or profanity is not to be worn.
- Clothing that advocates violence is not acceptable.
- Apparel or accessories showing actual or intended gang affiliation (bandanas, headbands, or other accessories) or attempts at intimidation are not acceptable.
- Footwear is to be worn at all times.

If it is necessary for a minor student to go home to change clothes, parents will be notified.

Students who practice a particular religion and adhere to dress codes that are part of a religious belief may wear the appropriate religious clothing while in school or attending a school function.

STUDENT HALL PASSES

A five-minute passing time following each class bell has been designated. Students are not to be in the hallways during class time without a pass signed by a teacher or an administrator specifically identifying destination. If a student leaves the classroom, their phone should remain in the classroom.

SUSPENSION

The purposes of suspension are to preserve an effective atmosphere for instruction, to rehabilitate pupil attitudes, to protect other pupils and/or provide a time to consult with families. It may be imposed when other means of correction have failed or when keeping the student in school would be detrimental to the school and its students.

Families will be notified immediately. If family cannot be reached, the student will be placed in a supervised restricted area with educational materials (homework, etc.) only. There will be a conversation or meeting between the student, family, and administration. Students will not be allowed on school property or allowed to attend or participate in any extra-curricular activity (including weekends) on any day, prior to returning to classes, while suspended. For additional information on extra-curricular impact, see pages 33-38. Suspended students will have the opportunity to complete work missed or alternate assignments. Teachers will determine a reasonable timeline for completion. It is the student's responsibility to coordinate make-up work with teachers.

Students may not be suspended for more than five consecutive school days except when legal notice for a hearing of expulsion has been sent (according to State Statute 120.13).

PERSONAL SEARCHES
BOARD POLICY 5771

ILLEGAL BEHAVIOR

The following guidelines for student behavior prohibit student activities that will endanger or threaten to endanger the safety of themselves or others or that damage property. Illegal behavior occurring while in school, on school property, or during school-sponsored events is subject to disciplinary action and may be reported to the police.

FIGHTING

No student shall orally, in writing, or physically:

- (1) Participate in, encourage, or instigate any fighting at school or at any school function.
- (2) Threaten, coerce, or intimidate any other student or staff member.

Students who become involved in this type of conduct are subject to school discipline up to and including expulsion and/or referral to the Plymouth Police Department depending upon the extent of their involvement.

ALCOHOL AND DRUGS
BOARD POLICY - 5530

THREATS

Students threatening the health and safety of others will be subject to disciplinary measures that could include suspension and, in extreme cases, expulsion. A Behavior Threat Assessment will be conducted. Families will be required to come to school for a conference. At that meeting, school personnel will assist in making plans for the student to get further help. Police will be notified. Students may be required to provide written documentation of successful interventions and counseling prior to being readmitted to Plymouth High School.

THREATS, VIOLENCE, INTENTIONAL INJURY OR OTHER ILLEGAL BEHAVIOR

The commission of other offenses, including but not limited to intentional injury, threats, theft, possession and unauthorized use of school keys, damage to property, arson, false fire alarm is prohibited and will result in the following:

First Offense: Student will be suspended. Police and parents will be notified immediately. Parents will be required to come to school for a conference. At that meeting, plans will be made for the student to get further help. Severe first offenses may result in further action that may include expulsion. Students and/or parents shall be financially liable for damage.

Second Offense: Police and parent(s) will be notified immediately. The student will be suspended and the Board of Education may meet to determine what action to take. This action could include expulsion. School personnel will assist the family in seeking an evaluation and professional help.

TOBACCO PRODUCTS/VAPING/ELECTRONIC CIGARETTES
BOARD POLICY 5512

WEAPONS
BOARD POLICY 5772

VII. SCHOOL ACTIVITIES AND ORGANIZATIONS

PLYMOUTH HIGH SCHOOL -
ACTIVITY/ATHLETIC HONOR CODE

Section I: GENERAL PHILOSOPHY

Interscholastic athletic programs and other extracurricular activities play an important part in the complete high school curriculum. Through self-discipline and regular mental and physical conditioning, participants may enhance their development on an extracurricular and voluntary basis. By offering an athletic and activity program, Plymouth High School extends the privilege of so enriching the mind and body to any student

meeting district and Wisconsin Interscholastic Athletic Association (W.I.A.A.) requirements. If accepted, this privilege carries certain responsibilities. The Activity/Athletic/Honor Code presents these responsibilities.

OBJECTIVES

The athletic/activity programs provide participants with opportunities—

- To learn to strive for excellence.
- To observe and exemplify good sportsmanship.
- To practice proper habits of health, hygiene and safety.
- For “whole school” interest and activity by involving students other than student participants.
- To learn new skills and develop these skills to maximum effectiveness.
- For lasting friendship both with teammates and opponents.
- For experiences in commitment, dedication, loyalty, and self-discipline.
- To put immediate interest and meaning into the daily lives of student participant/participants and family members; this interest can enhance the participants’ total educational well-being.
- To develop self-image and pride.

RESPONSIBILITIES

Mere participation in the athletic and extracurricular activities program does not guarantee that all aims will be met or that all opportunities will be realized. The activity advisors, coaching staff and administration shall make every effort to teach participants the goals for which the programs were established. Privileges always carry responsibilities. The participant’s greatest responsibility is to be a credit to families, school, community, and self. **A STUDENT PARTICIPANT SHALL:**

- Strive to do their best work in the classroom, remembering that academics always come first.
- Display high standards of social behavior.
- Display high standards of sportsmanship.
- Display proper respect for those in authority.
- Display a real spirit of cooperation and togetherness.
- Display a proper attitude toward their personal appearance and hygiene and to their eating and sleeping habits.
- Be aware that participation in the athletic and activity program is a privilege, and that representing Plymouth High School and community is an honor.
- Consider the athletic and activity code in effect 12 months of the year.

W.I.A.A. ELIGIBILITY

In order to represent Plymouth High School in any interscholastic competition, a student must meet all eligibility and scholastic requirements of the W.I.A.A. and the Plymouth High School. Listed below are some of the more applicable:

- The participant must be on pace for graduation. (Comparable to W.I.A.A. standards.)
- The participant must meet WIAA eligibility requirements.
- ALL of the following must be brought to the PHS office before a student can practice:
 - o Athletic Physical Card / Evaluación Física Previa A La Participación (signed and dated by a physician) – OR – Alternate Year Physical Card (signed and dated by a parent/guardian)
 - o WIAA Athletic Eligibility Form (Signature page needs to be signed and dated by athlete and parent/guardian.)
 - o PHS Activity/Athletic Honor Code (Signature page needs to be signed and dated by athlete and parent/guardian.)
 - o Concussion/Cardiac Form (Signature page needs to be signed and dated by athlete and parent/guardian.)
 - o Release and Waiver of Liability Form (Needs to be signed and dated by parent/guardian.)
- A participant shall be ineligible if he or she reaches his or her 19th birthday before August 1 of any given school year.

PLYMOUTH HIGH SCHOOL ACADEMIC POLICY FOR A STUDENT PARTICIPANT

A student participant's grades will be checked by coaches/advisors at the end of the quarters and semesters. A student participant who earns an incomplete "I" or an "F" at any of these time periods will be placed on academic probation. Academic probation will be a period of 5 weeks. A student participant will be able to continue participating in their activity during this time. If at the end of the 5-week probation, the student is not passing ALL classes, that student participant will become ineligible for the remainder of that quarter. If at the end of that quarter the student is still not earning passing grades, the suspension will continue. (Mid quarter grades will be used to determine 5 week grades.)

If a student participant is earning more than one (1) "F" or Incomplete "I" at the date quarter and semester grades are posted by the counseling department, that student participant will be placed on an automatic suspension for one (1) quarter without probationary period. If an incomplete grade is changed to a passing grade in the counseling office, a student participant may regain eligibility. Incompletes must be changed to passing grade within 15 days.

REINSTATEMENT OF ELIGIBILITY

A student who has been declared ineligible will become eligible again if they meet the eligibility requirements for a subsequent quarter/semester of the school year. A student who has been declared ineligible may appeal their ineligible status after waiting a minimum of 15 school days after the date that they have been declared ineligible. If the student's current quarter/semester grades meet the eligibility requirements on the date of the appeal, the student's eligibility will be reinstated. Students wishing to appeal their eligibility must contact the Athletic Director to make the appeal.

NOTES:

1. Incompletes count as an "F" in this provision until completed. High school administration may waive this provision under extraordinary circumstances.
2. Students may restore academic eligibility status by making up failures in specific failed classes during the summer months, if appropriate courses are offered and approved by PHS administration.
3. During a student's ineligibility period, the student may practice with their extra-curricular group(s), but may not participate in any events, contests, games, or performances.

RELATED EXPECTATIONS

- Any unexcused absence on the day of an event (or on Friday preceding a Saturday event) will prohibit the student from participating that day.
- Absence from classes the second half of the day will make the student ineligible to participate that afternoon or evening unless permission is granted by the Activities Director.
- Be in good standing as related to attendance.
- Failure to serve detentions by the assigned due date will prohibit the student from participating until detentions are served.

Section II: CODE VIOLATION GROUNDS FOR SUSPENSION

Any Board Policy in effect supersedes the Athletic and Activity Code where applicable.

1. Using alcohol, tobacco, other detrimental drugs, and/or controlled substances (including vaping) at any time.
2. Being involved in the purchase, possession, sale, and/or transportation of alcohol and/or illegal drugs (or controlled substances).
3. Knowingly loitering in the presence of illegal consumption of alcohol or illegal drugs (drinking party, bar, etc.). Any student participant who remains for any length of time will be subject to questioning.

4. Stealing of any kind (this includes illegal possession of school equipment from Plymouth or any other school or possession of any property that has been stolen).
5. Vandalism
6. Hazing - defined as intentionally or recklessly engaging in acts that endangers the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in the school. [S.948.51, Wisconsin Statutes]
7. Violation of the school's academic integrity policy.
8. Suspension from school or being removed from a home or away activity for inappropriate behavior.
9. Any violation of the school board policy dealing with harassment, assault, or violence.
10. Any other unacceptable conduct contrary to the ideals, principles, standards, and morals of the school and the community.

NOTE: The administration and the Activity Board of Review are allowed flexibility by this code to take appropriate action in cases not covered by the terms of this code.

CONSEQUENCES

Activity code suspensions are cumulative for 12 months. If a student participant commits another violation within 12 months, the penalty will be added as follows:

- **First offense:**
 - Exclusion from 25% of the season for sports or related activities that perform or compete.
 - Students are also prohibited from Honors of the School for the season of the violation.
- **Second offense:**
 - Exclusion from 50% of the season for sports or related activities that perform or compete.
 - Students are also prohibited from Honors of the School for the season of the violation.
- **Third offense:**
 - Exclusion from all sports or activities that perform or compete for one calendar year.
 - Students are also prohibited from Honors of the School for one calendar year.

Honors of the School:

Officers/Chairpersons

School/Team Awards

Captains

- *This list is not intended to be inclusive; it will change as honors are created/deleted.*

Note: Loitering in the presence of alcohol or illegal drugs will warrant a one game/event suspension.

ALTERNATIVES: This list of alternatives is designed to help students change their behavior and show good faith in serving themselves, their fellow students, and the school as a whole. The Activities Director may approve a plan of action selected from the list below for any student to reduce his or her consequence by up to half for the first offense only.

- | | |
|------------------------------|--|
| ● Community Service | ● Educational requirement (teaching: AODA class) |
| ● School Service | ● Empathy session (shadowing) |
| ● Written letters of apology | ● Referral--counseling |
| ● Restitution | |

CONSEQUENCES FOR SEVERE BEHAVIOR

Severe behavior may include, but is not limited to, any felony, delivery of drugs, or possession of a weapon. The consequence will be they are prohibited from all extracurricular activities and honors of the school for a period of one year.

ENFORCEMENT

To initiate disciplinary action against a student participant, the accuser must submit a report of an alleged violation to the Principal, Associate Principal, Activities Director, or member of the coaching staff. The Activities Director will assess all reports of violation and determine the appropriate degree of investigation. If necessary, arrangements will be made to begin Step 1, The Formal Conference.

FORMAL CONFERENCE & ACTIVITY BOARD OF REVIEW

Step 1 - The Formal Conference

When a student participant is reported for a code violation, they will attend a conference with the Activities Director. Attempts will be made to contact parents before this conference is held. If this contact is not possible, parents may request a second conference to clarify information and procedure. The purpose of the formal conference is to confirm the facts surrounding the alleged violations and to assess a penalty should it be deemed necessary. Any suspension will begin immediately following the formal conference.

A student participant and their parent may appeal decisions made in the formal conference to the board of review. A request for a hearing before this board must be made to the Principal no more than 24 hours after the action of the formal conference is finalized with the student participant and parents. The Principal will review the case with the parents, student participant, and Activities Director to determine the need for a board of review.

Step 2 - Activity Board of Review

Purpose: The activity board of review shall, upon request, interpret, review, and pass judgment on alleged violations of established rules and regulations for all student participants representing Plymouth High School.

Organization: The activity board of review shall be composed of a coach/advisor of the team of which the student is a part (or which the student participant would like to become a part), two faculty members, and three student representatives appointed by the student council president. The Principal, or designated representative, will be chairman of the activity board of review. The chairman will not vote. Alternates may be appointed for any hearing, but at least six voting members must always be present.

Procedure: If it is deemed there is a need, this board shall meet as soon as possible without interrupting class time. During the interim between the receipt of a report of alleged violation and the actual hearing, the student participant will not be able to participate. The activity board will then meet in a hearing with the student participant, their parents, and counsel, if requested, to review the facts of the case. A majority vote of the board is required for any action. The board's findings shall be made available immediately and shall be put in written form and presented to the parents or guardians within one week of the board's hearing. Any suspension decided or upheld by the board of review will begin immediately after the hearing. All cases are subject to review if the activity board feels sufficient new facts have been introduced.

WIAA-Endorsed Sports

Baseball	Golf	Tennis
Basketball	Hockey	Track & Field
Cross Country	Soccer	Volleyball
Dance Team	Softball	Wrestling
Football	Swim & Dive	

Related Activities/Sports that Compete or Perform

FBLA	Academic Bowl	Show Choir
FFA	Jolly Pranksters	Musical
Trap Team	Math Team	Forensics
Nordic Ski Team	Chess Club	One-Act Play
Bowling Team	Model UN	German Band
Equestrian Team	Panther Tech Club	Fall Play
Robo Riot Robotics		

- *This list is not intended to be inclusive; it will change as activities are created or deleted.*
- *Activities that do not compete or perform will create and communicate their own policies.*

FUND RAISING

No school group can put on a sale, drive, or campaign to raise money for the group or for a charity supported by the group without first obtaining the permission of the principal. For additional information, see [Board Policy 5830](#).

NATIONAL HONOR SOCIETY

The National Honor Society is an organization designed to grant recognition to students who have excelled in all aspects of their high school career. The object of this Chapter shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students.

Eligible candidates will need a minimum cumulative GPA of 3.7 after five (5) or more semesters. Further eligibility is then based on service, leadership, and character in the school and community.

Juniors and Seniors who qualify for membership will be notified by the National Honor Society advisor in February after the end of the semester. Membership is granted only to those students selected by the faculty council.

Once elected, a student may be dismissed if their standards of excellence do not meet with those established for the Chapter. Students and their families are required to sign the Plymouth High School National Honor Society Code of Conduct.

POLICY ON STUDENT ATTENDANCE AT STATE TOURNAMENTS

PEP BUSES

A minimum of 20 students are required before a pep bus will be sent to a playoff game.

- All pep buses will return immediately after the contest.
- No pep bus overnight stays will be permitted.

DANCE TEAM, PEP BAND

If school groups are sent to a tournament to participate, it will be the responsibility of the teachers/advisors to make arrangements for transportation and chaperones. Arrangements will be made in cooperation with the Athletic/Activities Director. As a general rule, school groups will be expected to ride with the pep bus and return with the pep bus.

In cases when a pep bus is not sent to the tournament, the school group will be transported to and from the tournament. When the nature of the competition requires an overnight stay, parents or guardians are responsible for providing chaperones for their students.

ATTENDANCE BY NON-TEAM MEMBERS

Students will follow the normal procedure for a pre-excused absence. This requires a student to travel with a parent or on the pep bus and to have advanced approval.

When the nature of the competition requires an overnight stay, parents or guardians are responsible for providing chaperones for their students.

TEAM MEMBERS

A coach may make arrangements for members of a team to attend the state tournament in their sport. The coach is responsible for obtaining chaperones and transportation. Expenses are paid only for participants in state competition.

SCHOOL FUNDS

It should be understood that all money earned by any class or club has been earned primarily because individuals are members of Plymouth High School. Such funds do not belong to individuals but to the class or club as a whole. These funds may be expended only upon approval of the class or club advisor and the principal. By law, funds may be used only for purposes related to educational growth or for a purpose beneficial to the school community. The advisor and high school principal will supervise expenditures.

SPORTSMANSHIP

It is expected that Plymouth High School students will practice good sportsmanship by showing proper respect and courtesy to all visitors, whether they are player, coach, official, or spectator. Students who do not observe the principles of good sportsmanship may be removed from the activity. Any student who is removed from an event, activity, or program for inappropriate behaviors will not be allowed to attend future events to be determined by Activity/Athletic Director.

YEARBOOK

The school "annual" is a record in pictures and stories of the events of the school year and individual pictures of seniors and most students. The annual staff consists of students registered for the Quit Qui Oc class. The purchase of an annual is optional; and payment will be collected at registration, orientation, and during the school day throughout the year. The book is distributed prior to the end of the school year. The title "Quit Qui Oc" means "Land of the Crooked River," a Native American name adopted for the title of our annual.

VIII. GENERAL OPERATIONS

BUS TRANSPORTATION

Bus transportation to school is a service provided by the school district to students meeting specific distance requirements. In order for a student to retain this privilege, they must conform to the following regulations:

1. All riders shall remain seated when the bus is in motion.
2. Keep head, hands, and arms inside the bus.
3. All riders shall remain in the seat assigned to them.
4. Scuffling, fighting, and obscene language will not be tolerated.
5. Bus riders will not litter the bus with food or other debris.
6. Damage to the bus other than regular usage will be paid for by the rider.
7. Be at the loading place at the scheduled time, morning and afternoon.
8. Follow the recommended procedure when crossing the roadway.
9. Inform the bus company, if possible, when rider will be absent: 920-893-5941
10. Cooperate with the bus driver at all times.
11. The following actions may result in immediate loss of bus riding privileges and possibly further district administrative action:
 - (a) Deliberate destruction of school bus property or personal property of others.
 - (b) Use of profane/vulgar language to driver or others on the bus.
 - (c) Use of alcohol, tobacco products or drugs on the bus.
 - (d) Any act which, in the opinion of the bus company and school officials, endangers the safety of others.
12. Buses are to be considered an extension of the school.

Infraction Procedure

1. Drivers are required to notify the bus company in writing of any bus rider rule infraction. The bus supervisor will submit the written report to the assistant principal for appropriate disciplinary action.
2. An administrator will act on the infraction and report to the parents and bus supervisor.

3. Serious and/or continued infractions of bus rider rules may result in complete loss of riding privileges.

CHANGE OF ADDRESS

Students who move during the school year are to inform the office of their change of address and the planned move date. Notification of change of address should be made at the time the change takes place. To protect the student, a parent/guardian should make this change in person at the high school office.

CLOSED CAMPUS

Plymouth High School operates under a closed campus arrangement.

All students will be expected to remain in the building from 7:35 a.m. until 2:40 p.m.

Automobiles driven by students must remain in the parking lot throughout the school day unless office approval to leave the campus is obtained.

Exceptions to the closed campus rules will be made for students involved in pre-approved work-based learning programs or other special contracts approved by the families and school. These contracts are available through the school counseling office.

DANCES

Dance Contracts

To contain the following provisions:

1. No intermission.
2. Friends of band members or DJ's will not be admitted.
3. Alcohol, tobacco or drug use by anyone in the school building or on school grounds is prohibited. This includes band members and DJ's.
4. Contracts must be approved by the principal or associate principal.

Dance General Regulations

1. All dances must have the sanction of the high school principal.
2. Only currently enrolled Plymouth High School students may attend dances. A guest of a high school student can be admitted only if that guest is registered in the high school office in advance and is approved by an administrator. The student and guest will be provided with a pass that must be presented to a chaperone at the dance.
3. Four chaperones, including a police officer, will be required for each dance held at PHS. Sponsoring organizations are responsible for paying chaperones.
4. Plymouth High School general regulations apply to all individuals at the dance.

Dance Procedures

1. Tickets will be sold at the dance entrance as determined by the administration.
2. Unless a person has chaperone approval to leave the building, they will not be allowed to return.
3. Loitering in corridors or rest rooms will not be permitted.
4. Any damage must be paid for by the sponsoring organization.
5. Sponsoring organizations will be required to provide supervision of students while the dance is in progress.

DISTRICT-SPONSORED TRIPS

District-sponsored trips are defined as any planned, student-travel activity which is approved as part of the District's total educational program.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

To be eligible for District-sponsored trips outside of Wisconsin, students must have no suspensions or code violations for behaviors that endanger themselves or others within 12 months of the trip departure

date. Endangering behaviors may include (but are not limited to) possessing, using, or delivering alcohol or drugs; violence or threats of violence; or any felony.

For additional information on Field Trips and Other District-Sponsored Trips, see [Board Policy 2340](#).

EMERGENCY CLOSINGS / REMOTE LEARNING

Once a decision is made regarding school closings, delays or cancellations, the announcement is posted to our school website at www.plymouth.k12.wi.us as well as automated Skylerts to district family contact phone numbers. **Please do not call the school. If school is to be called off, it will be announced between 6:00 a.m. and 7:30 a.m. Unless there is such an announcement, there will be school.**

EMERGENCY EVACUATION

In the event of an emergency evacuation of the building, students are to leave the building in a prompt and orderly manner from the exit designated by the teacher. Any student having a physical disability or injury that would prevent him/her from exiting without assistance should go directly to the teacher and ask for assistance. Teachers will also be checking for students who may need help.

In areas of the building where stairways must be used to exit the building, rooms have been designated as "staging areas" for emergency personnel to access from both inside and outside the building. The rooms are A118, B223, B203, and B211. Teachers will be notifying the office and staying with students in these areas until help arrives.

Students who incur injuries during the school year should make the office and their teachers aware that help may be needed in case of emergency. Families are asked to keep the school informed if they have a student who will require assistance.

HEALTH ROOM / NURSE'S OFFICE

Students who become ill during school should report directly to the health room, **which is located in room A114**, after receiving a pass from their classroom teacher. Students who become injured during school should report directly to the health room to receive first aid.

If the health room nurse or aide deems it advisable for the student to go home, they will contact the parents, guardians or emergency contacts and make arrangements for transportation.

At no time should a student just leave the building after becoming ill. The student **must** receive health room or office clearance.

Medicine, both prescription and non-prescription, must be kept in the health room. A Medication Authorization Form must be completed by parent, guardian, and/or physician. The Medication Authorization Form may be obtained from the office, the health room, or from the district website. All medicine must be brought to school in the original container by a parent/guardian. There is a policy in place that states we are unable to administer non FDA approved substances

Immunization requirements: 4 DPT/DTap/DT/Td, 1 Tdap booster, 4 Polio, 3 Hepatitis B, 2 MMR, 2 Varicella (or the disease) by 9th grade. Booster dose of Meningococcal vaccine by 12th grade.

*Per CDC guidelines - Parent report of chickenpox disease is no longer acceptable for exemption for the varicella (chickenpox) vaccine requirement. Children must have a diagnosis of chickenpox from a qualified health care provider (M.D., D.O., N.P., or P.A.) to be exempt from this requirement; however, existing exemption options still apply (such as religious or personal waivers).

CONTROL OF BLOOD BORNE PATHOGENS

[BOARD POLICY 8453.01](#)

If you have any questions or concerns, please contact PHS District Nurse at 920-893-6911, Ext. 1047.

INDEPENDENT STATUS OF STUDENTS

If a student has reached their 18th birthday, at the request of the parents/guardian, that student may be considered an adult and will be able to verify illness or excused absences without a parent's permission. When making this written request, the parent will also sign a form that removes that parent from all official communication from the school. Forms can be obtained from an administrator.

LEAVING THE BUILDING

Students are not permitted to leave the school building at any time during the school day without permission from the office. When students report to the office, an attempt will be made to contact parents to get their approval prior to allowing students to leave.

Students who have notes to be excused from school early must bring notes to the office before school begins. A pass will be issued so the student may report to the office to sign out and leave the building.

LIBRARY / MEDIA PROGRAM

The role of the library media program is to support learning and teaching through providing information access and delivery and to encourage lifelong learning. The media center also manages print, non-print, and online resources and the technologies needed to use them appropriately.

The following rules apply:

1. An appropriate space is available for students who need to work together. Use of this space is restricted to students who have permission from the supervisor in advance.
2. Students who do not report to the library or who leave without permission will lose the privilege of using the library for a period of time at the discretion of the teacher or administrator.
3. All existing school disciplinary procedures will be enforced. Students violating the library use policies may lose library privileges.

LOCKERS

BOARD POLICY 5771 (SEARCH & SEIZURE)

The Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement. For additional information, see [Board Policy 5771](#).

Students who must bring large amounts of money or other valuable items to school are reminded not to store them in their lockers. Valuables should be brought to the office for safe-keeping. Hall and P.E. lockers should be kept locked. Students should not share locker combinations. The school district is not responsible for lost or stolen items.

The same locker is issued to students each year. There shall be no writing on or defacing of the inside or outside of any locker. There shall be no signs displaying profanity, nudity, advertisements of alcohol, tobacco, drugs, or sexually explicit photos or language. Students are responsible for locker cleaning and painting costs as a result of misuse.

LOST AND FOUND

Students who find books, clothing, electronics, jewelry, etc. should bring them to the High School office. The lost articles are kept in this office, and students may claim them by identifying them. Articles not claimed within a reasonable length of time are donated.

LUNCH / FOOD SERVICE

We are proud to offer a variety of options for our students for Breakfast and Lunch daily. All complete meals include whole grains, meat / meat alternates, fruits, veggies, a full salad bar, and milk. Breakfast is available until 9:30 AM each day. For current pricing and meals, see [Food Service](#) on our District Website. All families are also encouraged to fill out the Alternate Income Form to qualify for additional benefits. No student will ever be denied a meal. For more information, please see our [Wellness Policy 8510](#).

All additional food/entrees, drink, snacks qualify as ala carte, and will be purchased through each student's individual account. Accounts will be debited through a student ID card. The card must be shown and scanned for each purchase. No money will be handled in the cafeteria. Money, in the form of cash or check payable to 'PJSD Food Service', may be deposited into the account by a parent or student high school office, whether brought in or mailed to the office (with student name). [Online payments](#) are also available. Be aware payments may take 24-36 hours to post to your account. Negative account balances may receive a courtesy phone call.

Students who are transferring out of our district may ask the high school office to refund the balance in their lunch account or you can ask for it to be donated to the 'Food Service Angel Fund'.

NON-DISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY BOARD POLICY 2260

The Board of Education is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in [Policy 1422](#), [Policy 3122](#), and [Policy 4122](#) - Nondiscrimination and Equal Employment Opportunity.

Reporting Procedures

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at their first opportunity.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Ms. Anne Gamoke
Director of Student Services

Plymouth Joint School District
125 S. Highland Avenue

Plymouth, WI 53073
920-892-5024
agamoke@plymouth.k12.wi.us
Mr. Andy Novak
Associate Principal

Plymouth High School
125 S. Highland Avenue
Plymouth, WI 53073
920-892-5036
anovak@plymouth.k12.wi.us

POLICY ON ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS FOR PHS

Electronic communications and information access are an educational tool for faculty and students. It is the policy of Plymouth High School to provide access to such electronic forms of media for its faculty, staff, and students. These resources might include the Internet or school network provided resources. The access policy is a privilege of the association to the school district that may be revoked when the individual fails to follow district policy.

Plymouth High School makes no warranties of any kind that the functions or the services provided by or through the high school system will be error-free or without defect. Plymouth High School will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Plymouth High School is not responsible for the accuracy or quality of the information obtained through or stored on the system. Plymouth High School will not be responsible for financial obligations arising through the unauthorized use of the system.

Plymouth High School will provide appropriate supervision in all access areas. However the student is responsible for appropriate behavior using these resources. The student and parent must agree to the following guidelines for the student to have access to these electronic resources.

1. A Plymouth High School employee must approve each usage.
2. Particular services (i.e. E-mail, Internet, or network access) are owned by Plymouth High School. Any communications are not property of the individual sending the communications but the property of Plymouth High School. Not all individuals will have separate accounts for access to these services. (Note: District specialists monitor network use.)
3. The student will use the communications resources for school purposes only, such as educational, professional or career development activities and limited, high-quality, self-discovery activities. Personal communication appropriate to school settings will generally be permissible.
4. The student will access electronic resources that do not violate the Student Code of Conduct or the policies set forth in this agreement. Violations include but are not limited to:
 - Transmitting profanity, obscene, abusive, harassment/threats, derogatory, or sexually explicit language.
 - Vandalizing, damaging, or disabling the property of an individual or organization.
 - Accessing another individual's or organization's materials, information, or files without permission.
 - Violating copyright or other intellectual properties of an individual or organization.
5. If an individual inadvertently accesses a resource that is inappropriate for an educational setting, then the individual must terminate access immediately and notify the supervising Plymouth High School employee immediately.
6. If a student receives any solicitation for personal information (i.e. real name, address, phone number, credit card number, bank account number, or other contact information), the student must NOT provide the information, and MUST immediately notify the supervising Plymouth High School employee.
7. Users may not use the system for political lobbying or campaigning. Plymouth High School employees and students may, however, use the system to communicate with their elected representatives and to express their opinion on political issues.

8. Students will store information as directed by supervising staff member. Unauthorized storage on Plymouth School District hardware is a violation of appropriate use policy.
9. Users will not exceed 500MB of document storage.
10. The student must follow any additional directives or instructions from the supervising Plymouth High School employee that do not conflict with guidelines 1 through 9.
11. Plymouth High School reserves the right to amend this policy at any time without notification to the individuals using the provided electronic information resources. It is the responsibility of the student to be familiar with any amendments to these policies. Students who choose to disregard the policies outlined above regarding appropriate use will be subject to school disciplinary procedures that may include detention, restricted privileges, or referral to the police liaison officer as deemed appropriate for the situation. Parents will be notified as to the nature of the offense and the action taken.
12. Failure to follow any of these guidelines may result in the temporary or permanent revocation of access for the student.
13. A student will be granted alternative assessments and assignments that will fulfill the requirements of the teacher if an electronic assignment is given and the student does not have access to the electronic information services provided by Plymouth High School.
14. Any student who is using/possessing/sending material that is illegal (such as pornography) may be referred to authorities for legal action.

POSTERS

Permission to display posters and signs in the school must be obtained from the principal's office. Posters and signs are to be attached to bulletin boards and metal and glass surfaces only. Do not attach to painted surfaces. Use only masking tape (available in the office).

STUDENT ACCESS & DISCIPLINARY PROCEDURES REGARDING TECHNOLOGY

Those who violate the Acceptable Use Policy as stated in the Orange Guide (student/parent handbook) will be subject to consequences according to the Plymouth High School detention/discipline policy. These consequences could include loss of privileges, detention, or police involvement.

Chapter 943.70 of the Wisconsin State Statutes also states penalties relating to offenses against computers, computer equipment or supplies. These penalties may be invoked.

STUDENT ID CARDS

A student identification card will be required of all students. This card will be issued in conjunction with registration in the district. Replacement cards will cost \$5.00. The ID card will admit the student to sporting events and school activities, verify computer log-on, and access the student's account for cafeteria purchases.

STUDENT MESSAGES

The environment of Plymouth High School needs to be one in which attention is focused on teaching and learning. To that end, interruptions and distractions need to be kept to a minimum. Students will not be given messages or items during the school day unless they are of an emergency nature. At the end of the day, students who have not yet picked up their messages or items will be verbally called to the office. Non-emergency messages such as those from employers, friends, and appointment reminders should be transmitted outside of school hours.

STUDENT/TEACHER PARKING

Each student driving a motor vehicle to school must register that vehicle in the office. It is the responsibility of each driver to see that their automobile is properly registered and that any changes in automobiles or license numbers be promptly reported to the office.

The registration fee is \$80.00 for cars and trucks. The fee for motorcycles is \$25.00. A plastic hanging permit will be issued and may be used on any vehicle owned by the registrant. It is permissible on a temporary basis to transfer your parking permit from one vehicle to another vehicle within your family.

The permit should be hung in the rear view mirror. Vehicles without an interior rear view mirror must place the permit with the letter facing up on the dashboard directly in front of the steering wheel. All replacement permits will cost \$5.00. Daily parking permits may be obtained at a cost of \$1.00 per day.

The permit only allows parking within the Student Parking Lot. Students are to park in the south parking lot only.

The following violations will result in your vehicle being ticketed:

- Parking in a marked Handicapped Zone
- Parking in the Student Lot without a valid permit clearly displayed
- Parking on marked Crosswalks
- Parking in Visitor Parking
- Blocking Traffic lanes within the Student Lot
- Parking in No Parking Zones
- Parents/Visitors parking in Student Lot w/o a valid permit
- Parking in areas marked for Staff Only

Violations of parking regulations may result in vehicles being towed at the owner's expense.

Note: By request of the School Board, the entire school grounds are under the jurisdiction of the city police for the enforcement of parking and driving regulations. Inappropriate or illegal items found by school or police officials that are in view in a vehicle may be confiscated.

Students must drive carefully to and from school at all times.

A 15-mile speed limit on the school grounds must be obeyed. Pedestrians have the right of way.

Vehicles are to be parked in an orderly manner so as not to block other cars & driveways. **Student cars are not to be parked in front of school or in any of the driveways, parking lots or service areas behind the school. Violators may be towed at the driver's expense.**

Vehicles driven to school remain parked until dismissal unless the student has been granted a temporary driving privilege.

To facilitate the safe departure of school buses at dismissal, students are to use the south exit of the parking lot.

Items prohibited in the school building or on the grounds are also prohibited in vehicles. Such items include, but are not limited to, alcohol, drugs, weapons, etc. At no time does the Plymouth School District relinquish control of the parking lots and the vehicles parked therein.

Smoking and loitering are prohibited in the school parking area.

Failure to comply with school driving/parking regulations may result in loss of driving/parking privileges with no refund of parking fees.

Teachers may park in the north faculty parking lot. A parking hanger must be displayed from the rearview mirror. In the event the vehicle does not have a rearview mirror, the hanger may be placed on the dashboard area immediately in front of the steering wheel. Parking hangers are issued in the high school office. Cars without proper hangers displayed will be ticketed.

TEXTBOOKS

Textbooks are issued to students at the beginning of the school year. The textbooks are the property of the school, rented by the student, and are to be used with care. The person renting the book is responsible for its condition and its return. The cost of replacing the book is charged if the book is lost, and a fine is charged for a book that has been damaged.

Found books should be brought to the Lost and Found in the high school office. Books that are damaged should be taken to the classroom teacher for replacement or repairs. Do not write in your books. Do not carry items such as pencils or papers in your books that will break the book-binding.

USE OF THE BUILDING

Non-School Organizations

Outside groups who wish to use the auditorium, gymnasium, or other parts of the building must make application for the room(s) with the Community Education office.

High School Groups or Individuals

High school groups who wish to use any part of the building outside of regular school hours must reserve the room(s) with the principal.

No group or individual may use any part of the building outside regular school hours without a member of the faculty being in attendance with the person or group the entire time the person or group uses the building. Violators may be prosecuted. (7:00 a.m. to 3:30 p.m. are considered school hours for the purpose of this regulation.)

High School Restrooms and Locker Rooms

Please note that, in compliance with federal Title IX regulations, your child(ren) may encounter students in restrooms or locker rooms that do not correspond with their gender at birth. We recognize that this may be confusing for some students. If you or your child(ren) have questions, please contact your school principal.

VISITORS

Parents are always welcome to visit the school. If a student wishes to bring a student visitor to school, **which we highly discourage**, permission must be obtained from an administrator and the student's teachers at least three days prior to the desired visit. The student must fill out a form (available from a counselor) and have all their teachers sign and approve that form prior to the proposed visit. A check will determine whether or not the visitor's own school is in session. **Students from neighboring school districts will not be approved for a guest pass.** Permission slips can be obtained from one of the administrators once a note from a parent/guardian is brought to the office.

WITHDRAWAL FROM SCHOOL

State statutes require full time attendance until the end of the semester in which the student becomes 18 years of age.

In the event a student is to withdraw from Plymouth High School during the school year, it is important that the following procedure is followed:

1. A "Request for Withdrawal" form is picked up from the counseling office. The form is to be signed by the parent if the student is under age 18. This acknowledges parental permission for school or program transfer.
2. The reason for withdrawal, (D-drop, T-transfer) and a forwarding address are noted on the form.
3. The student will be responsible to take the withdrawal form and obtain signatures from: the librarian, each of their classroom teachers (including physical education teachers), the tech office, and the Food Service Director. Netbooks, textbooks, and library books should be returned. There should not be a negative balance in their lunch account.
4. The student then returns to the general office with the signed "Request for Withdrawal" form. Office clearance will determine if all obligations from #3 have been met or if the student is deserving of any refund of fees.
5. The student should return the completed withdrawal form to the counseling office for final check out.

WORK PERMITS

Work Permits are NO LONGER issued at Plymouth High School. The bullets that follow have information from the Department of Workforce Development:

- If you are **16 years of age and older**, you do NOT need a Work Permit.
- If you are **under 16 years of age**, Wisconsin law states you must have a Work Permit for each new job. Work Permits can be secured by filling out the application on the listed website: <https://dwd.wisconsin.gov/er/laborstandards/workpermit/default.htm>. The new application does not require minors to provide paperwork to the high school office. It is up to parents to provide the correct information. Payment is made directly to the department through the application, using a credit or debit card or by ACH direct withdrawal. Once the permit application process is complete, the Department mails a paper copy of the permit directly to the employer.
- You need to have a job offer letter before getting a work permit.
- You must get a work permit for each job obtained, prior to turning 16 years of age.

IX. [2025-2026 SCHOOL CALENDAR](#)

The title of this section includes a link to our District website for the and other [District and Plymouth High School calendar resources](#). Please check the district website at www.plymouth.k12.wi.us for up-to-date information. Under the orange ‘High School’ link, you will also find other calendars specific to Plymouth High School:

1. [PHS Online Calendar - Glacier Trails Conference](#)
2. [2025-26 Period Rotation Calendar](#)