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LEGAL NOTICE

Pursuant to s. 118.13 State Statute and PL, 9 the right of a student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. All school programs and courses adhere to this practice as required by law.

INTRODUCTION

This course book is designed to provide students and parents with an overview of the courses offered at New Lisbon High School. This course book will provide information in relation to graduation requirements, post secondary school requirements and preparation, programming policies and practices, program changes, and rank in class determination. The primary purpose is to allow parents and students to learn about each individual course and the requirements to be met which are necessary for enrollment in those courses.

PLANNING YOUR PROGRAM

When the master schedule is built, the number of students requesting particular courses determines the number of class sections. When a considerable number of students request a change of course later the balance of sections is upset. To avoid changes later, before turning in course selection sheets, students are asked to study the course descriptions and prerequisites carefully, to meet with their parents for approval and to make sound decisions based upon: career interests, talents, graduation requirements and college admission requirements.

It is imperative that you review your graduation requirements. It is your responsibility to fulfill those requirements. If uncertain of courses needed or credits earned, make an appointment with the counselor. You should choose courses that are best suited to your interests, future plans, and capabilities. The high school, through its counselor, will assist in an effort to avoid difficulties.

Block Schedule – New Lisbon High School operates on the block schedule. There are 5 class periods per day (1, 2, 3a, 3b, and 4).

Length of Course – Most courses are one semester in length. Some courses (such as band and choir) may be one year in length.

Prerequisites – Some courses have requirements that must be met in order for a student to enroll. At least a passing grade in these courses is required.

Fees – Some lab courses and offerings require that students pay a lab fee or have specific materials/equipment which requires a corresponding cost to a parent and student.

Athletic Eligibility – A student must carry at least 4 classes and be passing all classes per six weeks to be eligible for any sports program.

We strongly suggest that students use this bulletin to consult with their counselor and instructors in making course selections for the school year. Plan carefully, as changes to course selections and schedules are restricted and subject to specific regulations.

MINIMUM GRADUATION REQUIREMENTS FOR 2010

1. Twenty-six and one-half (26 ½) credits are needed to graduate from New Lisbon High.
2. Four credits of Social Science are required and which must include:
 - One (1) credit of World Cultures,
 - One (1) credit of American Adventure I,
 - One (1) credit of American Adventure II,
 - One (1) credit of elective Social Studies

3. Four (4) credits of English are required and which must include:
 - One (1) credit of English 9,
 - One (1) credit of English 10 or Basic English,
 - One (1) credit of English 11 or Basic English,
 - One (1) credit of College Prep English, English 12 or Basic English
4. Two or three (2 or 3) credits of Science are required.
5. Two or three (2 or 3) credits of Math are required.

A total of 5 credits chosen from the combination of Math and Science

6. Three (3) units of Physical Education are required, for a total of one and one half (1 ½ credits).
7. One (1) credit of Business Computer Applications is required.
8. Two (2) Vocational or Fine Arts electives and nine (9) additional electives.

ADDITIONAL REGISTRATION REQUIREMENTS

1. All students should register for 6.5 - 8 credits per year.
2. All students must meet the prerequisites before registering for classes.
3. Parent signature is required on registration sheets for students under 18 years of age. A copy of the Course Request Sheet can be found on page 5.
4. All class changes must have parental and instructor's permission and be made through the guidance office.

COURSE / SCHEDULE CHANGE REGULATIONS

After the semester begins, requests for program changes may be made for only the following reasons:

- a. adding courses required for graduation,
- b. correction of student errors made during registration (no prerequisite, already took course, etc.),
- c. correction of office errors made during registration,
- d. and/or correction of schedule due to semester failures and a need to repeat a course.

Exceptions to these policies will be considered only after parent/teacher conference and counselor/administrator approval.

Program changes made after the second week of school are discouraged and may only be considered after a parent/teacher conference has occurred.

Any courses dropped after the first two weeks will result in a failing grade for the semester.

WISCONSIN YOUTH OPTIONS PROGRAM

The Wisconsin Youth Options Program allows 11th and 12th grade students in good academic standing at New Lisbon to take approved courses at higher educational institutions, (i.e., W.T.C., U.W. Richland) for both high school credit (determined on a sliding scale) and up to 15 college credit hours per semester of higher education credit.

Approved courses would include only those not comparable to New Lisbon course offerings. The cooperating higher education institutions have additional eligibility requirements. Enrollment is restricted to seats available. The home school district may be required to pay related expenses for approved courses at public institutions, depending on the program selected/approved. At private institutions, a state formula determines the amount of payment, if applicable. Transportation reimbursement may be applied for the student from the state.

Students who wish to participate must notify the guidance counselor and submit an application for district approval **by March 1st for the Fall semester, and by October 1st for the Spring semester.** Forms are available from the counselor. Students may appeal the district's decision to the State Superintendent of School. Athletes must be certain that choices will maintain WIAA eligibility.

Seniors who are early graduation participants are not eligible for the youth options program once they have completed graduation requirements.

DISTANCE LEARNING COURSES

Distance Learning Courses are offered through the SCING network to 11th and 12th grade students in good academic standing. Course offerings will be made available to interested students when a class schedule becomes finalized by the SCING network in April. Approved distance learning courses will include only courses not comparable to New Lisbon course offerings. Enrollments are limited.

*Distance Learning Courses are taught by other school systems and require that **the student adhere to the other schools' calendars and grading systems.***

YOUTH APPRENTICESHIP PROGRAMS

Youth Apprenticeship Programs may be offered to juniors or seniors based upon availability. Career areas include certified nursing assistant, agriculture, welding and computer systems networking. Information is available through the guidance office.

UW SYSTEM COLLEGE CORE REQUIRED CREDITS 17 UNITS

Mathematics (3):

Algebra (1)
Geometry (1)
Algebra II (1)

Science (3):

Physical Science (1)
Biology (1)
Upper Level Science (1)

Social Studies (3):

World Cultures (1)
American Adventure (1)
American Adventure II (1)

English (4):

English 9 (1)
English 10 (1)
English 11 (1)
English 12 or
C/P English (1) *

Additional Electives (4 or more): ***

Foreign Language (1-3) **
Upper Level Math (1-2)
Upper Level Science (1-2)
Business or Fine Arts (1-2)
Additional Social Studies (1)
Additional English (1)

* College Preparatory English Recommended

** UW-Madison and UW-Eau Claire require at least 2 credits of a single Foreign Language

*** Selective colleges such as UW-Madison recommend at least 4 credits of Math and at least 4 credits of Science

Remember to see your counselor for up-to-date information and admission requirements for any college you are considering.

COURSE REQUEST SHEET INSTRUCTIONS

Please fill out the attached course request sheet in the following manner:

1. Print full name and next year's grade level at the top of the form.
2. In the boxes below, please fill in the complete course number and name (one course per box) for each course requested.
3. Add up the total number of credits requested and place total at the bottom of the form.
4. Have your parent(s) sign the form and return to the school.

Parent signature is required on the course request sheet before final course registration may take place.
Students are encouraged to discuss your next year's course planning with your parents before registering for courses.

Course Request Sheet

Student Name: _____

Grade: _____

Date: _____

Course Number	Course Name	Credit

Alternate Course Numbers:

Total Credits

(1) _____

(2) _____

Parent Signature

**NEW LISBON HIGH SCHOOL SCHEDULING GUIDE
2009-2010 SCHOOL YEAR**

COURSE #	COURSE	YEAR TO BE TAKEN	CREDIT
Agriculture			
N/A	Agriscience & Technology	9, 10, 11 (offered 2010-11)	1
105	Plants & Animals	9, 10, 11, 12	1
N/A	Natural Resource Management	10, 11, 12 (offered 2010-11)	1
115	Horticulture	10, 11, 12	1
120	Auto & Home Basics	10, 11, 12	1
125	Mechanical Applications	10, 11, 12	1
135	Engines & Power	10, 11, 12	1
140*	Advanced Agriculture Study	11, 12	1
Art			
170	Drawing & Painting	9, 10, 11, 12	1
175	Ceramics & 3-D Design	9, 10, 11, 12	1
180*	Advanced Art I	11, 12	1
185*	Advanced Art II	12	1
N/A	Visual Experience	10, 11, 12	1
195	Creative Photography	10, 11, 12	1
Business Education			
205	Business Computer Applications	9, 10, 11, 12	1
N/A	Business Law & Procedures	10, 11, 12 (offered 2010-11)	1
220	Personal Finance	10, 11, 12	1
240	Accounting I	10, 11, 12	1
245*	Accounting II	11, 12	1
Driver Education			
Offered as a summer school course only.			
English			
300	English 9	9	1
305	English 10	10	1
315*	Basic Language I	10, 11, 12	1
N/A*	Basic Language II	10, 11, 12 (offered 2010-11)	1
325	English 11	11	1
330	English 12	12	1
350*	College Prep. English	12	1
Foreign Languages			
375*	Spanish 1	9, 10, 11, 12	1
380*	Spanish 2	9, 10, 11, 12	1
385*	Spanish 3	10, 11, 12	1
390*	Spanish 4	11, 12	1
Family & Consumer Education			
400	Foods, Family & Finance	9, 10, 11, 12	1
405*	Food for Fun and Profit	10, 11, 12	1
415	Early Childhood Education	10, 11, 12	1
420*	Advanced Early Childhood Education	11, 12	1
425	Creative Living	9, 10, 11, 12	1

*Check course prerequisite in course description

COURSE #	COURSE	YEAR TO BE TAKEN	CREDIT
Mathematics			
506	Applied Math I	9, 10	1
508*	Applied Math II	9, 10, 11	1
510*	Algebra I	9, 10, 11, 12	1
515*	Geometry	9, 10, 11, 12	1
520*	Algebra II	9, 10, 11, 12	1
525*	College Algebra & Trigonometry	10, 11, 12	1
530*	Calculus	11, 12	.5
535*	Statistics & Probability	11, 12	.5
Music			
550	Band	9, 10, 11, 12	1
555	Choir	9, 10, 11, 12	1
Physical Education			
600	Freshmen Phy. Ed.	9	.5
605	Sophomore Phy. Ed.	10	.5
615	Junior/Senior Phy. Ed.	11, 12	.5
Science			
702	Integrated Science A	9	1
N/A	Integrated Science B	10 (offered 2010-11)	
710	Biology	10 (last year offered)	1
715*	Advanced Biology A	11, 12	1
N/A*	Advanced Biology B	11, 12 (offered 2010-11)	1
725*	Chemistry	10, 11, 12	1
730*	Physics	11, 12	1
735*	Ecology	11, 12	
745*	Chemistry II	11, 12	1
760*	Human Anatomy & Physiology	11, 12	1
Social Studies			
800	World Cultures	9	1
805	American Adventure I	10	1
810	American Adventure II	11	1
815	Senior Social Studies	12	1
820*	College Prep. Social Studies	12	1
Technology & Engineering Education			
900	Introduction to Technology Education	9, 10, 11, 12	1
905*	Communication Technology	10, 11, 12	1
915	Woodworking	9, 10, 11, 12	1
N/A*	Construction Technology	10, 11, 12 (offered 2010-11)	1
930	Design Engineering	9, 10, 11, 12	1
960*	Advanced Woodworking	10, 11, 12	1
965*	Lab Assistant	11, 12	1
Peer Tutors			
975	Peer Tutors (Requires Counselor's Approval and career intent to work with youth)	12	1
Work Based Learning			
***	Work Based Learning Please see work study policy on page (Requires Counselor's Approval and completed contract with Employer)	12	1
003	Study Hall	9, 10, 11, 12	0
010*	Study Skills (counselor's approval needed)	10, 11, 12	1

* Check course prerequisite in course description

NEW LISBON HIGH SCHOOL COURSE DESCRIPTIONS FOR 2009-2010

The following is a list of course descriptions by department. Students should make sure they read each course description before registering for that course. Also, students should check to make sure they have met the prerequisites and grade level for each course. Students are encouraged to check with the instructor of the course if they have any additional questions.

AGRICULTURE

Agriscience & Technology #N/A

This course is designed to allow students to explore the vast areas of agriculture/agribusiness. Basic information will be the foundation for future classes in agriculture. Classroom learning will be enhanced by lab experiments, field trips, and shop activities. A large part of this class will include hands on greenhouse activities. Units include plant growth and care, propagation, identification, weed control, pesticides, basic soils, orienteering and more. Students will be given time each week to work on individual and/or group community projects. Students will also explore America's largest vocational youth organization and have the opportunity to establish a work experience program. This course is **recommended** for all students planning on taking other agriculture classes. (offered 2010-11)

1 Credit

Grades 9-12

Plants & Animals #105

This course is designed to allow students to explore the vast areas of the plant and animal world. Major units include plant growth and care, propagation, identification, pesticides, animal safety, nutrition, digestion, genetics, reproduction, judging, marketing, processing and disease control. You will also be introduced to the FFA and career development events related to the plant and animal industries. This course is newly revised to put more emphasis on small animal care. Pet ownership is at an all time high and as the industry grows more people are needed to supply food, equipment and health care for all types of animals. Classroom learning will be enhanced by lab experiences, field trips and the use of the greenhouse and lab facilities.

1 Credit

Grades 9-12

Natural Resource Management #N/A

(Soil, Water, Forestry, Wildlife and Agriculture)

This course is designed to provide basic information and practical experiences in managing our natural resources. Our growing population continues to add pressures to our shrinking resources. The hazards posed by erosion, sedimentation, exploitation and pollution are all considered in this course. Topics include career opportunities, historical background, philosophy, definitions, multiple uses of natural resources, environment education, wildlife management, soils, forestry, water resources, energy conservation and air pollution. The block schedule should allow us to utilize the school forest for particular hands on labs and experiences. This course qualifies for Advanced Standing credit at WTC. (offered 2010-11)

1 Credit

Grades 10-12

Horticulture #115

Interested in plants? Like working outdoors? Enjoy flowers and flower arrangements? Appreciate a nice landscaped and well-kept yard? Maybe Horticulture is the place for you. Horticulture is defined as the science and art of growing fruits, vegetables and ornamental plants. The purpose of this class is two-fold: You will develop and understand how plants grow and propagate and you will learn how to select, plant and care for all types of plants in and around your home. Major units covered include: plant growth, pruning, identification, landscaping, gardening, lawn care, fruit production and career opportunities.

1 Credit

Grades 10-12

Auto & Home Basics #120

This course is designed to provide you with the basic skills and knowledge to handle daily decisions that face us throughout life. Studies will be as diversified as pruning trees, lawn care, car maintenance, discussing insurance needs and gaining financial knowledge concerning credit cards, taxes, etc. **Special emphasis of the course will be on learning the basics of auto and home care maintenance.**

1 Credit

Grades 10-12

Mechanical Applications #125

This course is designed to help students develop mechanical knowledge and skills. Mechanical aptitudes will be discovered by providing critical thinking and problem solving skills using hands on activities and labs. Welding skills and metal fabrication activities will be emphasized through exercises and projects. This course will provide the student with practical at home repair and maintenance skills. Topics include: career opportunities, basic metallurgy, types of metal fabrication, mathematics used in metal fabrication, project layout, metal laboratory safety, metal working hand tools, cold metal applications, sheet metal applications, metalworking power tools, metal fasteners, wrought iron, arc welding, oxyacetylene welding, MIG welding, TIG welding, plasma arc, spot welding, brazing, soldering, cutting, copper tubing, basic electrical work and tool repair and maintenance. This course qualifies for Advanced Standing credit at WTC.

1 Credit

Grades 10-12

Engines and Power #135

This course puts emphasis on the internal combustion engine, hydraulics, drive trains, basic electricity and electric motors. This course provides you with hands-on experience in the shop disassembling and assembling engines, motors and other related power equipment. Setting, adjusting and trouble shooting exercises concerning compression, ignition and carburetion will be emphasized. Students have the opportunity to bring in their own engines if space allows. Topics include career opportunities, gasoline and diesel engines, small engine overhaul, maintenance, operator's manuals, engine systems, hydraulics, basic electricity and electric motors.

1 Credit

Grades 10-12

Advanced Agriculture Study #140

Advanced instruction in several major areas of agriculture can be achieved through a number of independent agricultural classes. The following courses are offered on an individual basis and are set up for students interested in developing additional skills in the highly technical fields of agriculture. The student will have to meet specific criteria or demonstrate mastery of skills to pass the class. Areas of study include: blueprint reading for welding, welding for the machinist, auto body welding, welding for wood techniques and oxy-fuel welding, management and leadership concepts, advance horticulture, landscape design and advanced engines and power. REQUIRES INSTURCTORS APPROVAL.

1 Credit

Grade 11-12

ART

Drawing & Painting #170

This course begins with drawing methods and techniques. Drawing covers basic lettering, design, perspective, still life and figure drawing – all using many different types of drawing media. Painting begins the second half of the semester and integrates drawing skills along with color theory, painting techniques and history.

1 Credit

Grades 9-12

Ceramics/3-D Design #175

This course begins with ceramics and explores the history of pottery beginning with basic techniques in creating useful and decorative clay items. Both hand building and wheel thrown pottery are covered. The second half of the course is 3-D design. It involves a variety of problem solving projects, including creating with paper, clay, glass and other sculptural materials.

1 Credit

Grades 9-12

Advanced Art I #180

This class is offered to students who have taken all other offered art courses and have achieved a B average or better. The class is generally taken during the same period as regular art. Advanced art students choose what type of media in which they would like to work before they are given course expectations.

Prerequisite: Art 170 and 175. REQUIRES INSTRUCTORS APPROVAL

1 Credit

Grades 11-12

Advanced Art II #185

Advanced Art II is a continuation of Advanced Art I.

Prerequisite: Art 180 and INSTRUCTORS APPROVAL.

1 Credit

Grade 12

The Visual Experience #N/A

This course includes creating art, analyzing art and learning about art history. The Visual Experience is a course where students can enjoy the aesthetic experience provided by art works, without having to be concerned about his/her talent in the subject area.

1 Credit

Grade 10-12

Creative Photography #195

This course focuses on traditional and digital photography. The building blocks of photography will be studied – light, time and subject, as well as types of cameras, film, lenses and filters. While incorporating the elements and principals of design and how to use them in photography, instruction will be given on how to take photographs of a variety of subjects, from landscapes to portrait, to animal photography. Important historical figures in photography will also be studied. **Students will be responsible for paying the cost of their projects.** (Course will be offered pending approval).

1 Credit

Grade 10-12

BUSINESS EDUCATION

Business Computer Applications #205

This course is designed for all students to help them by reviewing the touch system of alphanumeric keyboarding. The student will learn to arrange and format accepted letter and report styles, memorandums and tables. They will develop employable computer skills using Word, Excel and PowerPoint. Students will continue to improve their speed and accuracy on the keyboard. This is a required course.

1 Credit

Grades 9-12

Business Law & Procedures #N/A

The content of the course deals with an understanding of the law as an individual, the nature and kinds of law that will affect you throughout your life and defining crimes and torts. Additional topics covered include: work attitudes, human relations, communication skills, organization and time management as they relate to the workplace. (offered 2010-11)

1 Credit

Grades 10-12

Personal Finance #220

Personal Finance is designed to give students an understanding of important financial issues that affect an individual's daily life and future. The class will cover the fundamentals of money management (paychecks, checking accounts, taxes), financial security (savings, stocks, bonds), credit management and risk management (insurance and personal risk).

1 Credit

Grades 10-12

Accounting I #240

This course provides an understanding of the basic elements and concepts of double entry accounting systems. This course is highly recommended for students who plan on going to college or technical school, and any student entering any business field. This is an introductory course and is not designed to produce accountants.

1 Credit

Grades 10-12

Accounting II #245

This course builds on what was learned in Accounting I, as well as building on payroll accounting and then concentrating on accounting for a corporation and departmentalized accounting. Computerized accounting using spreadsheets and accounting software packages is demonstrated throughout the course. This course is recommended for any student who is planning on a business career.

Prerequisite: Accounting I

1 Credit

Grades 10-12

ENGLISH**English 9 #300**

Reading, writing, speaking and listening are emphasized. In the reading sections we study short stories, poems and Shakespeare's play *Romeo and Juliet*. In the writing sections, we study sentence combining, punctuation, logic, connectives and revision. We write characterizations, poems and a career report. Additional units are listening skills, goal setting, oral presentations and using the library. It is just a fun class! This course is required for all freshmen.

1 Credit

Grade 9

English 10 #305

A required course of study for sophomores which deals with the practical application of English. A concentrated study of grammar, vocabulary, spelling and the mechanics of writing will be undertaken. Critical reading of various forms of literature and public speaking will be major units of study.

1 Credit

Grade 10

Basic Language I #315

This is a course designed to improve and develop basic reading skills by concentrating on fundamentals like vocabulary, word attack skills, silent and oral reading, and study skills. Reading is primarily a skills course and not one concerned with literature.

Prerequisite: Instructor's Approval.

1 Credit

Grades 10-12

Basic Language II #N/A

This course is designed to improve and develop basic writing skills through use of the writing process and skill lessons. (offered 2010-11)

Prerequisite: Basic Language I or instructor's approval.

1 Credit

Grades 10-12

English 11 #325

A language arts course based on U.S. and World Literature. Primarily shorter works of literature will be studied with attention given to reading, writing, speaking, listening and thinking. Emphasis is on common human themes recognizing our literary heritage. This is a required class for all juniors.

1 Credit

Grade 11

English 12 #330

This is a course for the non-college bound senior. It will focus on reading, writing, speaking and listening with an emphasis on applications for the real world of technical and business communication.

1 Credit

Grade 12

College Prep English #350

This course is for the college-bound student. Areas of focus will include reading and discussion of advanced literature. The student will write several essays, a research paper and at least one formal speech. Fundamental skills such as grammar and vocabulary will be reviewed.

Prerequisite: 2.67 GPA or better in high school English courses or instructor's approval.

1 Credit

Grade 12

FOREIGN LANGUAGE**Spanish 1 #375**

This is an introductory course in Spanish. It will teach the basics of the language including: vocabulary, grammar and pronunciation. The cultures of some Spanish speaking countries will be discussed. The skills of listening, speaking, reading and writing will be learned through repetition, worksheets, tapes, partner activities and games.

Prerequisite: A grade of C or better in English 8.

1 Credit

Grades 9-12

Spanish 2 #380

This course is a continuation of Spanish I. The student will develop a greater understanding of the language through a more in-depth study of grammar, vocabulary and other aspects of the language, including culture.

Prerequisite: A grade of C or better in Spanish 1 #375.

1 Credit

Grades 9-12

Spanish 3 #385

This course is a continuation of Spanish 2. Aspects of the language are studied in even greater depth. Conversational Spanish is stressed, and there is increased emphasis on the skills of reading and writing.

Prerequisite: A grade of C or better in Spanish 2 #380.

1 Credit

Grades 10-12

Spanish 4 #390

This course is a continuation of Spanish 3. It will further develop the skills of listening, speaking, reading and writing.

Prerequisite: A grade of C or better in Spanish 3 #385.

1 Credit

Grades 11-12

FAMILY AND CONSUMER EDUCATION

Foods, Family & Finance #400

This course is designed to help student make educated decisions regarding food, family and finances. In this hands-on course students will examine contemporary attitudes towards food, changing consumption patterns, and the roles that food plays in our lives. The food portion of the course promotes healthy food choices, wise consumer decisions, and a wide variety of skills for meal preparation for individual and family needs. During the family unit, students will research their heritage and family history, and look at current family issues. We will take an in depth look at finances and consumer issues as we discuss spending, saving, investing and the use of credit.

1 Credit

Grades 9-12

Foods for Fun & Profit #405

Would you like to gain culinary skills and/or run several businesses? This course provides advanced experiences in food production and food service through projects and sales. Students will critically analyze food-related issues that apply to social functions, business management and government regulations. Skills in mathematics, communication, creative thinking and entrepreneurship are reinforced in this course. Students will examine careers related to the hospitality and tourism industries. Advance food preparation techniques will be developed such as food presentation, meal planning, recipe creation and food science experiments.

Prerequisite: Foods, Family & Society #400 or instructor's approval.

1 Credit

Grades 10-12

Early Childhood Education #415

Are you interested in a career that involved working with children? Can you see yourself as an elementary teacher, pediatric nurse, or day care provider? Learning activities in this course will be devoted to the study of the developing child from conception through age 12. Physical, intellectual and social/emotional development of children will be studied. Students will be involved in organizing, planning and carrying out activities for school age children. Childcare skills will be demonstrated during time spent in elementary classrooms. At the end of this course, students who have completed all expectations and met all requirements will be eligible for certification through the state of Wisconsin as Assistant Child Care Teachers. Each student will receive their ACCT certification as recognized by the state of Wisconsin.

1 Credit

Grades 10-12

Advanced Early Childhood Education# 420

Students interested in careers involving children or who like working with young children can take their studies to the next level. In this course students, will have the opportunity to choose a specific area of child development and gather information through research, observation, and participation in an early childhood classroom. A final research project will be assessed and validated by course and classroom teacher.

Prerequisite: Early Childhood Education #415

1 Credit

Grades 11-12

Creative Living #425

Explore interior design, housing needs and basic construction, apparel construction, fashion and understanding textiles to set the stage for your creative lifestyle. This course will identify how to creatively and successfully make decisions based on knowledge, needs, environment and available resources. Students will analyze human needs and wants, and apply their knowledge through a variety of design projects. Consumer awareness issues such as purchasing products, budgeting and financial decisions will be addressed. This project-based course will require creation of floor plans, design boards, 3-D homes, selected sewing projects and basic clothing construction. **Materials provided by students.**

1 Credit

Grades 9-12

MATHEMATICS

Applied Math I #506

Do you learn more by seeing and doing? Then applied math is the course for you. The name, applied math, tells you this course is designed to show how mathematics is used in everyday life. Hands-on activities and experiments are used to develop skills in the areas of arithmetic, algebra and written communications.

Materials needed: Scientific Calculator, 3 ring binder, English/Metric ruler

1 Credit

Grades 9-12

Applied Math II #508

Students in Applied Math II continue to develop math and problem solving skills while learning how to apply geometry, algebra and physics to real-life situations. You will cover topics ranging from area and volume to trigonometry and quadratics.

Materials needed: Scientific calculator, 3 ring binder, English/Metric ruler

Prerequisite: Applied Math I #506 or C or better grade average in Algebra I #510

1 Credit

Grades 9-11

Algebra I #510

This course is open to students who have a good basic understanding of their previous mathematics. Students in this course will explore and discover connections between algebra and real life situations. Major topics of study include: functions, equations and inequalities, coordinate graphs, ratios and proportions. The objectives include: development of basic skills, logical problem solving and preparation for Algebra II. It is suggested that each student has a minimum of a scientific calculator upon entering this class.

Prerequisite: C or better grade average in Math 8 or Applied Math #506

1 Credit

Grades 9-12

Geometry #515

This course explores the different geometric concepts and principles in the world around us. Throughout the course emphasis is placed on developing a logical, systematic approach to problem solving. Topics include: logic, congruent figures, similar figures, polygons, right triangles, areas and volumes.

Prerequisite: Algebra I #510 NOTE: if Algebra I grade was below a C, student must have instructor's approval.

1 Credit

Grades 10-12

Algebra II #520

This one credit course is a continuation of Algebra I. It is recommended for students who are college-bound or those that are interested in technical fields that are math and/or science related. Emphasis will be placed on using technology to solve problems as well as creating mathematical models for real world situations. Some of the major areas of study include: polynomial equations, functions, logarithms, roots, radicals, matrices and trigonometry. It is required that each student has a minimum of a scientific calculator upon entering this class.

Prerequisite: Algebra I #510 NOTE: If Algebra I grade was below a C, student must have instructor's approval.

1 Credit

Grades 10-12

College Algebra & Trigonometry #525

This course is designed for the college bound student. It is intended to strengthen and supplement topics covered in Algebra II and Geometry. Major areas of study include a review of Algebra and Trigonometry. Some of the topics include: polynomial equations, functions, analytic geometry, triangle trigonometry and polar coordinates. Emphasis will be placed on graphing, critical thinking skills and use of technology to aid in problem solving.

Prerequisite: Algebra II #520 and Geometry #515

1 Credit

Grades 11-12

Calculus #530

This one-half credit course is designed to introduce students to the beginning concepts of calculus. It is highly recommended for college-bound students interested in architecture, computer science, engineering or mathematics. Areas of study include: limits, differential equations and integration.

Prerequisite: College Algebra & Trigonometry #525

½ Credit

Grades 11-12

Statistics & Probability #535

This one-half credit course is designed to introduce students to the fundamentals of statistical theory and probability. It is a recommended course for those students interested in business, social science, or science. Besides covering theory, this course will show how probability and statistics can influence the decisions people make...for better or worse. Topics include: conditional probability, fairness, statistical plots, data distributions, sampling procedures and confidence intervals.

Prerequisite: Algebra II #520 or instructor's approval.

½ Credit

Grades 11-12

MUSIC

Band #550

High School Band is a year-long course open to all high school students with adequate instrumental experience and/or willingness to learn an instrument. High School Band members are a part of a multi-faceted program that requires a significant commitment of the time, finances and efforts of the student and the student's family. We not only represent a class, but we also represent the school and the community every time we rehearse or perform in public. High School Band consists of 4 parts: Concert Band, Solo & Ensemble, Marching Band and Pep Band. High School Band is a performance-based class that exists to inform, challenge, direct, enhance and provide meaningful musical experiences so that students may establish a solid and permanent relationship with music. Band is a year long course.

1 Credit

Grades 9-12

Choir #555

Senior High Choir is open to any interested high school student who wishes to sing and is intended to provide the students with the opportunity to learn to read and perform a variety of vocal music through an enjoyable singing experience. Students will be given individual or group lessons and will not only experience musical growth but will also develop friendships and a unity with other members of the choir.

Choir is a year long course.

1 Credit

Grades 9-12

PHYSICAL EDUCATION

Freshmen Physical Education #600

Sophomore Physical Education #605

Junior/Senior Physical Education #615

Freshmen through juniors are required to take physical education for one semester each year. Seniors may elect to take physical education if they have been unable to schedule it earlier.

Team sports and individual sports are covered. The team sports are: volleyball, basketball, softball, touch football and soccer. The individual sports include: golf, fitness, bowling, archery, track, gymnastics, tennis (dependent on class size), badminton and skiing. The objectives of physical education are:

1. Physical fitness
2. Motor skill – the learning of skills necessary for participating in sports. Along with more skills, safety skills are stressed.
3. Knowledge – the learning of rules, strategy and proper exercise or conditioning.
4. Social objectives – the learning of loyalty.
5. Appreciation of exercise, sports and wise use of our leisure time.

All physical education courses: ½ Credit

SCIENCE

Integrated Science

This is a two course series designed to provide students a broad-based understanding of the interrelationships between Chemistry, Physics, and Biology. A primary focus of Integrated Science A & B will be the development of laboratory techniques, interpretation of data, and scientific journal writing. These courses are designed to provide the basis for all further study in science. (Integrated Science A & B will replace Physical Science (#700) & Biology (#710).)

Integrated Science A #702

This course is required of all freshmen and will focus on the interrelationships between Chemistry and Biology. Topics of study will include classification and states of matter; atomic structure and cell structure; chemical bonding, reactions, and equations and how they relate to life processes; ecology; and botany (the study of plants).

1 Credit

Grade 9

Integrated Science B #N/A

This course is required of all sophomores and will focus on the interrelationships between Physics and Biology. Topics of study will include motion, forces, work, and machines and their relationship to the human body; energy and metabolism; gravitation; genetics and evolution; and zoology (the study of animals). This class will also incorporate a research component to lab work to further increase student understanding of the nature of science. (offered 2010-11)

Prerequisite: Successful completion of Integrated Science A

1 Credit

Grade 10

Biology #710

Students take the second step on their journey to be scientifically literate citizens. They are shown knowledge and skills through experience to see the richness and excitement of the natural world. As adults they will face complex questions requiring scientific thinking, reasoning and the ability to make informed decisions. Scientific knowledge prepares students for the future and helps them acquire skills needed to hold meaningful and productive jobs. This course should enable the student to better understand the general principles involved with living things so that they will be able to understand themselves and how they fit into the total scheme of the process we call life. Emphasis is placed on laboratory work and individual investigation. Topics include classification, microscopes, cell, ecology, mitosis, meiosis, genetics and human systems. This is a required course. (Last year offered.)

1 Credit

Grade 10

Advanced Biology

This course is designed as a college-prep course in the life sciences. Two separate courses are offered, Advanced Biology A and Advanced Biology B, each with their own distinct curriculum. These courses may be taken individually or in succession. Students taking both courses, in either order, will have the opportunity to take the Advanced Placement test in Biology. The two courses will be offered in alternating school years.

Prerequisites: Integrated Science A and B and Chemistry #725

Advanced Biology A #715

The primary focus of this course will be botany, the study of the structure and function of plants. Other topics discussed will include cell structure, cellular energetics, biochemistry, heredity, and ecology.

1 Credit

Grades 11-12

Advanced Biology B #N/A

The primary focus of this course will be zoology, the study of the structure and function of animals. Other topics discussed will include cell structure, molecular genetics, biological diversity, evolution and population genetics, and microbiology. (offered 2010-2011)

1 Credit

Grades 11-12

Chemistry #725

This is an introductory course in the principles and concepts of chemistry. The emphasis is divided between developing problem solving techniques and establishing a strong theoretical base, both of which are important to the study of chemistry. Information presented will be supplemented by full scale laboratory exercises where necessary and possible. Prerequisite: Integrated Science A and Algebra I

1 Credit

Grades 10-12

Physics #730

This course is designed to introduce students to the physical aspects of their world. Topics to be covered include: linear, circular and wave motion, gravitation, vectors, energy, light and sound. Each unit is accompanied by a laboratory exercise with an emphasis placed on the preparation of scientific laboratory reports.

Prerequisite: Integrated Science A and B, Algebra II #520 or instructor's approval

1 Credit

Grades 11-12

Ecology # 735

This course examines the environment and man's impact on it. The students will develop an understanding of what an ecosystem is and the elements that determine the types and numbers of organisms that live there. We will look at the atmosphere (air), the hydrosphere (water) and the lithosphere (soil) and how they sustain the biosphere (life). We will also look at the role humans have had in changing each of these spheres, the impact these changes have had on the world, and potential steps that may be taken to reduce or reverse this impact.

Prerequisite: Integrated Science A and B

1 Credit

Grades 11-12

Chemistry II #745

This course is designed to further the studies begun in Chemistry. Students will take an in-depth look at atomic structure, the periodic table, chemical bonding, molecular modeling and nuclear chemistry. Other topics to be covered include solution chemistry, acid-base chemistry, organic chemistry and biochemistry.

Prerequisite: Chemistry #725 and instructor's approval

1 Credit

Grades 11-12

Human Anatomy & Physiology #760

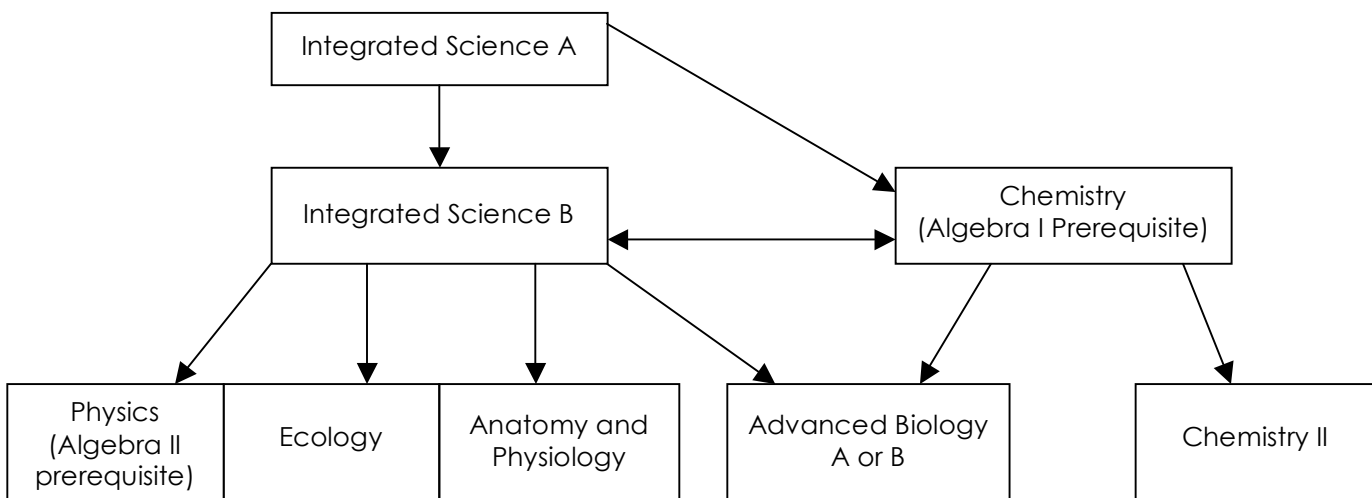
This course is designed for the college-bound student that desires to do work in the field of science and covers the ten major human body organ systems. The microscopic and macroscopic structural makeup of each organ system is taught. Once the structural aspect of each system has been mastered, the class will be directed toward a study of function. The class will consider how each organ system and its corresponding parts work together in accomplishing their various functions. A variety of labs will be introduced to aid in this process.

Prerequisite: Integrated Science A and B

1 Credit

Grades 11-12

Science Curriculum Progression



SOCIAL STUDIES

World Cultures #800

This course will focus on the areas of the world from a multi-disciplinary approach. An attempt will be made to study the geography, history, political science, economics, sociology and psychology of the areas involved. The following units will comprise the course: the Commonwealth of Independent States, China, Japan, India, non-mainland Asia, Southeast Asia, Middle East, Africa, Latin America and South Africa. This is a required course for all freshmen.

1 Credit
Grade 9

American Adventure I #805

This class will concern itself with American History beginning around the early 1600's and tracing the American development into the late 19th century through the rise of industrialism. This is a required course for all sophomores.

1 Credit
Grade 10

American Adventure II #810

This course will focus chronologically and topically on the history of the United States during the 20th century. Historical eras covered include: Teddy Roosevelt Era, WWI, Roaring 20's, Great Depression/New Deal, WWII, Cold War, Civil Rights and Vietnam/Watergate. This is a required course for all juniors.

1 Credit
Grade 11

Senior Social Studies #815

This senior-level course will include units from the areas of political science, psychology, sociology, economics, anthropology and history.

1 Credit
Grade 12

College Prep Social Studies #820

This class will cover four different areas of social studies: Geography, Psychology, Government and Economics. The Geography and Government section will focus on learning about maps, the U.S. and other countries, the three branches of government, state and local governments. The Psychology section will include history of psychology, thinking and learning and abnormal psychology. The Economics section will include the economic cycle, money and banking and the role of consumers. This class is designed for the college-bound senior.

Prerequisite: 2.67 GPA or better in Social Studies 9-11 or Instructor's permission.

1 Credit
Grade 12

TECHNOLOGY & ENGINEERING EDUCATION

In the technology education courses, students will be responsible for paying for the cost of their projects. Each student is required to have a pair of safety glasses. Students can bring in their own glasses or students have the opportunity to purchase safety glasses for \$3.00.

Introduction to Technology & Engineering #900

This course gives students the opportunities to participate in "hands on, minds on" labs and activities that expose them to a vast variety of technology. This class is packed full of fun and challenging activities and projects that cover the four areas of technology: communications, construction, manufacturing and transportation. Students will be learning the steps in problem solving process, exploring woodworking, exploring drafting and auto CADD, exploring screen printing and video production with many more exciting projects.

1 Credit
Grades 9-12

Communications Technology #905

The purpose of this class is to give students a hands-on experience in using a variety of equipment to create communication projects. Students will be using various computer programs to create web pages, digital movies, screen printed projects and more. Students will also be exploring black & white and color photography using both 35 mm and digital cameras. Communications Technology is a subset of the Communication Technology System.

Prerequisite: Introduction to Technology & Engineering #900

1 Credit

Grades 10-12

Woodworking #915

The purpose of this class is to give students knowledge and "hand on" experience in the world of basic woodworking. Students will learn about materials used in woodworking, measurement and laying out, reading a drawing or sketch, wood laboratory safety rules, how to safely operate woodworking machinery (planer, jointer, table saw, radial arm saw, band saw, jig saw, drill press and portable router), squaring a board, gluing up stock, basic woodworking joints and finishing processes. Students will be graded on assignments, mastery of machines and techniques, tests and their wood projects. Woodworking is a subset of Manufacturing and Construction Technology Systems.

1 Credit

Grades 9-12

Construction Technology #N/A

The purpose of this class is to give students a chance to learn about different areas of building construction. Student will learn how to operate and safely use various portable power tools, practice safety on the job, learn about footings and foundations, framing (floors, walls, ceilings), roofing, prefabricated construction and careers in construction. Students will be working on various construction projects in and around the school and for members of the New Lisbon School District. The major portion of class time will be working in the lab on various projects. This class is a subset of the Construction Technology System. Construction Technology will be offered every other year, opposite of Advanced Woodworking. (offered 2010-11)

Prerequisite: Woodworking #915

1 Credit

Grades 10-12

Design & Engineering #930

The purpose of this course is to give students a basic understanding of concepts and techniques involved in drafting, design, and engineering. Students will also be exposed to careers available in the design and engineering industry. Students will learn traditional drafting techniques as well as learn how to use 3 different computer based design programs: Auto CADD 2000, 3-D Home Architect, and Pro DESKTOP. Students will be given real world problems to design, engineer and finally test their solutions. Design & Engineering is a subset of the Communication Technology System. **Design & Engineering will be counted as an elective college core class by the UW/system.**

1 Credit

Grades 9-12

Advanced Woodworking #960

The purpose of this class is to give students a chance to further explore their woodworking skills. Students will learn about lathe operations, frame and panel construction, furniture doors, leg and rail construction and table tops. Students will get the chance to research, plan, design and build a piece of furniture for this class. The major portion of class time will be spent in the lab working on individual projects. Woodworking is a subset of Manufacturing and Construction Technology Systems. Advanced Woodworking will be offered every other year, opposite of Construction Technology.

Prerequisite: Woodworking #915

1 Credit

Grades 10-12

Technology & Engineering Lab Assistant #965

The student will assist in classroom and laboratory activities in the Technology & Engineering area. Responsibilities may include: machine maintenance and repair, demonstrating various lessons, leading group work/discussions, lab upkeep, safety and clean up checks, and individualized projects. The purpose of this class is to give advanced students more responsibility and challenge working within a chosen subject area.

Prerequisite: REQUIRES INSTRUCTORS APPROVAL

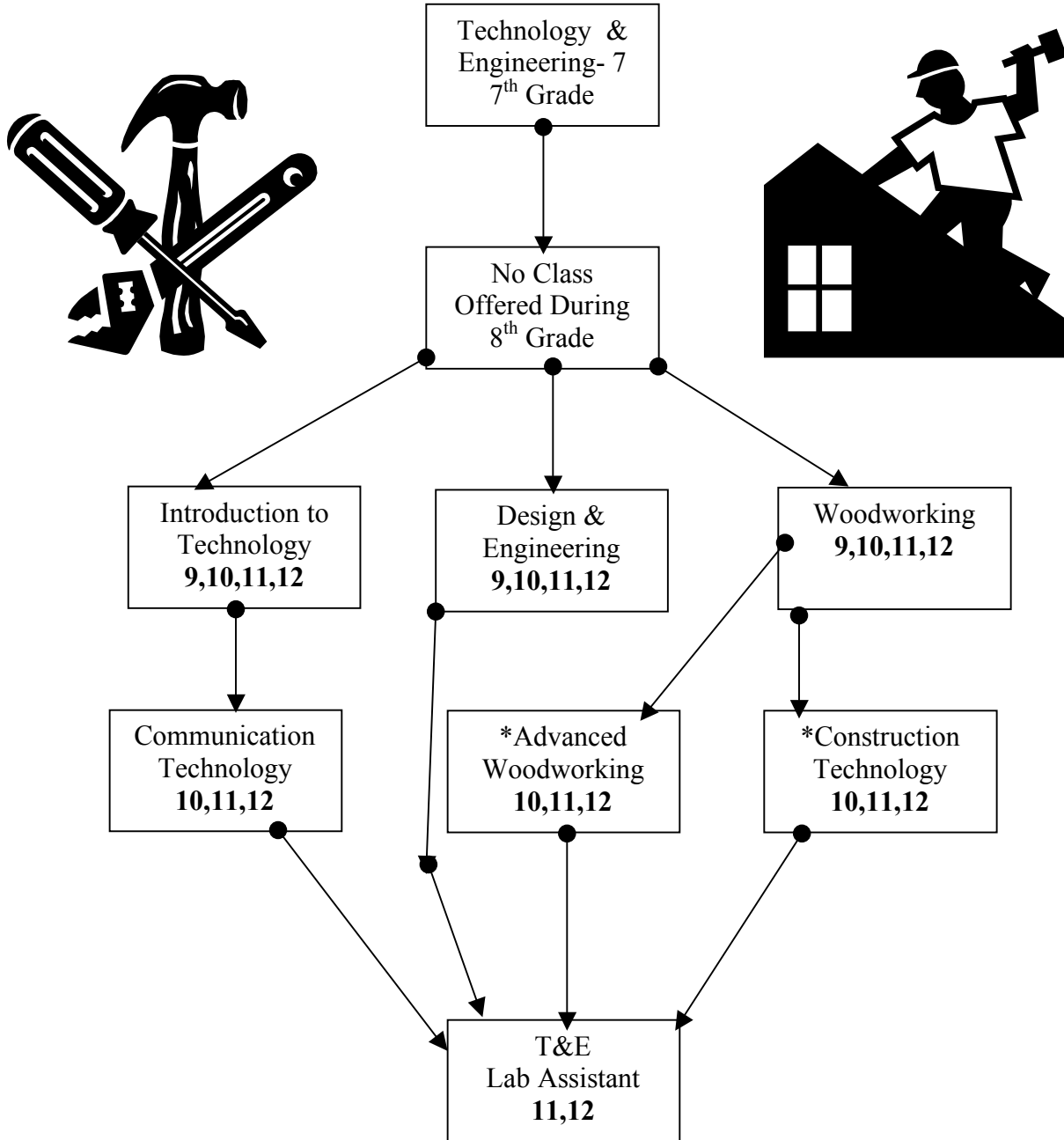
½ or 1 Credit

Grades 11-12

New Lisbon School District Technology & Engineering Classes Flow Chart

*Classes offered every other year

Exceptions will be made with Instructor's Approval



PEER TUTORS #975

The student will assist in classroom activities usually in the elementary school. Responsibilities may include: tutoring children, checking papers, arranging bulletin boards, etc. Grades are given on a pass/fail basis. Prerequisite: Excellent school attendance record and guidance counselor's approval. Students must have career interest in working with children.

1 Credit

Grade 12

POTENTIAL DISTANCE LEARNING COURSES

<u>Course Title</u>	<u>Grade(s)</u>	<u>Credit</u>
Advanced Placement Calculus**	12	1
Advanced Placement English Lit. *	12	1
Advanced Placement American History *	12	1
Criminal & Civil Law	11-12	½
Criminal Justice (IHTC)	11-12	½
French II*	11-12	1
History of Music	11-12	½
Ho-Chunk I**	11-12	1
Holocaust	11-12	½
Journalism/Mass Media	11-12	½
Juvenile Justice (IHTC)	11-12	½
Medical Terminology I (MATC)	11-12	½
Psychology (MSTC)	11-12	½
Sociology (MSTC)	11-12	½
Street Law	11-12	½
World Religions	11-12	½

A course description is available from the guidance office. (Unless noted below, classes are generally ½ a credit per semester). TC courses offer dual credit (high school and tech-college) credit.

* Year long class (1 Credit)

** Block class (1 Credit)

*** Year long block class (2 Credits)

NEW LISBON HIGH SCHOOL WORK EXPERIENCE

Work Experience is only available to senior students.

- A. Work Based Learning – Credit: provides opportunity for senior students to earn up to two credits per school year. Students will be identified for potential participation in work credit by the guidance counselor or by qualified staff. All work study positions must include work time both within and outside the regular school day. Positions must be approved by the New Lisbon High School principal and guidance counselor.
- B. Work Release – No Credit: takes place during the regular school hours. This program offers no credit, applies to senior students that are in good academic standing and are full time students. Students may apply for participation in this program through the guidance office. All release time must be approved by the principal, guidance counselor, student and student's parents or guardian.

The Worked Based Learning program is administered and/or monitored by the school through the student's guidance counselor and principal. Participation in this program is dependent upon good attendance and academic grades.

If a student receives approval to be involved in the work experience program, he/she must adhere to the specifications and expectations of the program or the privilege of participation may be revoked.

WORK BASED LEARNING FOR CREDIT

Available for seniors who: are enrolled in three or more full time equivalent classes and are able to graduate with their class, provided they pass all classes in which they are enrolled and earn the specified number of work credits to provide the necessary 26.5 credits and meet all other graduation requirements.

Procedures:

1. Contact your counselor if you wish to be considered for work based learning.
2. Obtain the appropriate schedule adjustments and complete a work based learning contract with your employer and the high school. Contracts are available in the guidance office.
3. Obtain and have a current work permit.

Once Accepted:

It is expected that the student will adhere to all of the expectations of New Lisbon High School:

- a. Adhere to all state of Wisconsin and federal employment laws.
- b. Maintain passing grades in all classes at semester.
- c. Maintain regular attendance.
- d. Maintain acceptable behavior.
- e. Adhere to school rules and regulations.

Failure to abide by one or all of the expectations listed and those in the individual student's plan may result in the student's privilege of participation in the program being revoked.

ACADEMIC AWARDS

All academic awards will be based upon eight semesters of high school and the awards will include:

1. Valedictorian – the graduating senior with the highest grade point average. A medal and trophy will be awarded at graduation.
2. Salutatorian – the graduating senior with the second highest grade point average. A medal and trophy will be awarded at graduation.
3. Top Ten – the ten graduating seniors with the highest grade point averages, including the Valedictorian and Salutatorian.

HONOR ROLL

The honor roll will be determined by the following method:

1. A student must have a 2.67 grade point average or better.
2. No student carrying less than three full credit classes will be considered.
3. The four point system is determined by:
A=4.00 B=3.00 C=2.00 D=1.00 F=0.00

The All A Honor Roll will include those students who have all A's in their class work.

The High Honor Roll will include those students who have achieved 3.67 or higher in their class work.

The Honor Roll will include students who have achieved between 2.67 - 3.66 grade point average.

RANK IN CLASS

The procedure for determining a student's rank in his/her class is as follows:

1. All semester grades in subjects beginning with the first semester in grade 9 and ending with the second semester in grade 12 for which credit toward graduation is given are used.
2. Each letter grade is given the following numerical equivalent:
A=4.00 B=3.00 C=2.00 D=1.00 F=0.00
3. The cumulative grade point average determines the rank in class.

STUDENT ORGANIZATION LIST – THINGS TO DO AT NEW LISBON HIGH SCHOOL

National Honor Society is a student organization whose members are selected on the basis of scholarship, character, leadership and service to the school and community. This organization tries to serve the school and community by participation in activities like the adopt-a-highway program and organizing a holiday food drive for the food pantry. The NHS is also responsible for hosting the annual post-prom lock-in.

Spanish Club is an organization that is based on the Spanish culture. During the year we plan various parties and have activities to raise money for them. We also plan a trip to Mexico. Mostly, we are trying to have fun together. It also gives us an excuse to get together. We may go to see music or plays or any other activities that are available for us to see.

Future Business Leaders of America (FBLA) is a national vocational student organization for students interested in business and/or business-related fields. The New Lisbon Chapter has been in existence since 1991, and members participate in various social, community service and fund raising projects. Some of these projects include: adopt-a-highway, answering letters to Santa, trick or treating for the food pantry, job shadowing, touring businesses and attending conferences at the regional, state and national levels. Membership is open to student in grades 9-12.

Yearbook is a cross section of the student population that would like to create lasting memories of their life during high school. They work together with weekly meetings to create, promote, layout, plan, design and just plain put together a school yearbook that depicts what has happened throughout the school year.

Student Council is designed to be a representative student voice. Student council helps organize homecoming and provides a scholarship for a deserving senior.

High School Show Choir is an extracurricular musical performing group which meets once a week before school throughout the year. Members perform music of all kinds: Broadway, show tunes, pop and more. They are involved in solo-ensemble competition during the spring and are available to perform for various organizations during the year. Eligibility is through teacher approval.

National FFA Organization is a national organization that works hand in hand with agricultural education, but its impact reaches far beyond by preparing students for careers in the food, fiber and natural resource systems. FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success. FFA members develop the ability and confidence to become leaders by conducting meetings, serving in elected offices and participating in competitions. They broaden their perspective by attending conferences and workshops, participating in community programs and group activities. The FFA program helps students be prepared to move successfully from school to work.

Forensics
Track
Football
Basketball
Baseball – boys
Cross Country

All School Musical/Play
Softball – girls
Volleyball – girls
Wrestling
Cheerleading

TITLE IX
Grievance Procedure on Sex Discrimination

Step 1. Any student who has a complaint of sex discrimination prohibited by federal law contained in Title IX of the Educational Amendments of 1972 shall attempt promptly to resolve the complaint by discussion with the Principal. The complaint should be in writing and describe in as much detail as possible the facts of the situation. The Principal shall keep a written record of the discussion and provide a copy to the student involved.

Step 2. If the complaint is not resolved in Step 1, the complainant may file the complaint in writing with the Superintendent of Schools by certified mail, return receipt requested and mail a copy to the Principal. The Superintendent shall arrange a meeting to discuss the complaint within ten (10) calendar days after receiving the written complaint and subsequent meeting may be scheduled as agreed by both parties. The Superintendent shall give a written answer to the complainant by certified mail, return receipt requested, within ten (10) calendar days after the final meeting regarding the complaint.

Step 3. If the complaint is not resolved in Step 2, the complainant may file the complaint in writing by certified mail, return receipt requested, to the Clerk of the School Board within ten (10) calendar days after receipt of the Superintendent's answer. The Board shall consider the complaint at the soonest appropriate meeting at which time the complainant shall have the right to present his or her position to the Board. The Board shall within thirty (30) calendar days after the meeting advise the complainant in writing by certified mail, return receipt requested, of the action taken with regard to the complaint.

Step 4. If the complainant is not satisfied with the decision, he or she may proceed to request the State Superintendent of Public Instruction to investigate charges of discrimination.

Grievance Procedure on Pupil Discrimination

As stated in Wisconsin Statute 118.13 . . . no person . . . may be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular pupil services, recreational or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Step 1. Any student who has a complaint of pupil discrimination shall attempt promptly to resolve the complaint by discussion with the Principal. The complaint shall be in writing (all school offices have the complaint form) and describe in as much detail as possible the facts of the situation. The Principal shall keep a written record of the discussion and provide a copy to the student involved.

Step 2. If the complaint is not resolved in Step 1, the complainant may file the complaint in writing with the Superintendent. The Superintendent shall arrange a meeting to discuss the complaint within ten (10) calendar days after he/she receives the written complaint. The Superintendent shall give a written answer to the complainant within ten (10) calendar days after the final meeting regarding the complaint.

Step 3. If the complaint is not resolved in Step 2, the complainant may file the complaint in writing to the Clerk of the School Board within ten (10) calendar days after receipt of the Superintendent's answer. The School Board shall consider the complaint at the earliest appropriate meeting at which time the complainant shall have the right to present his/her position to the Board. The Board shall within thirty (30) days after the meeting, advise the complainant in writing of the action taken with regard to the complaint.

Complaints on School District Employees

The procedure followed will be the same as the Grievance Procedure on Pupil Discrimination with the complaint forms secured in the district office.

Sexual Harassment

The School District of New Lisbon does not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. It is the policy of the School District to maintain and insure learning and working environment free of any form of sexual harassment or intimidation toward and between students and employees. It is further the policy of the School District that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school environment, in that it interferes with the educational process and involves elements of coercion by reason of the relative status of a staff member to a student.

Definition

Sexual harassment is defined for purposes of this policy as:

- A. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing against, hugging, cornering, kissing, fondling, or any other similar physical contact which is considered by another student or employees.
- B. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment academic/student status.
- C. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comment goes beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendoes or actions that offend others.
- D. Creating an environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts or attentions.
- E. Creating an environment that is intimidating, hostile or offensive because of the existence at the work site of sexually oriented materials including, but not limited to, books, magazines, photographs and posters.
 - 1. Every staff member and student will receive a copy of the policy annually.
 - 2. Discussion of sexual harassment and the contents of this policy shall take place during any student orientation sessions and during general assemblies on the first day of the school year.
 - 3. Discussion of sexual harassment will be included at an age appropriate level and in the proper context as part of the curriculum for students. Discussion of sexual harassment will be included in staff in-service programs and new staff orientation.

In keeping with our commitment of Equal Employment and Educational Opportunity, the School District of New Lisbon will not tolerate sexual harassment by anyone – supervisors, other employees, students or visitors. If employees or students feel they are victims of any of the above described behavior, they are urged to report the situation to a guidance counselor, principal or the superintendent. A thorough investigation of all charges will be conducted and findings of the investigation may lead to corrective disciplinary action.

Complaint Procedure

Anyone who believes they are a victim of sexual harassment must report their concerns to a guidance counselor, school nurse, school psychologist, principal or the superintendent.

The following procedure will be used:

1. Any complaint may be presented verbally or in writing. The complaint should include the specific nature of the harassment and corresponding dates. The person making the complaint will need to provide his/her name, address and phone number. If the complaint is verbal, the person receiving the complaint will make a written record and request the complainant to sign such written account. The appropriate principal and the superintendent shall be advised of the receipt of all complaints.
2. The guidance counselor, school nurse, school psychologist, principal or superintendent shall thoroughly investigate the complaint, notify the person who has been accused of harassment, permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within ten (10) working days after receipt of the complaint, if deemed necessary. The guidance counselor, school nurse, school psychologist, principal or superintendent shall give a written response to the complaint within fifteen (15) working days after receipt of the complaint.
3. If the complainant is not satisfied with the response, he/she may submit a written appeal to the superintendent indicating the nature of the disagreement. The appeal must be filed within twenty (20) working days after receipt of the response. The superintendent may schedule a meeting of all parties to the complaint if deemed necessary. The superintendent shall schedule a meeting if requested by the complainant. The superintendent shall give a written response to the complainant's appeal within ten (10) working days of the date the appeal is filed, or ten (10) working days after the meeting, whichever is later.
4. If the complainant is not satisfied with the response of the superintendent, he/she may submit a written appeal to the Board of Education indicating the nature of the disagreement. The appeal must be filed within twenty (20) working days after the receipt of the superintendent's response. The Board of Education will schedule a hearing of all parties to the complaint within a reasonable time. The Board shall give a written response to the complainant's appeal within thirty (30) days of the date of the hearing.
5. If the complainant is not satisfied with the response of the Board of Education, he/she may (as at any point in the process) file a complaint with the proper legal authorities.

Alternate Procedures

The following alternate procedures will be used for younger students (usually preschool and K-5) or students with special education needs. Due to the potential difficulties with establishing dates, times and behaviors, persons who have, or may have harassed, or been harassed will be provided counseling services as deemed appropriate to their age and handicapping condition.

A person's handicapping condition will be given consideration in any disciplinary action that may occur as a result of sexual harassment.