

**Wonewoc-Center**  
**Parent/Student Handbook**  
**4K-12**  
**2017-2018 School Year**



**#WolvesofWC**

**Adopted by Wonewoc-Center School Board-August 21, 2017**

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## Welcome

Welcome to the Wonewoc-Center School District. All members of the staff and I are pleased to have you as a student and will do our best to help make your experience here as productive and successful as you wish to make it.

Sincerely,  
Dr. Sharon Ennis

## Wonewoc-Center Staff

### Wonewoc: Center Board of Education

President: Duane Tracy  
Vice President: Cory Wohlrab  
Treasurer: Melanie Benson  
Clerk: Nancy Dieck  
Member: Sheri Degner  
Member: John Benish  
Member: Mary Shore-Stout

### Administrative Staff

Staff Member	Position	Phone Number	Ext	Email
Dr. Sharon Ennis	District Administrator Elementary Principal Director of Instruction	464-3165	150	<a href="mailto:ennisha@wc.k12.wi.us">ennisha@wc.k12.wi.us</a>
Michelle Noll	Assistant District Administrator Middle School Principal High School Principal	464-3165	117	<a href="mailto:nollmic@wc.k12.wi.us">nollmic@wc.k12.wi.us</a>
Sally Thompson	Special Ed Director Title I Coordinator Reading Specialist DAC RTI Intervention Coordinator	464-3165	129	<a href="mailto:thomsal@wc.k12.wi.us">thomsal@wc.k12.wi.us</a>
Wesley Stuckert	Dean of Students	464-31645	160	<a href="mailto:stucwes@wc.k12.wi.us">stucwes@wc.k12.wi.us</a>
Sue Goyette	Business Manager	464-3165	114	<a href="mailto:goyesue@wc.k12.wi.us">goyesue@wc.k12.wi.us</a>
Ann Lankey	Administrative Assistant	464-3165	123	<a href="mailto:lankeann@wc.k12.wi.us">lankeann@wc.k12.wi.us</a>
Faye Hubele	District Secretary	464-3165	110	<a href="mailto:hubelfay@wc.k12.wi.us">hubelfay@wc.k12.wi.us</a>
Kathy Lindsey	District Registrar/Technology Trouble Shooter	464-3165	145	<a href="mailto:lindskat@wc.k12.wi.us">lindskat@wc.k12.wi.us</a>
Danah Kehoe	Special Ed Secretary Main Office Secretary	464-3165	122	<a href="mailto:kehodan@wc.k12.wi.us">kehodan@wc.k12.wi.us</a>

## Teaching Staff

Name	Building	Assignment	Room Number	Ext.	E-mail
Nicholas Balabuszko	Elementary Middle High	-Elementary General Music -MS Choir -HS Choir	219	173	<a href="mailto:balanic@wc.k12.wi.us">balanic@wc.k12.wi.us</a>
Stephanie Baker	Elementary	Grade 5	207	153	<a href="mailto:bakeste@wc.k12.wi.us">bakeste@wc.k12.wi.us</a>
Terry Barnes	Elementary/Middle	Special Education Resources	200	118	<a href="mailto:barnter@wc.k12.wi.us">barnter@wc.k12.wi.us</a>
Tina Beeman	Middle	Social Studies	222	169	<a href="mailto:beemtin@wc.k12.wi.us">beemtin@wc.k12.wi.us</a>
Gregory Boulanger	Middle	Math	224	128	<a href="mailto:boulgre@wc.k12.wi.us">boulgre@wc.k12.wi.us</a>
Peggy Bradley	Middle High	Spanish I, II, III, IV	139	164	<a href="mailto:bradpeg@wc.k12.wi.us">bradpeg@wc.k12.wi.us</a>
Maxine Chipman	Elementary Middle High	Media Specialist Agriculture BASE	220	152	<a href="mailto:chipmax@wc.k12.wi.us">chipmax@wc.k12.wi.us</a>
Stacy Clark	Elementary Middle/High	Band General Music	219	149	<a href="mailto:coggsta@wc.k12.wi.us">coggsta@wc.k12.wi.us</a>
Megan Danahy	Elementary Middle/High	Art	122	170	<a href="mailto:danameg@wc.k12.wi.us">danameg@wc.k12.wi.us</a>
Samantha Dey	High	Science	137	156	<a href="mailto:deysam@wc.k12.wi.us">deysam@wc.k12.wi.us</a>
Dawn Ertel	High	English	238	155	<a href="mailto:ertedaw@wc.k12.wi.us">ertedaw@wc.k12.wi.us</a>
Belinda Gehri	Middle	English	213	157	<a href="mailto:gehrbel@wc.k12.wi.us">gehrbel@wc.k12.wi.us</a>
Tiffany Graewin	High	Math	229	133	<a href="mailto:graetif@wc.k12.wi.us">graetif@wc.k12.wi.us</a>
Dion Grisar	High	Social Studies	231	146	<a href="mailto:grisdio@wc.k12.wi.us">grisdio@wc.k12.wi.us</a>
Nicki Halverson	Elementary	Grade 3	201	134	<a href="mailto:halvnic@wc.k12.wi.us">halvnic@wc.k12.wi.us</a>
Andrea Jacobson	Elementary	Kindergarten	100	162	<a href="mailto:jacoand@wc.k12.wi.us">jacoand@wc.k12.wi.us</a>
Angela Klitzke	Elementary	Grade 5	203	158	<a href="mailto:klitang@wc.k12.wi.us">klitang@wc.k12.wi.us</a>
Wanda Macomber	Elementary	Title I Math Specialist	102	161	<a href="mailto:macowan@wc.k12.wi.us">macowan@wc.k12.wi.us</a>
Barb Mezera	High School	Special Education Resource	227		<a href="mailto:mezebar@wc.k12.wi.us">mezebar@wc.k12.wi.us</a>
Jackie Miller	High School	Alternative Education Agriculture ACP/CTE Coordinator	133	140	<a href="mailto:milljac@wc.k12.wi.us">milljac@wc.k12.wi.us</a>
Tory Needham	Middle High	Physical Education Athletic Director	140	116	<a href="mailto:needtor@wc.k12.wi.us">needtor@wc.k12.wi.us</a>
Holly Nemec	Elementary Middle/High	Guidance Counselor	233	173	<a href="mailto:nemehol@wc.k12.wi.us">nemehol@wc.k12.wi.us</a>
Laurie Osborne	Elementary	Grade 2	107	144	<a href="mailto:osbolau@wc.k12.wi.us">osbolau@wc.k12.wi.us</a>
June Ruland	Middle	Science	211	151	<a href="mailto:rulajun@wc.k12.wi.us">rulajun@wc.k12.wi.us</a>

Palmer Schroeder	Middle High	Business Education	135	140	<a href="mailto:schrpal@wc.k12.wi.us">schrpal@wc.k12.wi.us</a>
Betsy Schultz	Elementary	4 Year Old Kindergarten Early Childhood	120	137	<a href="mailto:schubet@wc.k12.wi.us">schubet@wc.k12.wi.us</a>
Meagon Shields	Elementary	Grade 4	205	167	<a href="mailto:shiemea@wc.k12.wi.us">shiemea@wc.k12.wi.us</a>
Katie Strauss	Elementary	Grade 1	101	142	<a href="mailto:strakat@wc.k12.wi.us">strakat@wc.k12.wi.us</a>
Wesley Stuckert	Elementary	Physical Education	218	160	<a href="mailto:stucwes@wc.k12.wi.us">stucwes@wc.k12.wi.us</a>
Melissa Thompson	Elementary	Grade 2	103	168	<a href="mailto:thommel@wc.k12.wi.us">thommel@wc.k12.wi.us</a>
Marie Vitcenda	Elementary Middle/High	School Psychologist	204	121	<a href="mailto:viticmar@wc.k12.wi.us">viticmar@wc.k12.wi.us</a>
Kirby Wong	High School	Driver's Education			<a href="mailto:wonkir@wc.k12.wi.us">wonkir@wc.k12.wi.us</a>
Jodi Weldy	Elementary Middle/High	Nurse	214	131	<a href="mailto:weldjod@wc.k12.wi.us">weldjod@wc.k12.wi.us</a>
Louise Zirk	Elementary	Title I Reading Interventionist	102	161	<a href="mailto:zirklou@wc.k12.wi.us">zirklou@wc.k12.wi.us</a>

### Para Professionals

- Laura Brockman – Study Hall Monitor and Special Ed Resource
- Jennifer Preuss – Special Ed Resource High School/Library
- Lisa Roehling – Special Ed Resource/Library
- Richard Sheahan – Kindergarten Aid
- Kaitlin Brockman – 4K Aid

### Food Service

- Melissa Gehri – Food Service Director
- Shelly Degner – Cook
- Jean Sheahan – Cook
- Donna Zwieg – Cook

### Maintenance

- Chad Rick – Director of Maintenance
- Raymond Fry
- Denise Thayer
- Terry Wright

### Transportation

- Brown Bus Service – 1610 Academy Street, Elroy, WI 53929

### Forward

This student handbook was developed to answer many of the commonly asked questions that you and your parents/guardians may have during the course of the school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available



for you and your parents’/guardians’ use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your principal who you will find listed in the Administrative Staff section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

The handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein is revised after June 30, 2016 the language in the most current policy or administrative guideline prevails. The current policies and guidelines will be available on the District website ([www.wc.k12.wi.us](http://www.wc.k12.wi.us)).

### District Mission Statement

*The mission of the Wonewoc-Center School District is to provide a safe environment which includes to promote respect, motivates students to learn and to act responsibly. We believe education is the shared responsibility of the student, parents/guardians, school district, and community.*

### District Vision Statement

*The vision of the Wonewoc-Center School District is that all students reach their highest academic potential, develop a set of moral and ethical values, and have a strong self-esteem with high personal expectations, and a tolerance and respect for others. We value the partnership which exists between school, parents and the community in realizing this vision.*

### Educational Opportunities and Anti-Harassment

It is the policy (5517) of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including transgender 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 Characteristics”) or other characteristics as well as place of residence with the District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate education services. Para professionals who have questions should contact Sally Thompson at (608) 464-3165 ext. 129

Any person who believes that the Wonewoc-Center School District or any person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below.

#### Wonewoc-Center Compliance Officers

Susan Goyette – Human Resources/Business Manager  
Director (608) 464-3165 ext. 114  
Fax: (608) 464-3325  
101 School Road, Wonewoc, WI  
[goyesus@wc.k12.wi.us](mailto:goyesus@wc.k12.wi.us)

Tory Needham – Athletic  
(608) 464-3165 ext. 116  
Fax: (608) 464-3325  
101 School Road, Wonewoc, WI  
[needtor@wc.k12.wi.us](mailto:needtor@wc.k12.wi.us)

The complaint procedure is described in Board Policies 2260 and 5517. The policies are available in the school office and on the District’s website.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen calendar days of the complaint being received).

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. Woneoc-Center School District is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action 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.

Harassment means behavior toward a student or group of students based, in whole or in part, on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation of physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State Civil Rights laws (hereinafter referred to as “Protected Characteristics,”) which substantially interferes with the student’s school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

Examples of conduct that may constitute harassment include:

- 1) Graffiti containing offensive language;
- 2) Name calling, jokes or rumors;
- 3) Threatening or intimidating conduct directed at another because of the other’s protected characteristic (e.g., sex, race, learning disability);
- 4) Notes or cartoons;
- 5) Slurs, negative stereotypes, and hostile acts which are based upon another’s protected characteristic;
- 6) Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- 7) A physical act of aggression.

## Sexual Harassment

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when Submission to that conduct or communication is made a term or condition either explicitly or implicitly, of obtaining an education; or

Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s education; or

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 include, but is not limited to:

- A. Unwelcome verbal harassment or abuse;
- B. Unwelcome pressure for sexual activity;
- C. 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;
- D. 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 education status; or
- E. Unwelcome behavior or words directed at an individual because of their sex or sexual orientation.

Sexual harassment examples include; but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person’s sexuality or attractiveness;
- C. Staring or leering at various parts of another person’s body;
- D. Spreading rumors about a person’s sexuality;

- E. Letters, notes, telephone calls or materials of a sexual nature;
- F. Displaying pictures, calendars, cartoons or other materials with sexual content;
- G. 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;
- H. Remarks speculating about a person’s sexual activities or sexual history, or remarks about one’s own sexual activities or sexual history.

It is also 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, 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. An inappropriate boundary invasion by a District employee or other adult member of the School District Community into a student’s personal space and personal life is sexual harassment.

If you wish to report harassment, please contact one of the Complaint Coordinators listed in this handbook. A copy of the school’s Anti-Harassment Policy, including the reporting, investigation, and resolution procedures, is available in the school office.

## Bullying

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g. emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. “Cyberbullying” – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM, defamatory personal websites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by and individual or group, that is intended to harm others.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

## School Day

### Elementary

The elementary classes will begin at 8:00 a.m. Students will have time to eat breakfast before going to class. Morning will begin at 8:00 a.m. Elementary students will have a ½ hour of physical education each morning, a lunch recess, and afternoon recesses may be taken at the teacher’s discretion. Students will daily receive instruction in Math, Reading, Language Arts, Social Studies, Science, and Health. Each week students will also have Art, Music, Technology, Library, and Guidance

Lunch: 4K-Grade 2 – 11:00 to 11:30 & Grades 3-5 – 11:50 to 12:20

School will be dismissed at 3:20. The BASE program will start at 3:20.

### Middle School

Periods	Regular Schedule	Late Start Schedule
Warning Bell	7:50	9:50
First Period	7:55 to 8:42	9:55 to 10:27
Homeroom/Grab and Go	8:42 to 9:02	
Second Period	9:06 to 9:53	10:31 to 11:03
Third Period	9:57 to 10:44	11:07 to 11:37
Fourth Period	10:48 to 11:35	12:11 to 12:43
Lunch	11:35 to 12:05	11:37 to 12:07
Fifth Period	12:09 to 12:56	12:47 to 1:19

Sixth Period	1:00 to 1:47	1:23 to 1:55
Seventh Period	1:51 to 2:38	1:59 to 2:31
Eighth Period	2:42:3:29	2:35 to 3:07
Homeroom		3:11 to 3:29

## High School

Periods	Regular Schedule	Late Start Schedule
Warning Bell	7:50	9:50
First Period	7:55 to 8:42	9:55 to 10:27
Homeroom/Grab and Go	8:42 to 9:02	
Second Period	9:06 to 9:53	10:31 to 11:03
Third Period	9:57 to 10:44	11:07 to 11:37
Fourth Period	10:48 to 11:35	12:11 to 12:43
Lunch	11:35 to 12:05	11:37 to 12:07
Fifth Period	12:09 to 12:56	12:47 to 1:19
Sixth Period	1:00 to 1:47	1:23 to 1:55
Seventh Period	1:51 to 2:38	1:59 to 2:31
Eighth Period	2:42:3:29	2:35 to 3:07
Homeroom		3:11 to 3:29

## BASE-Before and After School Education

The district will be again providing the BASE program for students in grades K-8. Students will report to BASE after school. They will have snack and a recess period. Then ½ hour reading and math enrichment, ½ hour homework help, and 45 minutes of enrichment activities. The program runs Monday through Thursday evenings. Students may attend 1 day per week, 2 days, 3 days, or all 4 days. We ask that what every schedule you select for your child remains consistent. If you would like to learn more about the program please contact Mrs. Chipman at 608 464-3165 ext. 152

## Student Rights and Responsibilities

The rules and procedures of the Wonevoc-Center School District are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff.

Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal Law.

Parents/Guardians have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents/guardians are encouraged to build a two-way link with their child's teachers by informing the teacher of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from their teacher, principal or guidance counselor. Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should consider including their parents in their educational program.

## Safety and Well-Being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accidents reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify a staff person immediately.

All students must have emergency medical information completed and filed in the school office. This information should

be updated in Family Access at the start of school. If there are changes during the school year, parents/guardians should contact the office. Parents/guardians should list two emergency contacts for their child if an emergency would occur and the parent/guardian cannot be reached. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should submit these needs in writing with proper documentation by a physician, to the school nurse.

## Injury and Illness

All injuries and illness should be reported to the school nurse. If minor, the student will be treated and may return to class. If medical attention is required the school nurse will follow the school's emergency procedures. A student who becomes injured or ill during the school day should be sent to the school nurse. Students should not be sent home without approval from the school nurse. Students should not be allowed to call home without visiting the nurse first.

The nurse will determine whether the student should remaining school or go home. No student will be released from school without proper parental/guardian permission.

## Homebound Instruction

The District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious physical or emotional disability. Parents/guardians should contact the principal regarding procedures for such instruction.

## General Information

### Enrolling in School

Students generally enroll in the district in which they live. However, the Board will release a resident student who is accepted as a student in another school district under the district's open enrollment program.

Students that are new to Wonewoc-Center School District are required to enroll with their parents or legal guardian unless eighteen. When enrolling, the parents/guardian will need to bring:

1. A birth certificate or similar document;
2. Custody papers from a court (if appropriate);
3. Proof of residency; and
4. Proof of immunizations and/or an appropriate waiver.

In some cases a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

Students enrolling from another accredited school will have their courses and grades evaluated by the guidance department. The office staff will assist parents in obtaining the official records from the other school.

Homeless students who met the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures.

Adult students eighteen years of age or older may enroll themselves, but if residing with their parents/guardians, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent and are expected to follow all school rules.

### Eighteen Year Old Student

The rights held by a parent regarding his or her minor child transfer to the child when the child reaches the age of 18 years, 34 CFR 99.5. However, the parents of an adult student who continues to be financially dependent upon the parents may continue to have access to their child's pupil records, unless the adult student notifies the school in writing this information may not be shared with the parents without the student's permission, Wis. Stat. sec. 118.125(2)(k). This transfer of rights at

the age of majority should be included in the school district's policy on pupil records to help ensure both parents and students understand this policy.

## Scheduling and Assignment

### Elementary

The Principal will assign each student to the appropriate classroom and the program which the student will be participating in. Principal will make assignments based on teacher recommendations. Any questions or concerns about the assignment should be discussed with the Elementary Principal.

### Middle School

Schedules are provided to each student at the beginning of the school year. Students in middle school will be assigned course work in English/Language Arts, Math, Science, Phy Ed, and Social Studies. Students will have a choice of band or choir or both. In addition students at various grade levels will have a choice of introductory courses in Business Education, Tech Ed, and Ag. Students will also have required course work in Career and College Readiness.

Parent/Guardian meetings will be held in the spring of each year for parents and students to make course work selections.

### High School

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs, student requests and available class space. Any changes in a student's schedule should be handled through the Guidance Counselor. It is important to note that some courses may be denied because of limited space of the need to complete prerequisites courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Parents/guardians will be involved in their child's course selections in January of each year. A parent/guardian-child meeting will be held explaining requirements for graduation, and requirements for entry in to tech school, college and the world of work.

To be awarded a diploma from Wonewoc-Center High School students must complete:

- 4 English credits
- 3 Math credits
- 3 Science credits
- 3 Social Studies credits
- 1.5 Physical Education credits
- .5 Health credits
- .5 Personal Finance
- .5 College and Career Readiness
- 1 Exit Interview and Portfolio
- 9 Elective Credits

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

## Student Recognition/Awards/Publication

Throughout the school year the district publishes articles and pictures about student projects, awards, and involvement in school. These things may be published in the local paper, school newsletter or on Social Media.

When posting on social media only the first name of a student is used. In group pictures students are usually not identified by name but by grade.

If you do not want your child's name or picture posted in any publications, please put it in writing to the District Administrator. Identify the name of the child and grade level, and we will make sure that their name or picture is not published in any school articles.



## Announcements

### Elementary

Daily announcements will be made in the morning at 8:00 a.m.

### Middle/High School

Daily announcements take place once each school day. These announcements take place during Grab-N-Go breakfast for the high school & middle school. The announcements must be in the office by 8:30 a.m. All announcements will be reviewed in the office prior to their being read over the intercom system. The school reserves the right to read/publish only announcements deemed necessary for students or staff and the good of the school & community. If the announcement does not involve a school activity, event, or information relating to school it might not be read.

### Bicycles/Skateboards/Heelies and Rollerblades

Students may ride bicycles to school and park them in the bicycle racks located outside of the main school entrances. As with motor vehicles, students may not ride or use their bicycles during the school day. The school isn't responsible for damaged or stolen bicycles. We suggest you secure your bicycle to the bike rack with a locking device. Students are not permitted to ride bikes, skateboards, roller blades, or wear "heelies" (shoes with wheels) on the school campus at any time.

### Messages and Personal Phone Calls

Students will not be called to the office for messages or phone calls during class times, unless it from a parent/guardian and the message is urgent. Phone calls, from anyone other than a parent, guardian, or immediate family member will not be provided to students.

In the event a message is sent or given to the office for a student, the student will be called to the office during passing time or study hall to receive the message. Students should also check the message board, located outside of the office to see if their name is listed. In that case the student should come to the office during the passing period.

There is no guarantee that messages called in after **1:45 p.m.** will be delivered to a student. Parents/guardians changing plans for times of pick-up or changing buses must do so by 1:45 p.m. At the end of the day the district office is extremely busy, and it may make it impossible to forward messages.

Each morning a designated school official will be in the high school lobby to fill out blue slips for students who need to leave school during the day. Students are to bring a note from the parent/guardian or parent/guardian is to call the district office and leave a message.

Students going to appointments such as doctor, dentist, etc. should have the blue slips signed by the doctor or dental office and return to school. Doctor, dental and other appointments of this nature will not be counted toward the 10 sick days allowed to students.

### Transfer Out of District

If a student plans to transfer to another school, the parent/guardian must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents/guardians are encouraged to contact the School Principal for specific details.

Students are to check out of the district by letting the district know when their last day of attendance of school will be. Students should check with the classroom teacher(s), library, and food service account to make sure all fines are paid and books turned in.

### Open Enrollment

The Wonewoc-Center School District will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and relevant policies and rules of the District, all as amended from time-to-time.

## Withdrawal from School

No student under the age of eighteen will be allowed to withdraw from school without the written consent of his/her parents/guardians and completion of any required forms.

## Student Health

### Immunization

Each student must have the immunizations required by the Wisconsin department of Health and Human Services or must have an authorized waiver. If a student does not have the necessary shots or waivers, she/he may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the school nurse. If you want to learn more about immunizations go too:

<https://www.dhs.wisconsin.gov/pblications/p4/p445.pdf>.

Age	Doses			
Pre-K (ages 2 through 4 yrs)	4 DTaP/DTP/DT1 1 Varicella7	3 Polio	3 Hepatitis B5	1 MMR6
5K Kindergarten through Grade 5	4 DTaP/DTP/DT/Td1,2 2 Varicella7	4 Polio4	3 Hepatitis B5	2 MMR6
Grades 6 through 12 Varicella7	4 DTaP/DTP/DT/Td1 2 Varicella7 1 Tdap3	4 Polio4	3 Hepatitis B5	2 MMR6 2

### Student Accidents/Illness/Concussion

The Wonewoc-Center School District believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so summoning of medical assistance, notification of administrations personnel, notifications of parents/guardians, and filing of accident reports.

If you are injured during the school day or at a school activity, follow the procedures listed below.

- Notify the teacher or event supervisor as soon as possible.
- If you cannot locate a teacher or supervisor report to the district office.
- If a student is seriously injured during the school day or at a school activity, do not move the student; seek help by following the above procedure.
- All students and staff should notify the school nurse as soon as possible. If a student is seriously injured please notify nurse before administrator further procedures, unless you are a trained individual.

No student should call home and ask someone to come and get them if they are sick. Parents/guardians should request to speak to the school nurse. The nurse will make the official call if a child should go home.

If a student becomes ill during the school day teachers should send student to the nurse's office. No student should be sent home without seeing the nurse first. She/he will determine if the child needs to go home.

No student should leave the building if they become ill without consulting a teacher and the school nurse. In the absence of the school nurse the building principal will make the determination.

All parents/guardians should make sure they have **two emergency** contacts listed in their child's school information. If a child becomes ill and parent/guardian cannot be contacted the emergency contact should be willing to come pick up the child.



## Emergency Medical Authorization

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent/guardians in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent/guardian at the time of enrollment. A student's failure to return the completed form to school may jeopardize the student's participation in school activities.

Parents/guardians will be called as soon as possible if any of the following occur:

- Student complains of or sustains a back injury or receives a blow to the head.
- Student who receives a sprain or complains of internal pain in any limbs.
- A paramedic is called for a student.
- Student is running above normal temperature
- In the case of an accident in which a report has to be filed.

Parents/guardians are asked to have an updated emergency card on file in the district office.

## Use of Prescribed Medication

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- A. The Medication Request and Authorization Form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours. This form is available in the district office as well as the school nurse's office.
- B. Medication will be properly secured in the nurse's office
- C. Medications may be conveyed to the school directly by the parent/guardian.
- D. For each prescribed medication, the container shall have a pharmacist's label with the following information:
  - a. Student's name
  - b. Practitioner's name
  - c. Date
  - d. Pharmacy name and telephone number
  - e. Name of medication
  - f. Prescribed dosage and frequency
  - g. Special handling and storage directions.
- E. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- F. Any unused medication at the end of the school year should be picked up by the parent/guardians; unclaimed will be destroyed by school personnel when a prescription is no longer to be administered.
- G. No prescription or non-prescription medication should be kept in a student's locker or desk. All medication must be kept in the nurse's office.
- H. Students cannot give other students medication of any sort.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's/guardian's written release.

## Asthma Inhalers and EPI PENS

Students, with appropriate written permission from the physician and parent, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Inhalers and Epinephrine (EPI-pen) can be administered only in accordance with conditions confirmed by the school nurse and updated annually.

These devices should be kept in the nurse's office unless a doctor prescribes that the student have these devices with them at all time.

## Non-Prescription Drug Products

### Elementary/Middle School

Staff and volunteers will not be permitted to dispense non-prescribed drug products to any student without written parental/guardian consent.

The Nonprescription Drug Product Request and Authorization Form must be filed out with the school nurse before the student will be allowed to begin taking any medication during school hours.

For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents/guardian request to administer a nonprescription drug product shall contain the following information:

- Student's name
- Date
- Name of medication
- Dosage and frequency
- Special handling and storage

Students needing to take medication for headaches, colds, sinus problems, etc., should bring medication to (in the original container) to the nurse's office, and forms should be filled out.

Further, only those nonprescription drugs that are provided by the parent or guardian in the original manufacturers' package which lists the ingredients and dosage in a legible format may be administered.

Parents/guardians may authorize the school to administer a non-prescribed drug product using a form which is available at the school office. A physician does not have to authorize such medications, but all of the other conditions described above under the Use of Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

### High School

Parents/guardians may authorize the school to administer a non-prescribed drugs product using a form which is available at the school office. A physician does not have to authorize such medication. The parent/guardian may also authorize on the form that their child may self-administer the medication and keep the medication in his/her possession.

If a student is found using or possessing a non-prescribed drug product without parent/guardian authorization, the medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one previously authorized is in violation of the school's code of conduct and may be disciplined in accordance with the drug-use provision of the code.

### Head Lice

If a child in the District is found to have lice, the child's parent/guardian will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school nurse. The District practices a policy of no nits as a criteria for returning to school.

### Communicable Diseases

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to

ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## Student

### Individuals with Disabilities and Limited English Proficiency

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent/guardian involvement in this procedure is generally required. More important, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent/guardian should contact the District Special Education Director.

The district is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

Services are also available to students with Limited English Proficiency. To inquire about programs and services, a parent/guardian should contact the District Special Education Director (608 464-3165 ext. 129).

### Student Records

The organization and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents/guardians and the District with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors and administrative staff. There are two basic kinds of student records—directory information and confidential records.

Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal Law. Directory information generally includes those student records which identify a student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, photographs, name of school most recently previously attended and degrees and awards received. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a district's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

If parents/guardians and eligible students do not submit such written notification to the Principal, directory information may be utilized by the District Administrator in District-wide publications, on educational channels on TV, or on the District's website. The directory information used will be properly verified and approved by the District Administrator. (See district policy 8330 for clarification as to directory information).

Student records generally considered confidential under State and Federal law and may not be released to third parties

unless the student's parents' consent in writing. However, there are exceptions to confidentiality and request for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the District Administrator.

Parents and students are reminded of

1. Their rights to inspect, review and obtain copies of students records;
2. Their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading;
3. Their rights to consent to the disclosure of the student's school records, except to the extent State and Federal Law authorizes disclosure without consent;
4. The categories of student record information which have been designated as directory information and their right to deny the release of such information; and
5. Their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning

- A. Political affiliations or beliefs of the student or his/her parents/guardians;
- B. Mental or psychological problems of the student or his/her family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents/guardians; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Further, parents/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent/guardian will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The District Administrator will provide notice directly to parents/guardians of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time, after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

1. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for the purpose: and
2. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Education Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.

[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informational inquiries may be sent to the Family Policy Compliance Office via the following e-mail addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov)

## Armed Forces Recruiting

The school must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent/guardian of a student submits a signed, written request to the Board that indicates that the student or the parent does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents/guardians are notified of the provisions of the opportunity to deny release of directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academics of the armed forces of the United States.

If parents/guardians and eligible students do not submit such written notification to the Board, directory information may be utilized by the District Administrator in District-wide publications and on the district website. The directory information used will be properly verified and approved by the District Administrator.

Annually the Board will notify male students age eighteen or older that they are required to register for the selective service.

## Student Fees, Fines, and Charges

The School Board along with the community will set student fees at the annual meeting. Students and parents/guardians will be advised of any fees that go with certain courses when a student selects courses. The fees may be for the cost of materials used, or rental of a musical instrument. At this time no other fees are charged at the Wonewoc-Center School District.

Fees may be waived in situations where there is financial hardship. Parents/guardians should contact the District Administrator to find out more.

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for damages, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremony.

## Textbook Damage Guidelines

Books that are less than three (3) years in age:

- Damage beyond repair: full reimbursement
- In need of rebinding/repair not attributable to normal use: full binding/repair costs
- Damage that can’t be repaired and is not attributable to normal use (torn pages, rip or hole in cover, writing or foul language that can’t be erased): \$5.00

Books that are older than 3 years but not more than five (5):

- Damage beyond repair: three fourths of replacement costs
- In need of rebinding/repair not attributable to normal use: three fourths binding/repair costs
- Damage that can’t be repaired and is not attributable to normal use (torn pages, rip or hole in cover, writing or foul language that can’t be erased): \$3.75

Books that are older than five (5) years in age and damage was not evident when the book was issued and not attributable to normal use:

- All costs are one half books that are to be replaced at the end of the year and damage was not evident when the book was issued and was not attributed to normal use: \$2.00

## Fund Raising

### Student Fund-Raising

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines.

All fund-raisers must be pre-approved by your advisor and by the Building Principal and School Board. All fund raisers for the year will be approved at the October board meeting. Any organization wishing to have a fund-raiser before the October board meeting should plan to have their fund-raiser sanctioned by the board at a board meeting before the sale is to start.

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fund-raising activity for a group in which she/he is not a member without the approval of the student's teacher or counselor.
- If the fund-raising activity will involve students under age nine or the group holding the fund-raiser includes any students under age nine, the group shall secure permission from such students' parents/guardians to participate in the fund-raising activity and shall assure that any such students are always accompanied by a parent/guardian or a person at least sixteen years of age.
- Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for ..." will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the District Administrators approval.

All door-to-door fund-raising activities in the Wonewoc-Center School District shall have prior administrative and Board approval. All other fund-raising activities shall have prior administrative approval.

- A fund-raiser is an organized activity of raising funds by a student activity organization for the benefit of the students.
- A student activity account must be established in the District Office before a fund-raiser can take place.
- All fund-raisers for the year must be turned into the building principal before the October Board meeting.
- Fund-raisers that are planned for summer or before the October board meeting must be approved at the May board meeting.
- Fund-raisers will be limited. Any organization having more than 2 fund raisers should check with District Administrator.
- Fund-raising money must be run through the District Office.
- Fund-raising shall be in accordance with rules established by the administration and shall be conducted in a manner that would not violate any federal, state, or local laws or ordinances.
- All fund-raising monies shall be counted, recorded and brought to the District Office before 1:30 p.m. or time arranged in the District Office.
- At the completion of the fund-raiser, a fund raising evaluation/report in writing must be turned into the Building Principal.

### Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

Padlocks are provided free of charge to any student who would like one for their academic locker from the office. If the lock is lost a replacement fee of \$5.00 will be assessed.

A student may purchase their own lock if desired. If a student brings a lock of their own to use, a copy of the combination, or extra key must be turned into the office. Any student who forgets their combination or does not have a key to the padlock, but needs to get into the locker will have the padlock removed by having maintenance cut off the lock.



## Review of Instruction Materials

Parents/guardians have the right to review any instructional materials related to the Human Growth and Development Curriculum and may also observe instruction in classes dealing with such subject matter. Any parent/guardian who wishes to review instruction materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents'/guardians' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## Meal Service (Breakfast/Lunch)

The school participates in the National School Lunch Program and makes lunches available to students for a fee.

### Breakfast

Because of the number of free and reduced lunches that the Wonewoc-Center School District has the district is eligible for Universal Free Breakfast for all students. Students in grades 4K-5 may have breakfast as soon as they arrive at school until 7:55. Students in grades 6-12 will have a grab-n-go breakfast at 8:42 a.m.

### Lunch

Hot lunch will be offered to all 4K-12 students. The cost of an elementary lunch is \$2.60/day and for middle school and high school lunch is \$2.65/day. All parents/guardians are encouraged to fill out free and reduced forms for the lunch program. Even if your child does not eat lunch it helps the district in establishing a need for additional financial aid and percent of free and reduced is used when applying for grants for the district, and scholarships for our students.

### Cold Lunch

Students may also bring their cold lunch to school. Please do not send things that need to be warmed as we cannot allow students to use a microwave because it is considered a safety hazard for the student. Also, please do not send soda as the beverage for your child. Students who bring their lunch may purchase milk for their beverage.

### Cafeteria

While in the cafeteria, please abide by the following expectations:

- Show respect to others in line by not pushing, shoving or stepping ahead of others.
- Keep the area where you are eating clean and neat. Pick up paper, wipe up spills. Leave the table at which you were seated as clean and neat as possible.
- Throw all waste materials away in the trash receptacles provided, place your tray into the kitchen window where it can be washed and place silverware into the tub located in that window.
- Be respectful of the food service workers. Keep negative comments to self.

Please adhere to these expectations, don't throw food or objects and keep our cafeteria neat and clean. Violations of these expectations will result in disciplinary action.

## Student Safety

### Fire and Tornado Drills

The school complies with all fire safety laws and will conduct fire drills at least once a month to comply with State Law. Specific instructions on how to proceed are posted in each classroom. Teachers are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires.

The district may also practice lock down drills in which the students are restricted to the interior of the school building and the building secured. Students will be notified of a lock down via the intercom.

#### Procedure for Fire Drills:

1. Follow your teacher's directions by lining up as she/he states.
2. Pass quietly in an orderly manner out of your classroom by rows as directed by the teacher.
3. Proceed in a single file line along the right hand side of the hallway nearest exit.
4. Remain outside of the building until given permission to return.

#### Procedure for Tornado

1. Follow your teacher's directions by lining up as she/he states.
2. Move to your designated safe area.
3. Sit on floor with your head down and your hands over your head.
4. Remain in that position until given permission to return to your classroom.

#### Lock Down Drills

1. Teachers will advise on what to do and where you will go.

## Emergency Closings and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations.

- WRDB-Reedsburg
- WRJC-Mauston
- TV Channel 3
- TV Channel 27 & Channel 15
- Wonewoc-Center Website/Facebook
- Skyward Alert

Parents/guardians and students are responsible for knowing about emergency closings and delays.

## Preparedness for Toxic and Asbestos Hazards

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and Asbestos Management Plan will be made available for inspection at the office upon request.

## Visitors

Visitors, particularly parents/guardians, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Building Principals or District Administrator. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to school, in order to prevent any loss of instructional time.

Parents/guardians wishing to sit in a class room are asked to obtain permission at least 24 hours in advance of the visit. Permission can be granted by the Building Principal or District Administrator.

Students visiting from other districts is discouraged unless the student is considering open enrolling into the Wonewoc-Center School District.

Students who wish to bring a student visitor to school must present a note, requesting permission for the visit at least 24 hours in advance of the requested visit. Parents/guardians of the student will be responsible for the student visitor's behavior while being a guest at the Wonewoc-Center School District.

- Visitors may not attend on days before or after vacation, on testing days or days on which an assembly or class/organization meeting is scheduled, or the last week of school.
- Visitors must abide by all school rules, expectations and policies. If not, they will be required to leave school immediately and must be picked up by the parent/guardian.
- Visitors to Wonewoc-Center from another school shall not be unexcused/truant from that school in order to



visit.

- All visitors must report to the office when they arrive at school.
- All visitors are given and required to wear a building pass while they are in the building.
- The staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- In the morning students should enter through the high school doors only. All other doors will be locked.
- The main door of the school will be locked at 8:00 a.m. and visitors will need to be buzzed into the building.

All visitors are expected to adhere to school rules and policies or they will not be allowed to remain at W-C. The school reserves the right to deny any visitor access to Woneoc-Center Schools.

## Use of the Library

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of two weeks. To check out any other materials, contact the media specialist. Fines will be assessed for overdue books.

## School Equipment

### Use of School Equipment and Property

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

Parents who wish to borrow equipment from school, may do so by filling out a form with the head of maintenance and a fee will be charged for its use.

### Care of Equipment and Property

It is the responsibility of everyone to help maintain school property and equipment, to protect items entrusted to our care and to return them in the same condition in which we received them. Textbooks, uniforms, tools, lockers, musical instruments/equipment, physical education equipment are all examples of school equipment, supplies, and property entrusted to students. It is expected that these items will be maintained in excellent condition. If you lose or damage school property you will be held financially accountable for its repair or replacement and face discipline which could include detention, suspension or expulsion.

Lockers, desks, storage areas, and shelves/closets remain school property even though they may be assigned to students for their use. The school retains the right to inspect these areas at any time without prior notice.

Lockers and other student storage areas are provided to students in which to store those items necessary for school. They are not intended as secure areas to protect valuables. We advise you not to keep money or other valuable items in these areas. Padlocks are provided free of charge to any student for their academic locker from the office. If the lock is lost a replacement fee of \$5.00 will be assessed.

### Lost and Found

If you may have lost something, it may have been turned to the office, or the maintenance office. Please check in the office (or maintenance office) to see if your property has been turned in. If you find something which belongs to another person, either return it to that individual or bring it to the office. In general, these items will be kept in the office for a period of two weeks.

Parents/guardians may come in and check the lost and found bin that is kept in the elementary. After a period of time all lost items will be donated to charity if not claimed by students or parents.

## Student Sales

No student is permitted to sell any item or service for their own personal gain in school without the approval of the Building Principal. Violation of this rule may lead to disciplinary action.

## Communication Devices

### School Telephone

A telephone is available in the main office for student use. Each classroom has telephone access, students must get permission from the teacher before using these phones.

### Cell Phones or Communication Devices

(iPods, cell phones, MP3 players, cameras)

The use of cell phones has increased greatly over the past years. At school they have continued to be a growing problem. Many schools throughout Wisconsin have banned the use of any cell phones in their schools. Students will not be allowed to use cell phones during classes or study halls. Each student is provided with a laptop or chromebook to use to complete assignments, etc. There is no need for a student to use his/her cell phone.

The school is not responsible for any of these items brought to school. Using these devices inappropriately will result in the item being confiscated. Teachers may have personal electronic devices in their classroom to use to enhance the classroom environment. The teacher is in charge of these items in their classroom.

Elementary Students – Elementary students are discouraged from bringing cell phones to school. Elementary students who bring phones to school should turn their phones in to the elementary office (Mr. Stuckert) and pick them up at the end of the school day.

Middle School/High School Students – Cell phones /MP3 Players, iPods, and cameras cannot be used in the classroom unless directed by the classroom teacher. Phones are to be set to silent and as a student enters the classroom phones should be put in the pockets on the classroom door. Phones should be picked up at the end of the class period. Students are not allowed to take videos of the class or teacher without asking permission first. Any student who refuses to put his/her phone in the door pocket will have this privilege revoked and not be allowed to bring a cell phone to school. If a student does not want to turn over his/her phone at the beginning of the hour he/she should keep it in a locked locker for the day. Students will not be allowed to take their cell phones with them when they leave to go to the bathroom.

Parents/guardians – Please refrain from sending messages or calling your child on their cell phones during the academic part of their school day. If you need to get a hold of them in case of emergencies call the district office (464-3165 ext. 110), if you have a non-emergency please call or text your child during their lunch time.

Students may use their cell phones before school, during lunch and after school. Students who use their cell phone during class time or study halls will receive the following.

- 1<sup>st</sup> offence – the teacher shall confiscate the phone and turn it into the Principal or Dean of Students. Parents/guardians must come in and pick up the phone.
- 2<sup>nd</sup> offence – the teacher will confiscate the phone and turn it into the Principal or Dean of Students. Parents/guardians must come in and pick up the phone. The student will not be allowed to bring their phone to school for 1 month.
- 3<sup>rd</sup> offence – the phone will be confiscated and parent/guardian will need to pick it up, student will not be able to bring cell phone to school for 6 months.
- 4<sup>th</sup> offence – student will no longer be allowed to bring a cell phone to school for 1 calendar year.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal

violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the device.

## Weapons

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by the law without the permission of the District Administrator.

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

The District Administrator will refer any student who violates this policy to the student’s parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. Weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. Items pre-approved by the principal and District Administrator as part of a class or individual presentation under adult supervision, including, but not limited to Hunters’ Education courses, if used for the purpose and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved);
- C. Theatrical props used in appropriate settings; and
- D. A lock back knife has a blade no longer than 3 inches in length, a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of student’s class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person. Policy 5772

Students violating this policy will be subject to disciplinary action, possible suspension and/or recommendation for expulsion. In the case of possession with intent to threaten or cause bodily harm to others or to cause property damage, law enforcement officials will be notified.

## Advertising outside Activities

The district will refrain from advertising outside activities, unless they pertain to the education of students and parents/guardians. Anyone wishing to advertise an event must receive an okay from the District Administrator.

## Video Surveillance

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various sites through the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

## PTCO

The Wonewoc-Center School District has an active PTCO. The PTCO does an excellent job of providing many benefits for our children and encourages close relationships between teachers and parents/guardians. The meetings and programs for parents/guardians are informative and current. If interested in learning more about the PTCO contact Tammie Skrabel, Laurie Osborne, or Lisa Roehling.

## Volunteer Guidelines

Below are listed guidelines and helpful hints for classroom volunteers. Please read these guidelines carefully so that your volunteer experience can be comfortable and rewarding for you, your child, and classroom as a whole. The following suggestions are the result of guidance from parents/guardians and staff. Understand how grateful we are for parents'/guardians' time and support; please accept the following guidelines with our thanks!

- Complete the district volunteer requirement.
- Wear a "volunteer" badge while on campus.
- Assist teacher in necessary duties.

## Academics

### Elementary Academic Courses

All students enrolled in the Wonewoc-Center Elementary School will receive instruction in: Reading, Math, Language Arts, Science, Social Studies, Health, Music, Library Skills, Art, Physical Education, Character Education, Integrated Environmental Education, Integrated Technology Education, and Band (5<sup>th</sup> grade).

### Middle Academic Courses

All students enrolled in the Wonewoc-Center Middle School will receive instruction in: Math, English, Science, Social Studies, General Music, Art, Choir, Band, Tech Ed, Academic and Career Planning, Health, Spanish, Computers, Physical Education, Agri-Science.

### High School Academic Courses

At the high school level we are constantly striving to meet the needs of our students, as well as meeting the needs of our community employers. Therefore course offerings may change as needs change. At the present time students have a large number of courses in which to select from. Please see our Course Options Handbook for a listing of all courses being offered at this time.

### Alternative School

For students who struggle in the traditional classroom environment students may choose to attend the Wonewoc-Center Alternative School. The alternative school is for students in grades 9-12 who are having trouble succeeding in the regular classroom environment or are credit deficient and in danger of not graduating on their target date.

If interested in learning more about the Alternative School please contact Jackie Miller at (608) 464-3165 ext. 140 or [milljac@wc.k12.wi.us](mailto:milljac@wc.k12.wi.us).

### Virtual School

For those students who want to earn their high school diploma entirely on line, the Wonewoc-Center Virtual School offers this opportunity. Classes are led by certified on-line teachers. The virtual school serves students from Kindergarten through 12<sup>th</sup> grade. If interested in learning more about the Virtual School contact Dr. Sharon Ennis at (608) 464-3165 ext. 150 or [ennisha@wc.k12.wi.us](mailto:ennisha@wc.k12.wi.us).

### Advanced Placement Courses-College-High School

Students who are scholastically outstanding and who have met the established requirements may enroll in courses offered through a University.

#### Purpose:

- Take courses in the areas of science, mathematics, social studies, English, foreign language, and/or fine arts (academic courses only – not lessons or performing groups).
- Courses not available in the High School and after all of the academic courses in the specified area have been exhausted.
- To widen the scope of their education.

#### Cost:

- The student shall pay all costs associated with taking a course (including tuition, books, laboratory fees, materials fees, and transportation).
- The student shall be reimbursed for tuition costs upon the satisfactory completion of the course.
- Credit toward high school graduation will be granted.
- The course grade will not be figured into the students over-all GPA.
- A semester course, which meets 3 or more hours/week will receive ½ credit.

#### Guidelines:

- The student must satisfy the admission requirements of the University.
- The student must be academically capable of handling his/her load at the high school, as well as the course he/she takes at the University.
- A written statement expressing the need for the course above and beyond the high school course offerings must be submitted by the student and his/her parents/guardians to the school district office and approved by the Principal.
- The guidance counselor, high school principal, superintendent of schools, and the gifted and talented coordinator will review all requests. The Wonewoc-Center School Board must approve all requests.

### Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. Separate permission slips will be sent to parents/guardians if a field trip is going to be more than 50 miles away from school. Trips within 50 miles will not require a signed permission slip, but parents/guardians will be informed and if they chose to opt out of the field trip they should let the teacher who is chaperoning the trip know that your child will not be attending. Students should ride the bus to field trips unless other plans are made with the approval of the District Administration.

### Grades

The teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the student at the beginning of the course work. If a student is not sure how his/her grade will be determined, she/he should ask the teacher. Parents/guardians may find out teacher grading procedures by e-mailing them or giving them a call. The District uses the Skyward Software System to maintain student's grades. Parents/guardians may check this site at any time to determine how their child is doing. Teachers will always have their gradebook updated by the Friday of each week.

### Grades 4K-5

This year all elementary report cards will be standards based. Students will be given 4 possible ratings: Below Basic, Basic, Proficient and Advanced.

- A score of Below Basic indicates the student is struggling and lags behind the rest of the class in mastery that particular skill.
- A score of Basic indicates the student is working toward mastery.
- A score of Proficient indicates the student has mastered that particular skill.
- A score of Advanced indicates the student has master that particular skill and is actually above grade level in that skill.

More will be explained at Parent Teacher-Conferences.

## Grades 6-12

The School uses the following grading system in grades 3-12.

Letter Grade	Percent Range	Academic Achievement
A	100-95	Excellent
A-	94-92	Excellent
B+	91-89	Good
B	88-86	Good
B-	85-83	Good
C+	82-80	Satisfactory
C	79-77	Satisfactory
C-	76-74	Satisfactory
D+	73-71	Minimum Acceptable
D	70-68	Minimum Acceptable
D-	67-65	Minimum Acceptable
F	<64	Failure to Achieve
I		Incomplete
P		Acceptable Achievement

### Grade Point Average

To calculate a grade point average (GPA) a point value is assigned to each course grade and divided by the total number of credits. For example a student who receives a C in a course earns 2 points. If he receives a B in a second course he receives 3 points. The GPA is the addition of the two courses  $2+3=5$  and then divided by the credits. Each course was worth 1 credit. The GPA would be  $5 \div 2 = 2.5$ .

### Grading Periods

Students shall receive a report card at the end of each 4½ weeks of school. At 4½ weeks students will receive a mid-term report which indicates how they student is doing at that particular time. This alerts parents/guardian to their child's academic achievement. At 9 weeks students receive a report card which indicates progress for a 9 week period. At semester students in the high school will receive a 2<sup>nd</sup> nine weeks grade and a semester grade. If a student has a passing semester grade he/she will be awarded ½ credit for each class paid. Students receiving a F for a semester grade will be required to retake the course during the school year or summer school to receive the credit.

## Promotion, Placement, and Retention

### Elementary

Promotion to the next grade (or level) is based on the following criteria.

- 1) Completed the course requirements at the present assigned grade. (See mastery skills list for grade level).
- 2) In the opinion of the professional staff, achieved the instructional objectives set for the present grade.
- 3) Demonstrated sufficient proficiency to permit him/her to move ahead in the education program of the next grade.
- 4) Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Methods used to determine level of student proficiency:

- Classroom assessments
- MAP Testing
- Running records
- State Testing
- Teacher recommendation

### Retention at Elementary Level

- If the district is thinking of retaining a student or identifies a concern with students ability to master certain skills, parents/guardians will be notified in January of this possibility, and a meeting with staff may be suggested.



- If after 3<sup>rd</sup> quarter (March) student has failed to show improvement and interventions have been implemented the district will have a parent/guardian staff meeting to develop a course of action.
- Final decision on retention will be made around May 15 of each school year. Parents/guardians will be notified by the District of the retention. Discussion can follow about possible summer school options, etc.

### Middle School

- Students must have a passing average for the year in all core subject areas. (Math, Science, Social Studies, English). The 4 quarters of the year will be added together and divided by 4. Students who do not have at least a D- average will need to repeat the course through summer school. A student who fails more than 2 of the 4 courses will be retained for the entire grade. Students who fail to make up a course during summer school will have to retake the course during the next school year.
- Students must have a passing average in all exploratory classes.
- Students must have a passing average in all music classes.
- Students must have a passing average in Physical Education.

Also taken into account will be the student’s performance on District and State Wide Assessments. Failure to come close to benchmark may result in a child repeating a grade level.

### High School

A student’s progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing appropriate tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP). It is the student’s responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the guidance office and a counselor will be pleased to answer any questions.

Methods used to determine level of student progress:

- Classroom Assessments
- MAP Testing
- State Testing
- District Wide Assessments
- Accumulation of credits

The number of earned credits designates the grade in which the student will be registered:

Freshman	0 to 6.0 credits	Junior	13.0 to 19.0 credits
Sophomore	6.5 to 12.5 credits	Senior	19.5 credits

All seniors will be required to do an exit interview and create a portfolio before they will be granted a diploma.

### Graduation Requirements

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work and earn the total number of required credits.

Specific course requirements are:

English	4 credits
Health	.5 credits
Phy. Ed.	1.5 credits
Mathematics	3 credits
Social Studies	3 credits
Science	3 credits
Personal Finance	.5 credits
College & Career Readiness	.5 credits
Electives	9 credits
Exit Interview and Portfolio	1 credit
Total	26.0 credits

The school may grant a high school diploma to a student who has not satisfied the requirements under this policy if the student was enrolled in an alternative education program and the school determines that the student has demonstrated a level of proficiency in the subjects required under this policy.

Graduation must be earned by passing all mandated subjects and earning the total units required for specific diploma sought.

Depending upon the disability profile, students in special education shall either receive (a diploma) (a certificate of completion) if certified they have properly completed the requirements of their IEP, or received the recommendation of the IEP team, as related to completion of credit requirements through regular, special or alternative education. They may participate in all graduation activities.

## Academic Standards

The Wonewoc-Center School District bases its curriculum offerings on the Wisconsin Model Academic Standards in Math, and English/Language Arts, and Social Studies. The Science curriculum is aligned with the Next Generation Science Standards. All vocational and liberal arts courses are also aligned with the Wisconsin Model Academic Standards.

## Alternative Routes to earning credits

### Youth Options

The Board of Education will provide students enrolled in the District with the ability to take up to two courses at any given time through one or more other educational institutions, including in a non-resident public school district the University of Wisconsin system institution, a technical college, a nonprofit higher education institution, a tribal college, a charter school, and any other nonprofit organization approved by the Department of Public Instruction.

The Youth Options Program permits any 11th and 12th grade student to attend a Wisconsin institution of higher education for the purpose of taking one or more nonsectarian courses. Students will be given one-fourth credit towards high school graduation for every one post-secondary credit earned. The students grade will be figured into the student's overall grade point average (G.P.A.) Students will be limited to 18 postsecondary credits in their junior and senior year. Students may only be admitted to the secondary institution if space is available. Students interested in participating shall inform the District guidance counselor of their intention to take post-secondary courses under this program, prior to enrollment in the course(s), (See deadline dates below).

Students must notify the School Board through the guidance office by March 1 for the fall semester, and by October 1 for the spring semester of their desire to participate in the program. By law, applications for the Youth Options Program must arrive in the guidance office by the deadline dates.

A separate application must be submitted for each semester during which a student desires to participate in the Youth Options Program. The School Board shall determine whether a course taken through the Youth Options Program comparable to a course that is offered in the District, whether it satisfies graduation requirements and what, if any, high school credits will be awarded to the student.

The School District is not responsible for transporting students to or from post-secondary courses, or the costs of the transportation incurred thereof, under this program.

### Payment of Courses:

1. If the course is taken for high school credit and the course is not comparable to a course offered in the District, the District shall pay for the course. The district is only responsible for courses that are not 80% comparable to courses offered by the district.
2. If the student is attending an institution of higher education and the course is taken for high school credit and is comparable to a course offered in the District, the student shall pay for the course.
3. If the student is attending a technical college for less than 10 credits during any semester and the course is taken for high school credit and is comparable to a course offered in the District, the student shall pay for the course.
4. If the student is attending a technical college for 10 or more credits during any semester, the Board shall pay for



courses that are not comparable to courses offered in the District.

5. If the course is taken for post-secondary credit only, the student shall pay the costs associated with the course.
6. If the student is attending courses at a technical college under this program and is a child with a disability, the Board shall also pay costs of any special services required for the student as determined jointly by the district and the technical college. The district may refuse to permit a child with a disability to attend a technical college under this program if it determines that the cost to the district would impose an undue financial burden on the district.
7. Students who receive a failing grade or fails to complete a course in which the school district has made payment, the school board shall request from the student reimbursement for all costs related to this course.
8. Students who fail to provide reimbursement for a dropped class or failed course as described above are not eligible for future youth options courses. Students will also not be eligible to participate in the graduation ceremony.
9. Wonewoc-Center students not meeting all the necessary requirements needed for graduation will not be permitted to participate in the graduation ceremonies on graduation day.

### Courses through a Technical College

Upon the student's request and with the written approval of the student's parent/guardian, any student who satisfies the following criteria may attend a technical college under the Youth Options Program for the purpose of taking one or more courses:

1. The student has completed the 10th grade;
2. The student is in good academic standing;
3. The student notifies the School Board of his/her intent to attend a technical college in accordance with the timelines established in state law; and
4. The student is not a child at risk as defined in state law.

The Board shall determine whether the technical college course(s) is comparable to a course offered in the District, whether it satisfies any graduation requirements and what, if any, high school credits are to be awarded to the student. If a student is not satisfied with the Board's decisions, he/she may appeal to the State Superintendent of Public Instruction.

### Courses Taken through an Institution of Higher Learning

Any 11<sup>th</sup> or 12<sup>th</sup> grade student may apply to attend an institution of higher education under the Youth Options Program for the purpose of taking one or more nonsectarian courses, in accordance with state law.

The School Board shall determine whether the institution of higher education course(s) is comparable to a course offered in the District, whether it satisfies any graduation requirements and what, if any, high school credits are to be awarded to the student. If a student is not satisfied with the Board's decision, he/she may appeal to the State Superintendent of Public Instruction.

### Virtual Classes

Wonewoc-Center School students in grades 11-12 may have the opportunity to participate in virtual education courses through the Wonewoc-Center School District Virtual School. The Wonewoc-Center School District is looking for opportunities for students to enhance their education.

By participating in the Virtual Program the students will adhere to the following guidelines:

1. The courses that students may take must not be ones offered at Wonewoc-Center Schools. Must be currently enrolled as full time students in the Wonewoc-Center School District.
2. Students must be in good academic standing. No failing grades from current school year.
3. Students who receive a failing grade or fail to complete course in which the school district has made payment, the school board will request reimbursement for all costs related to the course. Reimbursement will be requested from a student if he or she is an adult or from the student's parent or guardian.
4. Students who fail to provide reimbursement for a dropped or failed course as described above may not be eligible for the virtual school program and will not be allowed to participate in graduation.
5. Students are given a 14 day free trial period. The district will be billed for students who remain enrolled after the

14-day trial period.

6. Students must have prior approval from the Guidance Counselor and the Principal. \
7. Each course is equal to .5 credits and the overall percentage will be correlated to our current grading scale and averaged into the student's GPA.
8. Course fees are charged per student, per course including registration, software, course materials, course facilitation by a Wisconsin certified teacher and technical support.
9. The student will be allowed internet and e-mail access.
10. Students may access their course from home.
11. Students must check in with the LEG or mentor at least twice a week for progress checkups. Deadlines and completion dates will be established by student and LEG upon registration.

### Virtual Academy

Students who want to earn their high school diploma may take part in the Wonewoc-Center Virtual School. The district provides an on-line option to students of the district, as well as students outside the district to acquire their education through on-line course work. Students will receive a diploma from the Wonewoc-Center Virtual School. The virtual school is available to any student in grades K-12. To learn more about the Virtual School contact Dr. Sharon Ennis.

### Recognition of Student Achievement

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include academics, athletics, performing arts, citizenship, attendance and volunteerism. Recognition for such activities is initiated by the staff and coordinated by building principals and/or district administrator.

### Honor Roll

Honor rolls shall be published in the Wonewoc-Center School District each grading period. Students in the middle school and high school who maintain specified grade point averages shall be eligible for District honor rolls.

Other honor programs recognizing student academic achievement may be implemented in the District in accordance with guidelines established by the administration.

“Awards” are classified as “directory data” under the student record law. This information may only be disclosed if a parent or guardian has not filed a statement prohibiting disclosure of directory data.

Students in grades 6-12 will be eligible to earn Honor Roll status. For a student to receive High Honors they must have a GPA of 3.50 or higher. To receive Honors a student must earn a GPA of 3.00 to 3.49. Honor rolls will be established at the end of each quarter.

### Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach. See Athletic Handbook for more details.

### Diploma Deferral

Special graduation is an opportunity for students with individual education programs (IEP) to participate in high school graduation ceremonies without obtaining an official diploma. Students with IEP's who have complained their transition-related IEP goals may be eligible for social graduation.

## Homework

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for standardized tests and graduation.

Homework should not be used for disciplinary reasons but only to enhance the student's learning.

Wonewoc-Center recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students' ability to meet state and district subject area content standards. Therefore, the Wonewoc-Center School District expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives.

Homework is defined as any required schoolwork completed outside of the instructional day. The goal and purpose of homework is to provide practice in skills that have been taught and/or to deepen understanding of concepts presented in class.

The following guidelines are followed by the Wonewoc-Center Staff

<b>Grade level</b>	<b>Amount of time to be spent on homework/day</b>	<b>Involvement of parent</b>	<b>Average % of parental support needed</b>
K	10 to 20 Minutes	Parent involvement is necessary to complete all activities	100%
1 <sup>st</sup>	20 to 40 minutes	Parents are expected to help their child, as needed, complete the homework and to check it for accuracy and assist in correcting mistakes	80%
2 <sup>nd</sup>	25-40 minutes	Parents provide assistance (clarifying directions, getting started, etc.) for students to complete homework as independently as possible. Parents should check the accuracy of the completed homework.	60%
3 <sup>rd</sup>	25 to 45 minutes	Parents provide encourage and guidance, as needed, for their child to complete homework independently and verify that it was completed.	40%
4 <sup>th</sup>	30 to 55 minutes	Parents are aware of homework assignment and support its completion by providing guidance as needed and initialing the homework log.	20%
5 <sup>th</sup>	35 to 60 minutes	Parents are aware of homework assignment and initial the homework log. Students take full responsibility to record, get assistance as needed, and turn-in homework assignments on time	10%

If your child consistently requires much longer than the time indicated above to complete his/her homework please contact your child's teacher. It is possible that some modification to the homework load is needed for your child and/or a homework "contract" should be designed to support your child's best efforts.

To ensure that homework is an effective part of the education process, we believe that open communication among teachers, parents/guardians, and students is critical.

Suggested guidelines for parents to support student success:

- Provide a quiet, well-lighted study area with a desk or table and chair.
- Keep a supply of 'study tools' available: pencils, pen, paper, ruler, and dictionary.
- Establish a regular time for homework during which the child can work with a minimum of interruptions.
- Encourage student responsibility and independence.
- Contact the teacher if a child is not consistently able to do the homework within the time guidelines, or if challenges or questions arise.

Suggested guidelines for students to be successful:

- Make sure you are aware of assignments and corresponding due dates.
- Make sure you understand the homework assignment before leaving school.
- Ask for clarification from you teacher if you have questions.
- Bring home all necessary materials.
- Do your best to stay focused and manage your time.
- Put forth your best effort to produce quality work.

### Administrative Rules on Homework

Homework assignments should:

1. Accomplish an objective, which is better achieved by homework.
2. Support a positive student attitude for learning.
3. Reinforce previous learning.
4. Provide for the varied levels of student ability.
5. Challenge student initiative, imagination, and creativity.
6. Conform to time guidelines.
7. Provide for periodic monitoring by the teacher when a single assignment has a long term due date.
8. Be accomplished without requiring any student financial investment, i.e., purchase of model parts, hobby kits, supplies, etc.

### Homework Assignment Follow-Up

1. A system for checking homework is the responsibility of each teacher and is necessary to provide students with knowledge of results and consistent feedback.
2. When homework is a contributing factor to evaluate student progress, each teacher shall provide a system of assignment make-up for students

### Homework during illness

If you wish to request homework for a child who is ill, please contact the school office by 9:00 a.m. on the day you wish homework to be ready. This will give the teacher sufficient time to prepare your child's assignments which may be picked up in the office after 3:30 p.m. on the day that you phone and every day thereafter though out the duration of the illness.

### Student Assessment

To measure student progress, students will be tested in accordance with State Standards and District policy. Additional group tests are given to students to monitor progress and determine educational master levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest survey's may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## Wonewoc-Center Testing Schedule

Test	State/District	Grade Level	When
PALs(Phonological Awareness Literacy Screening)	State	4K-2	Fall and Spring
MAP (Measure of Academic Progress)	District	K-10	Fall, Winter, Spring
Wisconsin Forward Exam (English Language Arts and Math)	State	Grades 3-8	March 20 through May 5
Wisconsin Forward Exam (Science/Social Studies)	State	Grades 4, 8, 10	March 20 through May 5
DLM (Dynamic Learning Maps)	State	Cognitive Disability Students in grades 3-11 (English Language Arts and Math) Grades 4-8-10 Science and Social Studies	March 20 through May 5
ACT Aspire	State	Grades 9 and 10	April 24 through May 26
ACT Plus Writing	State	Grade 11	April 11
ACT WorkKeys	State	Grade 11	March 1

College entrance testing information can be obtained from the Guidance office.

## Valedictorian Identification Process

In order to receive the valedictorian award, a student must:

- Have earned the highest grade point average (GPA) in his/her graduating class (the grade point average will be determined by grades received in all classes taken through the first seven (7) semesters of high school attendance;
- Attend Wonewoc-Center High School for at least the three consecutive semesters immediately preceding the determination of the class valedictorian; and
- Graduate from Wonewoc-Center High School.

The Valedictorian of a class is determined after the first semester of the senior year. All Wonewoc-Center policies must be followed, and all grades accepted and verified by the high school principal and guidance counselor.

In the event that two or more eligible students have identical GPA's at the completion of seven semesters, the following criteria will be used to determine class valedictorian;

- The student who shows evidence of application to a participating Wisconsin institution by the end of the seventh semester will be the nominee.
- If a tie still exists, the student with the highest composite score, from the American College test on file with the district by February 1 of the student's senior year shall be valedictorian.
- If a tie still exists, the student with the highest total earned credits shall be valedictorian.
- If a tie still exists, the names of those students still involved will be drawn by lots. The name drawn shall be recognized as the valedictorian. Items, (a) (b) and (c) above will be used to determine salutatorian. In case of a tie, the district will have co-salutatorians.

## Technology

### Student Technology Acceptable Use and Safety

See Appendix A for the complete form. By signing this handbook you are also accepting the Student Technology Acceptable use Policy.

## Cyberbullying

Use of the network to engage in “cyberbullying” is prohibited. “Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites of Myspace accounts and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.”

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim’s cell phone bill;
3. Using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
4. Posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

Students shall not access social media for personal use from the District’s network, but shall be permitted to access social media for educational use in accordance with their teacher’s approval plan for such use.

## Parent Teacher Conference

A parent-teacher conference is held in the fall and spring and offers a special opportunity to share information about a student. The best conferences end with both the parents and teacher feeling they have learned something about the child and with a clear action plan of how to best support the child going forward. Parent- teacher conferences can be scheduled anytime though out the school year. However, the school calendar has set October 11, 2017 from 3:30 to 7:30 and Oct. 13, 2017 from 7:30 to 11:30 a.m. The spring conference will be held on March 7, 2018 from 1:30 p.m. to 7:30 p.m. It is important that parents/guardians meet with teachers to identify ways that the school and home can work together.

## Student Activities

### Sportsmanship

As members of the Scenic Bluffs Conference and Wisconsin Interscholastic Athletic Association, Wonewoc- Center will uphold the sportsmanship expectations set forth by those organizations. In addition, the W-C Board of Education endorses a policy that Good Sportsmanship will be followed and practiced at all times, either home or away.

Sportsmanship Guidelines are as follows.

W-C expects all students and fans to participate in:

- Positive and appropriate and not engage in negative cheers, gestures, or actions.
- Respect toward our opponents, visiting-fans, officials and guests.
- Where allowed, displaying positive banners, posters or signs.
- Wearing apparel, and school colors, images or mascot insignias in a positive manner. □ Making everyone feel welcome at Wonewoc-Center events.
- Bringing pride to Wonewoc-Center students, athletes, our school and community.
- Respect toward our National Anthem.
- W-C will not participate in, support or condone:
  - Vulgar language, swearing, disrespect, baiting of officials or opposing players, coaches & fans.
  - Causing disruptions or distractions when the opposition is attempting to shoot a free throw.
  - Engaging in negative cheers such as “Air-Ball, Goodbye, Winning Team – Losing Team,” etc.
  - Support or engage in any behavior which could be interpreted as intimidation, confrontation, insult, or threat.
  - Interrupting our guest cheerleaders or pep band.

Causing Wonewoc-Center to experience poor sportsmanship will result in disciplinary action which could include warning, being asked to leave an event, losing the privilege of attending any more events for the season, school year or calendar year, suspension from school, or referral to law enforcement.



## Student Sponsored Clubs and Activities

Students have the opportunity to broaden their learning through curricular-related activities. A curricular- related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are approved by the Board of Education. Authorized groups include:

Gifted and Talented	Art Club	Spanish Club
FFA	FBLA	WC Club
Middle School National Honor Society	High School National Honor Society	USA Skills
Drama Club	Trap Shooting Club	

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

## Non-Sponsored Clubs and Activities

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no school staff person is actively involved in the event, the event will not interfere with school activities, and non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or the school mascot.

## School Sponsored Publications and Productions

The Board of Education sponsors student publications and productions as a means by which students learn, under Adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

A material cannot be displayed if it:

- Is obscene to minors, libelous, indecent, or vulgar;
- Advertises any product or service not permitted to minors by law;
- Intends to be insulting or harassing;
- Intends to incite fighting or presents a likelihood of disrupting school or school event;
- Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

## Class Meetings

Class meetings will be scheduled on a specific day each month, rotating meetings during the eight hours. All class advisors are to accompany their class and assist them in accomplishing the meeting's agenda.

## Dances

Dances (or similar activities) are sponsored by classes, organizations, or the student council. In order to offer a dance, a form is available in the office to request this activity. Make the request to the principal through your advisor or teacher.

Procedures

- Receive approval and support from your class, organization, and advisor/teacher to sponsor a dance.
- Determine a date, and check to make certain there are no conflicts between the date and use of the facilities.
- Complete plans for the event by arranging for chaperones (minimum of 2 – one female one male) that are not students, and are adults. Arrange for notification of law enforcement and where appropriate, have an officer on duty (in accordance with Juneau County Ordinance).
- If necessary arrange for custodians to be present.
- Arrange for student set-up and clean-up.
- Get approval in the office from the principal for the event.
- Make appropriate announcements and post signs.

- Make arrangements for collecting, counting and securing any admission fee.
- Make certain that chaperones and school officials are present and that students know and adhere to expectations for behavior and dress at dances.

Any student who wishes to bring a guest from another district, may do so if they complete the necessary paperwork, which may be obtained from the Building Principal.

## Athletics

A variety of athletic activities are available in which students may participate providing they meet eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact Tory Needham, the athletic director at Wonewoc-Center School District.

### Middle School Sports Offerings

- Volleyball
- Football
- Basketball (girls and boys)
- Track (girls and boys)

### High School Sport Offerings

- Volleyball
- Football
- Basketball (girls and boys)
- Track (girls and boys)
- Baseball
- Softball
- Cheerleading (girls and boys)
- Golf (girls and boys)

## Student Employment

The school does not encourage students to take jobs outside of school that could interfere with their success in the academic program. If a student believes that she/he must maintain a job in addition to going to school she/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documentation.

## Student Conduct

### Attendance

The school requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

Wisconsin Law states that a student may not miss any more than 10 days/school year. It also states that a day means any part of the day will count as a missed day. Wonewoc-Center does not count days where students go to a doctor, dentist etcetera if the student brings a note from the doctor, dentist etc. Once a student misses 4 days during the year, parents/guardians will receive an update on missed days, they will again receive a letter at 7 days with a request to meet with school officials. If a student misses more than 10 days the district is obligated to file truancy. Student and parent/guardian will be required to appear before Municipal Court. Just a reminder if a student is out due to illness and we receive a doctor's note this will not count toward the ten days.

### Compulsory Student Attendance

All children between 6 and 18 years of age shall attend school regularly during the full periods and hours, religious holidays expected, that the school is in session. All students must attend until the end of the term, quarter or semester of the school



year in which the child becomes 18 years of age unless they fall under an exception outlined in the District's Administrative Guidelines. A child who is enrolled in 5 year old kindergarten shall attend school regularly, religious holidays except, during the full period and hours that kindergarten is in session until the end of the school term.

Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet or other electronic information and telecommunications technologies. Discuss these alternatives with your counselor since the approval of the program may be required prior to enrollment in a distance learning program.

### Excuse for Absence

A parent of a student who is absent shall provide a written, dated, signed statement or call the school with a statement, indicating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the Building Principal and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

If a child is ill in the morning, and parents/guardians are keeping them home, the parent/guardian should call into the school by 8:00 a.m. If a child does not come to school and we have not heard from the parent/guardian, the District will begin to make phone calls to the parent at 8:15 a.m.

### Release of Students to Authorized Persons

If only one parent is permitted to make educational decisions or to approve absences of the student by court order, the responsible parent shall provide the school with a copy of the court order. Absent such notice, the school will presume that the student may be released into the care of either parent. The school cannot stop a parent from picking up their child in cases of joint custody and no court order. Please do not put the school in this position.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized by a parent/guardian with authority to do so. Parents/guardians should make sure they have 2 emergency contacts on their Skyward form. If the district is unable to contact you we need to have someone who can make decisions regarding your child.

### Excused Absences

A student shall be excused from school for the following reasons:

#### Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds 3 days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty days.

#### Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the Building Principal. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his or her regular school. The supervisor of such weekly religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction.

#### Permission of Parent or Guardian

The student may be excused by his or her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten days under this paragraph and must complete any course work missed during the absence.

Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

- Professional and other necessary appointments (e.g. Medical, dental, and legal) that cannot be scheduled outside the school day. (Students should bring back a note from the doctor, dentist etc.)
- To attend the funeral of a relative
- Legal proceedings that require the student's presence
- College visits
- Job fairs
- Vacations

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teachers to make necessary arrangements.

### College Visits-Job Interviews

College visits must be approved by the counselor, and arranged through that office. Job interviews must be arranged through the office and follow attendance procedures for appointments (see attendance). Make certain you bring a written note, to the appropriate office requesting either of these visits. Job searching or college visits without an appointment will not be approved or excused.

### Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

### Suspension or Expulsion

The student has been suspended or expelled.

### Program or Curriculum Modification (high school only)

Students may be excused from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

### High School Equivalency-Second Facilities (high School only)

A student may be excused from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail. The student and his/her parent or guardian must agree that the student will continue to participate in such a program.

### Child at Risk (high school only)

The student is a "child at risk" as denied under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to a high school graduation, as provided under State Law.

A student may be excused from school, as determined by the Building Principal for the following reasons:

- Quarantine.
- Quarantine of the student's home by a public health officer.
- Illness of an immediate family member.
- Emergency.
- An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.
- Work at home due to absence of parent(s).  
To work at home due to the absence of the student's parents. Absences under this section shall not exceed 2 days nor be granted to any student younger than 12 years of age.
- Other (individually considered on a case by case basis).

A student, whose absence from school was excused, except for an expelled student, shall be permitted to make-up course

work and any quarterly, semester or grading period examinations missed during the absence when they return to school. At the elementary level a teacher should work with the student, letting them know what work needs to be made-up and when you expect the work to be completed.

At the middle and high school level it is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

## Truancy

A student will be considered truant if he or she is absent part or all of one or more days from school during which the School Principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute—Sec.

118.15, Wis. Stat.

When a student is truant, the Building Principal shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

## Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the education program and are considered a serious matter. The principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

- Counseling the student;
- Requiring the student to make-up lost time;
- Requiring the student to make-up course work and/or examinations, as permitted under this Guideline;
- Conferring with the student's parents;
- Suspending the student from school;
- Referring the student to an appropriate agency for assistance.

Administrative action to address unexcused absences shall be in accord with due process as defined in Policy 5200, the Student Code of Conduct, and other applicable Board Policies.

Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

A student whose absence from school was unexcused shall be permitted to make-up course work and quarterly, semester, or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

It is the student's responsibility to contact the teacher(s) to get assignments when they are either unexcused or suspended.

- Schoolwork is due when the student returns to school unless the teacher provides additional time.
- Make-up of tests, exams or quizzes will be arranged between the teacher and student.

If a plan cannot be agreed upon between the teacher, student and/or parent/guardian the teacher will establish a plan with the approval of the principal.

## Special Situations

Deer hunting, homecoming, prom and other special events follow a procedure of their own.

## Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As an agent for the education of the children of this district, the Board shall require that the school be notified in advance of such absence by written or personal request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Building Principal.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents/guardians.

## Habitual Truancy

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

When a student initially becomes a habitual truant, the Building Principal shall ensure that all applicable provisions of the District Truancy Plan are carried out.

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences.

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

***Students found to be truant will be referred to Municipal Court.***

## Students Leaving School during the School Day

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents/guardians.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Principal.

## Closed Campus

Wonewoc-Center has a closed campus, except during the lunch period. Students may leave campus during lunch, but they may not drive, ride in or use motor vehicles or bicycles for the purpose of leaving campus during lunch.

During school hours and school days, students will not be allowed in the following areas without permission or direct supervision of a staff member: on school road past the driveway by the football field, the cemetery, any apartment buildings unless they live there, Baker's Field Park and shelter area and the Legion Park swimming pool area.

Failure to abide by this rule may result in a Loitering citation according to the Village of Wonewoc Ordinance

If the student does not return after lunch, or is late in arriving back to school he/she must have a parent either call school or send a note explaining the reason for the absence/tardiness. In order to leave campus during the school day, other than during lunch, the student must first obtain permission in the office and get a blue slip.

## Tardiness

- Students who are not in their first hour class when the bell rings are considered tardy.
- Students who are late to class by 10 minutes are considered absent without an excuse.
- All students (grades K-12) should report to the principal's office if they are tardy to school.
- When a teacher detains a student after class, she/he shall issue a late pass for the student's next class.
- Teachers are requested to refer cases of chronic tardiness to the principal.
- When a high/middle school student has been tardy to a class 3 or more times it is up to the teacher to assign a 1 hour detention. If student refuses to serve the detention he/she should be referred to the Building Principal.

## Code of Conduct

### Wonewoc-Union Center School District School Code of Conduct

Students learn better in a secure, orderly and non-disruptive environment. This Code of Conduct is to help students, teachers, and support staff create an environment that is conducive to teaching and learning. At Wonewoc-Center School District, clear and reasonable rules are fairly and consistently implemented. Also, respect for the uniqueness of individuals and for property is taught and encouraged. Wonewoc-Center School District is committed to teaching rules and social-emotional skills; reinforcing appropriate student behavior; and using effective classroom management and positive support strategies by providing early intervention for misconduct and appropriate use of consequences.

The Wonewoc-Center Code of Conduct has been developed in accordance with Chapter 118: General School Operations of the Wisconsin State Statutes.

Wonewoc-Center School District Mission Statement: The mission of the Wonewoc-Center School District is to provide a safe environment which includes to promote respect, motivates students to learn and to act responsibly.

We believe education is the shared responsibility of the student, parents/guardians, school district, and community.

Basic Code of Conduct: All Wonewoc-Center School District students are expected to assume responsibility for their own actions and follow these basic rules:

#### I. General School Rules (These apply all the time.)

1. Listen politely and follow directions.
2. Keep hands, feet, and objects to yourself.
3. Be courteous and polite:
  - a. Respect the rights of others.
  - b. Respect property.
  - c. Use appropriate language.
4. Walk quietly on the right side of the hallways and stairs.
5. Hats, hoods, and bandanas are not worn in the school building.
6. Children should use the restroom before school, during lunch and recess, and not during instructional time unless it is a case of emergency.

#### II. Toys and Valuables from Home

If students bring toys, electronic devices, or anything else of any value from home to school, it is not the school's responsibility if the item(s) is/are lost, stolen, or broken. Bicycles and scooters should be left in the provided bicycle racks in front of the building.

#### III. Expectations for Student Behavior in the Cafeteria or in Outside Eating Areas

1. Students are expected to behave in a polite manner and to use quiet inside voices.
2. Students keep their areas clean and place all trash in the trash containers.
3. Students stay in their seats unless they have permission to leave or it is time to leave.
4. Students are to sit at their respective tables.

5. Students listen carefully to the adults in charge when announcements are made and follow the directions of the adults in charge of the eating areas.
6. Breakfast is served from 7:20 - to 7:50 A.M.

#### IV. Expectations for Student Behavior on the Playground and in Public Areas

1. Students share equipment and play fairly with their classmates.
2. Students remain in their assigned play area.
3. Students ask for assistance from the adults in charge when they have trouble with another student.
4. Students stay outdoors during recess, unless they have permission from the adults in charge to enter the building.
5. Students use the drinking fountain and restroom at appropriate times.
6. Students walk into school quietly and safely when it is time to go into the building.

#### V. Expectations for Student Behavior in the Library and Computer Lab

1. Students are expected to behave in a polite manner while in the library or computer lab.
2. Returned books should be put in the appropriate area.
3. Books may be checked out for ten (10) days and renewed.
4. Parents will be charged for lost or damaged library books and textbooks.

#### VI. Expectations of Student Behavior at Arrival and Dismissal Times

1. Students may arrive no earlier than 7:20 A.M. and should be at school by 7:50 A.M. 2. Students will walk in a quiet and orderly manner when entering and leaving school.
2. Students will wait in an orderly and quiet manner in front of the school for their parents/guardians to pick them up.
3. Parents/guardians who drive their children to school will drop their children off in the upper parking lot by the steps.
4. At dismissal time, students will go directly home or to the bus if taking the bus, unless they are staying with their teacher or are in any after school program.
5. Students must be in supervised areas after dismissal.

#### VII. Expectations for Student Behavior at Assemblies

1. Students sit quietly with their class and should only leave during the performance to drink water or to use the restroom in cases of emergency.
2. Students are attentive to the presenter and respectful towards their classmates and others in the audience.
3. Students clap to show appreciation of the performance when appropriate.

#### VIII. Expectations for Student Behavior on Field Trips

1. Students talk quietly in the bus or the van.
2. Remain seated in school vehicles, including buses and vans.
3. Keep buses and vans clean and remember to take belongings.
4. Use good audience manners at a performance.
5. Stay with the chaperone or assigned adult at all times.
6. Students are responsible for their own personal electronic devices and will follow all rules of the teacher/support staff/chaperone in charge.

#### IX. Dress Code

School attire and grooming should be age appropriate, neat and clean, and conform to safety standards. Students should dress appropriately and neatly. Tank tops, tube tops, or blouses with spaghetti straps; undershirts worn as outer garments; short-shorts; extremely baggy pants/shorts; and extremely tight pants are not allowed. For safety and to be able to participate in physical education, students must have tennis shoes to wear to physical education classes. T-shirts or other clothes with inappropriate slogans or advertising alcohol and/or drugs and/or associated with gangs are not allowed. Hats, caps, and bandanas are not permitted to be worn in the building.

While fashions change, the reasons for being in school does not. Students are in school to learn. Any fashion (dress,

accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
- Would I interview for a job in this outfit?
- Am I dressed appropriately for the weather?
- Do I feel comfortable with my appearance?

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Students who are inappropriately dressed will be asked to call home and get appropriate clothing for school.

Students who are representing our school at an official function or public even may be required to follow specific dress requirements.

### Consequences for Inappropriate Behavior in the Wonewoc-Center School District

All students have the right to learn in a safe and secure environment. The goal of the administrators, teachers, and staff members is that all students follow the rules and that consequences rarely need to occur.

Before consequences are given, students must first be supported in learning the skills necessary to enhance a positive school climate and avoid negative behavior. The Wonewoc-Center School District is committed to teaching rules and social-emotional skills; reinforcing appropriate student behavior; using effective classroom management and positive support strategies by providing early intervention for misconduct and appropriate use of consequences.

## Consequences

I. General Consequences If a student breaks a rule while in common areas, such as on the playground, in the cafeteria, or in the hallway (non-classroom settings,) the adult on duty will reprimand him/her. Appropriate consequences will be given.

- 1st Offense: Verbal Warning
- 2nd Offense: Teacher notified and works with student using the established classroom management plan.
- 3rd Offense: Teacher notified and teacher contacts parents/guardians to develop positive behavior support plan for the behavior.
- 4th Offense: Student referred to principal or assistant principal.

### II. Classroom Consequences:

Every teacher in the Wonewoc-Center School District has a classroom management plan so that the learning process can positively take place for every student in a safe and secure environment. The teacher will review the Code of Conduct and will discuss classroom consequences for failure to follow any of the behavior expectations listed in this Code of Conduct with both parents and students. Classroom consequences have been developed in accordance with the Wonewoc-Center School District's Board of Education's adopted policies and the school-wide Positive Behavior Intervention Support System developed by the W-C PBIS Leadership Team. In addition, if a student has had difficulty following the Code of Conduct at the school district, participation in any field trips/fun activities may be eliminated due to the safety of the student and others.

### III. Severe Disruption:

The following constitutes a severe disruption: A student inflicts physical harm on or attempts to inflict pain or injury on another student; vandalism; stealing; willful disobedience and defiance of authority. Additional serious disruptions are outlined in the Wonewoc-Center School District's Parent Handbook, which is distributed at the beginning of the year and is located on the district's website. Although the school makes every effort to contact parents/guardians through progressive discipline procedures, severe disruption may be addressed through suspension per district policy.



## Student Honor Code

The Wonewoc-Center School District appreciates each child's uniqueness and encourages both the self-confidence to explore creativity and the discipline necessary for learning. We expect our students to understand that character and honor are as important as academic skills. The Honor Code provides a strong guideline for our Wonewoc-Center students.

Our students will:

1. Be respectful.
  - Wait for others to finish speaking before you speak.
  - Raise your hand.
  - Use polite language and manners.
  - Take care of school materials and property.
  - Use active listening skills.
2. Care about others.
  - Invite others to play in your game.
  - Let someone use the computer or other electronic device with you.
  - Make all students feel welcome.
  - Consider other people's feelings.
3. Be prepared.
  - Have materials organized and ready.
  - Have parents/guardians sign school communications.
  - Complete quality homework and return it on time.
  - Be on time.
  - Eat breakfast and lunch.
4. Be a contributor.
  - Share your knowledge during class discussions.
  - Make positive suggestions to classmates and teachers.
  - Participate willingly in activities and chores.
  - Work and play cooperatively.

The Wonewoc-Center School District expects that students will act honorably so as to reflect pride upon themselves and the school. Furthermore, it is expected that all students are responsible for their own actions and the consequences of their actions. Each student has the responsibility for attending school on a regular basis. Parents have the ultimate responsibility to ensure regular attendance.

It is the responsibility of both parents/guardians and student to meet the requirements of Wisconsin State Statutes 118.15 and 118.16 and the Wonewoc Center School District Policies and requirements for absence procedures.

Each student has the responsibility for their own actions, and to some extent, the actions of others. Behavior that endangers health safety, welfare, property, or another's education should not be tolerated by any student. Adherence to school policies, school regulations, ordinances, laws, a conscious effort not to interfere with the educational process, and orderly function of the school community is the mature conduct 53 7 that is accepted here at Wonewoc-Center.

Each student and employee is expected to conduct him or herself in a manner that guarantees good citizenship.

**Citizenship & Career Skills:** Citizenship is an integral part of preparation for success as a contributing member of our democratic society. While not taught as a specific class, these skills are a part of the everyday preparation which students must exhibit in order to be considered as deserving of a high school diploma and recognition as a graduate of Wonewoc-Center Schools.

Citizenship Skills:

- Attendance – regular attendance is identified in state statute and school rule and regulation.
- Compliance with rule & regulation – the ability to adhere to minimal expectations as defined in school district

- policy and school rules & regulations.
- Ability to follow directions - an ability to adhere to verbal and written directions in regard to citizenship expectations.
- Leadership – setting a personal example through adherence to citizenship skills. Career Skills:
- Time Management – being to class or assigned areas on time, proper use of school passes and privileges.
- Adherence to written or verbal expectations – being in an assigned area, proper use of issued equipment & supplies, proper treatment of property.
- Meeting Deadlines – timely completion of tasks as directed.

## Student, Parent/Guardian, and School Agreement

The Wonewoc-Center School District is committed to an instructional program consisting of high academic standards that are designed to prepare students for the 21st Century and to be among the nation's best. That curriculum is dependent upon maintaining safe school environments and classrooms conducive to learning, which can only be achieved through the total cooperation of the student and a positive, supportive relationship between the home and the school. The purpose of this agreement is to establish such a relationship.

### Student Responsibilities:

1. Respect the rights of others to study and learn.
2. Work to your full potential.
3. Be on time for all classes.
4. Follow school rules.
5. Volunteer information and cooperate with school staff in disciplinary cases.
6. Complete all in-class and homework assignments and meet deadlines.
7. Respect public property and carefully use and return all materials and equipment.
8. Come to class with necessary books and materials.
9. See that school correspondence to parents/guardians reaches home.

### Parent/Guardian Responsibilities:

1. Support the implementation of the district-wide Code of Conduct and Positive Behavior Intervention Support System. Communicate directly and collaboratively with the school when expressing a concern over a school action, program, or policy.
2. Provide supervision and a learning environment for the completion of homework assignments.
3. Monitor and review student assignments and classroom progress.
4. Ensure that students are prepared and appropriately dressed for school.
5. Cooperate with the school in resolving student academic or behavior problems.

### School Responsibilities:

1. Every classroom teacher will establish and teach routines, rules, and procedures so that students are safe and secure and can focus on learning.
2. Each teacher will provide parents/guardians with progress reports via Skyward for grades 4- 12 and through email or phone calls for all grade levels so that parents/guardians are informed of their child(ren)'s progress and school behavior.
3. District employees provide an educational environment that is safe, orderly, and challenging.
4. Teachers make meaningful assignments designed to further the educational goals of the program.
5. Teachers recognize learning variability by utilizing a variety of teaching strategies.
6. District employees recognize the key role parents/guardians play in the educational process. We will maintain appropriate communication to include parents/guardians as partners in their child(ren)'s education and behavior.
7. District employees recognize and respect the values represented in the home of each student.

Wonewoc-Center School District Student, Parent/Guardian, and Teacher Agreement We have read, discussed, and understand and will do our best to follow the Wonewoc-Center School District's Code of Conduct. Furthermore, we understand our own responsibilities as student, parent/guardian, and teacher.

Name of Student: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

## Corporal Punishment

Any school official, employee or agent of the school board may; as per state statute s. 118.31 Corporal Punishment and Assembly Bill 291, Wisconsin Act 334:

2. Use reasonable and necessary force to quell a disturbance or prevent an act that threatens physical injury to any person.
  3. Use reasonable and necessary force to obtain a weapon or other dangerous object within a pupil's control.
  4. Use reasonable and necessary force for the purpose of self-defense or the defense of others under s. 939.48.
  5. Use reasonable and necessary force to remove a disruptive pupil from a school premises or motor vehicle, as defined in s. 125.09(2) (A) 1 and 4 or from school-sponsored activities.
  6. Use reasonable and necessary force to prevent a pupil from inflicting harm on him or herself.
  7. Use reasonable and necessary force to protect the safety of others.
  8. Use incidental, minor or reasonable physical contact designated to maintain order and control.
- A. In determining whether or not a person was acting within the exceptions, deference shall be given to reasonable and good faith judgments by an official, employee or agent of a school board.
  - B. Except as provided in 939.61(1), this section does not create a separate basis for civil liability of a school board or their officials, employees or agents from damages arising out of claims involving allegations of improper or unnecessary use of force by school employees against students.
  - C. Nothing in this section shall prohibit, permit or otherwise affect any action taken by an official, employee or agent or a school board with regard to a person who is not enrolled in the school district.
  - D. Any employee who uses force/physical contact/restraint under this policy must file a written report outlining the incident/reasons and names of witnesses to the incident within 24 hours (one school day) at the District office.
  - E. School personnel are expected to use force/physical contact only as a last resort, and should attempt to obtain the aide/witness of another employee whenever possible. In no instance will intentional touching of sexual areas or strip searches be condoned. This statute, s. 118.31 and bill 291 both include guidelines and procedures for teachers, administrators, counselors and parents.

## Displays of Affection

Kissing, hugging, and petting are not allowed. This is inappropriate behavior and your parent/guardian will be notified if it becomes a habit, or if you refuse to cease this behavior when directed to do so by school staff.

Parents/guardians may be called into school to assist in setting guidelines for their son or daughter.

## Drug Abuse Prevention

### Drugs

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

For the purpose of this policy, "drugs" shall mean:

- All dangerous controlled substances as so designed and prohibited by Wisconsin statute;
- All chemical which release toxic vapors;

- All alcoholic beverages;
- Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- “Look-alikes”;
- Anabolic steroids;
- Any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school’s drug abuse guidelines.

## Tobacco

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy “use of tobacco” means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, “vapor,” or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

## Classroom Conduct

The Wonewoc-Center School District is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows student to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the School and their classroom teachers.

The following list below are reasons a student may be removed from class.

- Student behaving in a way that would result in suspension or expulsion under the Board’s policies and procedures.
- A student who violates the Code of Conduct.
- A student who is dangerous, disruptive or unruly. Such behavior includes, but is not limited to:
  - Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom.
  - Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
  - Behavior that interferes with a person’s work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
  - Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
  - Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
  - Pushing, striking, or other inappropriate physical contact with a student or staff member.
  - Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
  - Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
  - Restricting another person’s freedom to properly utilize classroom facilities or equipment.
  - Repeated classroom interruptions, or confronting staff argumentatively, making loud noises or refusing

to follow directions.

- Throwing objects in the classroom.
- Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
- Behavior that causes the teacher or other students fear of physical or psychological harm.
- Willful damage to or theft of school property or the property of others.
- Repeated use of profanity.
- Possession of laser lights is strictly prohibited at Wonewoc-Center. Possession or use of laser lights or pointers will be taken away and will result in disciplinary action.
- Students who interfere with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to the following:
  - Repeated reporting to class without bringing necessary materials to participate in class activities.
  - Possession of personal property by school rules or otherwise disruptive to teaching and learning of others.
- Students who show disrespect or defiance of the teacher, exhibited in words, gestures or other behavior.
- Students who are inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

## Food and Beverages

Beverages and food are to remain in the gym lobby, or may be taken outside. If you do take food or beverage outside please dispose of any waste in the trash barrels located near the exit doors.

If you have soda or food in your locker you are responsible for any spillage, waste, clean-up or damage which may occur. If a problem becomes evident with beverage and food in lockers this practice may be prohibited.

Problems which may occur, (soda or juice spilling onto books & clothing, food) may attract mice into the building, and litter.

All classroom parties which will be serving food or beverages must be approved by building principal. Except for breakfast or Grab N Go students should not have food or pop in any classroom during instruction.

## Student Discipline

The Wonewoc-Center School District will be implementing PBIS (Positive Behavior and Intervention Support) Program. Simply put, PBIS is a process for creating safer, more effective schools by reinforcing positive behavior and preventing and addressing problem behavior. PBIS is implemented in three tiers. Tier 1 focuses on setting and teaching behavioral expectations in all areas of the school including the playground, hallway, bus and classroom. Tier 2 and Tier 3 allow educators to focus more closely on the needs of groups or individual students. Throughout the process, data is collected on student behavior. This data is then used by administrators and school PBIS implementation teams to identify and more effectively implement the practices that are right for their school.

The beginning emphasis of the PBIS program is to teach students correct behaviors. In school if a student doesn't know how to do a math problem we teach them how. In reading if a student can't read, we teach them how. When students misbehave we punish. This goes against the philosophy of what school is about. The first steps in teaching PBIS is to promote what are acceptable behaviors, what do they look like, and how do we behave in different situations.

The PBIS committee has developed the following behavioral matrixes for students in Elementary, Middle and High School.

## Elementary

Expectations	Outside Recess	Winter Recess	Indoor Recess	General Assembly and Field Trips
<b>Be Safe</b> <ul style="list-style-type: none"> <li>Keep hands and feet to self.</li> <li>Walk and stay to the right.</li> </ul>	Rocks, sticks, woodchips, grass, and sand need to stay on the ground. Keep hands, feet, and body to self.	Sledding expectations: <ul style="list-style-type: none"> <li>Wait until the hill is clear.</li> <li>1 child per sled</li> <li>Sled only in designated area.</li> </ul> Snow stays on the ground unless making a fort or snowman.	Use equipment appropriately. Keep hands and feet to yourself. Be aware of others around you at all times.	Sit quietly in the assigned areas. Stay in your seats unless otherwise directed. Stay with supervisors & group.
<b>Be Respectful</b> <ul style="list-style-type: none"> <li>Use please and thank you.</li> <li>Be polite to others.</li> <li>Respect personal space.</li> </ul>	Walk quietly into and out of the building. When the whistle blows move quickly to door, enter walking quietly, and return to class.	Walk quietly into and out of the building. When the whistle blows, move quickly & quietly into building. Brush off snow and wipe feet. Walk to your classroom.	Share equipment. Line up when you hear the whistle. Voice level: 2 Walk quietly to class when dismissed.	Be attentive and politely clap for presenters. Voice level: 1 Make sure people around you can see.
<b>Be Responsible</b> <ul style="list-style-type: none"> <li>If you make a mistake, fix it.</li> <li>Be positive in conversations.</li> </ul>	Dress appropriately for the weather. Return equipment to the appropriate location.	Must have boots and snow pants or stay on blacktop. Return equipment to the appropriate location.	Return equipment to appropriate place.	Face the stage or performance areas. Take all belongings with you when you leave.

## Middle School/High School

Expectations	Hallway & Stairways	Bathroom	Bus	Cafeteria
<b>Be Safe</b> <ul style="list-style-type: none"> <li>Keep hands and feet to self.</li> <li>Walk and stay to the right.</li> </ul>	<ul style="list-style-type: none"> <li>Keep head and body facing forward.</li> <li>Keep hands to yourself.</li> <li>Your feet must touch every step.</li> <li>Your hand must be on the rail.</li> </ul>	Go. Flush the toilet. Wash /Dry hands.	Stay in your seat at all times. Keep hands, feet, and all objects to yourself. Walk when entering and exiting the bus.	Wait in a single file line. Keep body, hands, and feet to yourself. Seating will be on one side of tables for lunch.
<b>Be Respectful</b> <ul style="list-style-type: none"> <li>Use please and thank you.</li> <li>Be polite to others.</li> <li>Respect personal space.</li> </ul>	<ul style="list-style-type: none"> <li>Walk on the right side of the hallway and the stairway.</li> <li>Voice level: 1</li> </ul>	Respect privacy please. Voice level: 1	The bus driver is in control while on the bus. Voice level: 1	Say please and thank you. Use polite table manners. Voice level: 1
<b>Be Responsible</b> <ul style="list-style-type: none"> <li>If you make a mistake, fix it.</li> <li>Be positive in conversations.</li> </ul>	Allow enough space between people in line.	Report issues to teacher. Use time wisely. Return to classroom quickly and quietly	Watch for your stop. Take all belongings with you when you exit.	Clean up your space. Wait quietly to be excused.

## Behavior Expectations at all times

Be Respectful	<ul style="list-style-type: none"> <li>• Use please and thank you</li> <li>• Be polite to others</li> <li>• Respect personal space</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>• If you make a mistake, fix it</li> <li>• Be positive in conversations</li> </ul>
Be Safe	<ul style="list-style-type: none"> <li>• Keep hands and feet to self</li> <li>• Walk and stay to the right</li> </ul>

## Behavior Expectations throughout the School

	Hallway and Stairwell	Cafeteria/Lunch Time	Lunch Break
Be Respectful	<ul style="list-style-type: none"> <li>• Allow all traffic to pass freely</li> <li>• Talk Quietly</li> <li>• Remember others are in class.</li> </ul>	<ul style="list-style-type: none"> <li>• Talk quietly</li> <li>• Use appropriate language and manners</li> <li>• Open and use food appropriately.</li> <li>• Be courteous of others personal space</li> </ul>	<ul style="list-style-type: none"> <li>• Respect other's privacy.</li> <li>• Use restroom for its intended purpose.</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>• Have a pass during class time.</li> <li>• Clean-up</li> <li>• Put materials in locker</li> <li>• Use cell phones appropriate ways/times</li> <li>• Use agenda passes to leave class.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow dismissal procedures</li> <li>• Clean up table/floor/chair and throw away garbage</li> </ul>	<ul style="list-style-type: none"> <li>• Return all equipment</li> <li>• Return to class on time.</li> </ul>
Be Safe	<ul style="list-style-type: none"> <li>• Maintain open hallway</li> <li>• Be courteous of other's space.</li> <li>• Stay to right side of hallway/stairwell when walking.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk to lunch and grab-n-go as well as in the cafeteria.</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment for its intended purpose.</li> </ul>

	Bathroom	Technology	Group (Non-Class) Time
Be Respectful	<ul style="list-style-type: none"> <li>• Respect other's privacy</li> <li>• Use restroom for its intended purpose.</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment appropriately</li> <li>• Use appropriate on-line behavior</li> <li>• Use only your own log-in</li> </ul>	<ul style="list-style-type: none"> <li>• Talk quietly</li> <li>• Use appropriate language and manners</li> <li>• Treat others like you want to be treated</li> <li>• Listen to supervising staff</li> <li>• Respect school and personal property</li> </ul>



Be Responsible	<ul style="list-style-type: none"> <li>• Make it in the toilet</li> <li>• Remember to flush</li> <li>• Wash your hands</li> <li>• Throw paper towels in trash can</li> </ul>	<ul style="list-style-type: none"> <li>• Play educational games only when approved by staff.</li> <li>• Return devices to their designated area</li> <li>• Report any problems to teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Clean-up</li> <li>• Return to class on time</li> <li>• Use technology appropriately</li> </ul>
Be Safe	<ul style="list-style-type: none"> <li>• Do what needs to be done and then go back to class in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>• Carry device in its case or sleeve</li> <li>• Use two hands when carrying device</li> </ul>	<ul style="list-style-type: none"> <li>• Follow expectations of that area.</li> </ul>
	Field Trips/Assembly/Events	OLA	Bus
Be Respectful	<ul style="list-style-type: none"> <li>• Be silent when the speaker is talking</li> <li>• Sit so others behind you can see</li> <li>• Applaud when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Use designated trails</li> <li>• Follow the teacher's directives</li> <li>• Respect nature</li> </ul>	<ul style="list-style-type: none"> <li>• The Driver is in control while on the bus</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>• Participate appropriately in the activity</li> <li>• Stay in the location the event is taking place in.</li> </ul>	<ul style="list-style-type: none"> <li>• Take only memories, leave only foot prints</li> <li>• Throw away trash in receptacle</li> </ul>	<ul style="list-style-type: none"> <li>• Watch for your stop</li> <li>• Take all belongings with you when you exit</li> </ul>
Be Safe	<ul style="list-style-type: none"> <li>• Follow expectations of that area</li> <li>• Stay with group</li> </ul>		<ul style="list-style-type: none"> <li>• Stay in your seat at all times</li> <li>• Keep hands, feet &amp; objects to self.</li> <li>• Walk when entering &amp; leaving bus.</li> </ul>

## HOWL Behavior Form

HOWL Behavior Office Referral Form		
Name: _____ Date: _____ Time: _____ Grade: _____ Classroom Teacher: _____ Referring Staff: _____ Location: _____ Others Involved: _____		
Minor Behavior:	Major Behavior:	Possible Motivation:
<input type="checkbox"/> Talking out <input type="checkbox"/> Tardy <input type="checkbox"/> Running in the halls <input type="checkbox"/> Off task <input type="checkbox"/> Arguing with peers <input type="checkbox"/> Gum chewing <input type="checkbox"/> Eating and drinking <input type="checkbox"/> Gossip	<input type="checkbox"/> Fighting/Physical aggression <input type="checkbox"/> Theft <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Threats <input type="checkbox"/> Property Damage/Vandalism <input type="checkbox"/> Vulgar language <input type="checkbox"/> Forgery/Cheating/Lying <input type="checkbox"/> Disrespect/insubordination	<input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain items <input type="checkbox"/> Obtain activities <input type="checkbox"/> Avoid peers <input type="checkbox"/> Avoid adult <input type="checkbox"/> Avoid task or activity <input type="checkbox"/> Impulsivity
<input type="checkbox"/> Minor harassment <input type="checkbox"/> Playground problems <input type="checkbox"/> Horse play <input type="checkbox"/> Class disruption <input type="checkbox"/> Defiance <input type="checkbox"/> Disrespect <input type="checkbox"/> Minor fighting <input type="checkbox"/> Profanity <input type="checkbox"/> Safety/health <input type="checkbox"/> Minor theft <input type="checkbox"/> Lying <input type="checkbox"/> Public displays of affection <input type="checkbox"/> Other _____ <input type="checkbox"/> 3 recorded incidents of above	<input type="checkbox"/> Technology violation <input type="checkbox"/> Continual minor behavior <input type="checkbox"/> Weapons <input type="checkbox"/> Use/Possession of Drugs/Alcohol/Tobacco Products <input type="checkbox"/> Bus Violation <input type="checkbox"/> Leaving School Property <input type="checkbox"/> PDA <input type="checkbox"/> Other	Other _____ _____
Staff/Administrative Follow-Up		
<input type="checkbox"/> Conference with student <input type="checkbox"/> Loss of recess <input type="checkbox"/> Loss of privilege <input type="checkbox"/> Time in office <input type="checkbox"/> Staff wants principal to call	<input type="checkbox"/> Contact parents (phone/note) <input type="checkbox"/> Fix-It Plan <input type="checkbox"/> Resolved w/out meeting w/principal <input type="checkbox"/> Other: _____	<input type="checkbox"/> In-school suspension ( _____ hours/days) <input type="checkbox"/> Out-of-school suspension ( _____ hours/days)
Other Comments and Description of Behavior:		
Administrative signature: _____ Date: _____ CC: _____		

After referral is made each student will have time to consider what has been done, a better way to handle the situation and what the expectations of the school district are. The PBIS committee has developed the following steps as consequences to inappropriate behavior.

## Consequences of Major Inappropriate Behavior

**CONSEQUENCE 1:** Referral to principal for conference. Incident recorded in disciplinary log. Written notification to parent/guardian. May be issued a 1 hour detention.

**CONSEQUENCE 2:** Referral to principal for conference. Referral to guidance counselor. Incident recorded in disciplinary log. Written notification to parent/guardian. May be issued a 2 hour detention.

**CONSEQUENCE 3:** Referral to principal for conference. Parent meeting. Incident recorded in disciplinary log. Written notification to parent/guardian One (1) day to (3) day in school suspension.

**CONSEQUENCE 4:** Referral to principal for conference Incident recorded in disciplinary log. Parent-student meeting with PBIS team. Written notification to parent/guardian. Three (3) day suspension (in or up to 3 days out-of-school, depending on the nature of the offense.)

**CONSEQUENCE 5:** Referral to principal for conference Incident recorded in disciplinary log. Written notification to parent/guardian. Develop a behavior contract with student, parent, and school. School Board notified. Up to Five (5) days out of school suspension.

**CONSEQUENCE 6:** Up to Five (5) days out-of-school suspension Incident recorded in disciplinary log Parent/guardian conference with the district administrator.

**CONSEQUENCE 7:** District Administrator suspends student—expulsion hearing before the Board of Education.

## Minor and Major Violations

Major violations may result in notification to the police department.

(If a child has 3 or more minor violations of the same category it will move into a major violation.)

Minor	Major
Not coming to class prepared	Physical fights
Gum chewing	Property Damage
Sagging pants, no belt	Drugs
Willful disobedience	Weapons
Uncooperative Behavior	Tobacco
Failure to participate	Calling someone the F word.
Talking back	Disrupting others education
Eye Rolling	Bullying
Yelling	Lying and Cheating
Passing notes	Causing bodily harm or intent to cause bodily harm by throwing objects, kicking, etc.
Horseplay	Spitting
Tripping	Calling someone a degrading name.
Name calling	Sexual Harassment
Throwing objects	Removal from class.

It is up to the administrative staff to identify which category a violation fits into.

## Parent notification

The Principal shall provide the parent or guardian of a student removed from class-with written notice of the removal and the reasons for the removal. The notification shall be made as soon as practicable, but no later than 2 days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the Principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students. Parents/guardian may be notified by e-mail, a phone call or in writing. Students who have minor violations will be notified by the classroom teacher. Students with major violations will be notified by the Principal.

# Forms of Discipline

## Student with disabilities

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative education setting only to the extent authorized under the laws. All minor violations of a student with disabilities shall start with the classroom teacher and the student's case manager.

## Other Forms of Discipline

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Students may be assigned community service hours for infractions of rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

## Detention

A student may be detained after school or asked to come to school early by a teacher after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

## In School Suspension

Students who need to serve an in-school suspension will be notified a day ahead of time. Students shall take an assignment sheet to each of their teachers to identify what work they are to be doing while serving an in-school suspension. Students will have a bathroom break in the morning. Students will have lunch in the in-school suspension room. Students will be allowed one bathroom break in the afternoon. Students are to report to the in-school suspension room at 7:55 a.m. and will be allowed to leave at 3:30 p.m. Students are to bring their work and reading materials to the Suspension Room.

Rules for in-school suspension:

- Students are required to have class assignments with them
- Students are not to communicate with each other unless given special permission to do so
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cards, magazines, or other recreational articles shall be allowed in the room.
- No cell phones in the room.
- No food or beverages shall be consumed.
- 

## Out of School Suspension

The principal or a person designed by the principal may suspend a student for up to five school days or, if a notice of expulsion hearing has been sent, for up to 15 consecutive school days, or ten consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or School Board rules
- b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property,

- health or safety of any employee or School Board member of the school district in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to “school days.” Thus, a suspension period does not include weekend days or vacation days.

### Suspension Procedures

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason or the proposed suspension and given an opportunity to explain his or her conduct.

The principal, within his or her discretion, may also inform the student’s parents or guardian of the reason for the proposed suspension prior to suspending the student.

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason or the proposed suspension and given an opportunity to explain his or her conduct.

The principal, within his or her discretion, may also inform the student’s parents or guardian of the reason for the proposed suspension prior to suspending the student.

### Notice of Suspension

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student’s parent or guardian; however, it will be confirmed in writing.

### Sending a Student Home on the Day of the Suspension

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the principal shall attempt to contact the student’s parent or guardian to request that she/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school’s supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

### Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete coursework missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

### References to Suspensions in the Student’s Record

The student’s suspension from school shall be entered in the student’s record as required by the rules adopted by the School Board concerning the content of student’s records.

The suspended student or the student’s parent or guardian may within five school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, it should be with someone other than the person who suspended the student.

Reference to the suspension in the student’s school record shall be removed if the District Administrator finds that:

- The student was suspended unfairly or unjustly;

- The suspension was inappropriate, given the nature of the alleged offense; or
- The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen days of the conference.

## Expulsion

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- Repeatedly refused or neglected to obey the rules established by the School District
- Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.
- Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others.
- Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- Was at least sixteen years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.
- Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

## Expulsion for Bringing a Firearm to School

- The School Board shall expel a student from school for not less than one year whenever it finds that the student brought a firearm to school or while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

## Expulsion Hearing

- Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

## Expulsion Order

The Board shall reduce its decision to writing in the form of a written order. If the expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

## Student Records

The student's expulsion from shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

## Discipline of Disabled Students

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).

## Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

The district retains the right to access and review all electronic, computer file, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectations that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated.

## Student Suggestions and Complaints

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school she/he should feel free to offer them. Written suggestions may be presented directly to the principal, or student council member.

## Student Grievances

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or student council.

## Student Discrimination Complaint Procedures

If any person believes the School District or any part of the School Organization had inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504 or Americans with Disabilities Act or in some way discriminated on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, physical, learning, mental or emotional disability or handicap, he/she may bring forward a complaint to the Title IX, Section 504, or equal opportunity coordinator (program coordinator, principal or superintendent).

A. Informal Procedure The person who believes he/she has a valid basis for a complaint shall discuss the concern with the local Title IX, Section 504 or equal opportunity coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within five (5) school/business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

B. Formal Procedure



- Step One): A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the local Title IX, Section 504 or equal opportunity coordinator within five (5) school/business days of receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within ten (10) school/business days.
- Step Two): If the complainant wishes to appeal the decision of the local Title IX, Section 504 or equal opportunity coordinator, he/she may submit a signed statement of appeal to the School District's Administrator within five (5) school/business days after receipt of the local coordinator's response to the grievance. The School District Administrator shall meet with all parties involved, formulate a conclusion and respond in writing to the grievance within ten (10) school/business days.
- Step Three): If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) school/business days of his/her receipt of the School District Administrator's response to Step Two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives at the next regular board meeting or within fifteen (15) school/business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to the Board Clerk and to each concerned party within ten (10) school/business days of this meeting.
- Step Four): If, at this point, the grievance has not been satisfactorily settled, further appeal may be made within 30 days to the Department of Public Instruction, Equal Educational Opportunity Office, P.O. Box 7841, Madison, Wisconsin. A complaint or appeal may also be made on some of the above bases (Title IX, Title VI, Section 504, Americans with Disabilities Act) to the Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th floor, Chicago, Illinois 60606 B. Grievance Procedure – Special Education Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate education of a student with disabilities shall be processed in accordance with established appeal procedures for special education. Contact the School Psychologist for those procedures.

C. Grievance Procedure – Federal Programs Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

D. Maintenance of Grievance Records – The District Administrator shall keep records of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals.

The records should include:

1. The name of the grievant or complainant and his/her title or status.
2. The date the grievance was filed.
3. The specific allegation made and any corrective action requested by the grievant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date and decision making authority at each level.
6. A summary of the facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

### Police Interview

All interviews, interrogation or questioning of students at school, by police will be with full regard of fundamental fairness and protection of legal rights. Depending on the circumstances interviews shall be conducted in a confidential and private area. If possible, depending on the circumstances parent or guardian will be notified and a school representative may be present for the interview at the student's request. However, it is understood that the nature of the interview/investigation may be such that it will be conducted solely between the police and student.

### Publications (school paper, yearbook)

Students have the opportunity to actively participate in school publications. The principal or designated representative (Advisor, Teacher) shall be accorded the opportunity to review material to be

## Transportation

Bus Transportation is provided for all eligible students. The bus schedule and route is available by contacting Brown's Bus Service, Elroy, WI 53929, phone 608 462-8504. Students will ride only assigned school buses and will board and depart from the bus at their assigned bus stops. Students will not be permitted to ride unassigned buses for any reason unless cleared by the bus company prior to the change.

### Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow the same basic safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

- Be on time at the designated loading zone, be at the stop several minutes before pick up time.
- Stay off the road at all times while walking to and waiting for the bus.
- Wait until the bus is completely stopped before moving forward to enter.
- Refrain from crossing a highway until the bus driver signals it is safe.
- Go immediately to a seat and be seated.

(It is the parents'/guardians' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait).

While on the bus:

- Remain seated while the bus is in motion.
- Keep head, hands, arms, and legs inside the bus at all times.
- No litter in the bus or throw anything from the bus.
- Keep books, packages, coats, and all other objects out of the aisle.
- Be courteous to the driver and to the other bus riders.
- Do not tamper with the bus or any of its equipment.
- Remain seated until the bus has stopped.
- Cross the road, when necessary, at least 10 feet in front of the bus, but only after the driver signals that it is safe.
- Be alert to a possible danger signal from the driver.

The bus driver will not discharge students at places other than their regular stop at home or at school unless she/he has proper authorization from school officials.

### Penalties for infractions

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

### Self-Transportation to School

Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided.

Students who drive to school should follow the rules listed below:

- Students under age eighteen must have authorization from their parents granting permission to drive to school.
- Students must submit the following information on the Authorization Form
  - Driver's License Number
  - Proof of Insurance
  - Proof of Registration
- Speed Limit in the Parking Lot is 15 miles per hour
- Students who are on athletic teams shall not be allowed to drive to away games, but must take school transportation.
- Parents who wish to bring their athlete home from events must clear it with the Coach.

## Appendix A

### Acceptable Use Policy

School Board Policy \_\_\_\_\_

## Wonewoc-Center School District Student Acceptable Use Policy

### Philosophy

The Wonewoc-Center School District uses technology resources, including the Internet, as a tool for research and education. The Board of Education supports the use of its technology resources and its Web resources, including the Internet, to access resources and reference materials to meet educational and information needs.

The terms “technology resources,” “networks” or “computers” used in District Policy are generally synonymous and include laptop computers, desktop computers, cell phones, telephones, servers, storage media, handheld devices, pagers, printers, scanners, software and other District-owned or contracted-for electronic communication equipment. Technology resources, like any other school property, are owned by and the property of the District or subject to the District’s rights under contract and law. Technology resources must be used in the interests of the District and for the educational purposes for which it was intended. Users are required to follow the guidelines outlined in this Policy and the Student Handbook. Web resources are a collection of tools that enable interaction on the Internet. Web resources include the Internet, blogs, wikis, podcasts, social-bookmarking, social networking sites, multi-user role-playing environments, video games and other forms of electronic communication. The District permits responsible and safe use of these tools for instructional and educational purposes. Users are expected to engage in safe and acceptable use of the Web resources. The information available via the Internet is constantly changing. Since it is impossible to predict with certainty what information individuals might locate, making electronic information available to individuals does not imply endorsement of that content by the District.

The use of technology resources and Web resources are considered extensions of the classroom. Therefore, compliance with all District policies, guidelines, rules and acceptable standards of behavior are necessary and required. Any communication that is considered inappropriate in the classroom is also inappropriate in all uses of Web resources. This includes but is not limited to profanity or racist, sexist or discriminatory remarks. The District prohibits users of the District’s network from using, accessing, storing or transmitting inappropriate content. Examples of inappropriate content include offensive, profane, abusive, harassing, sexually explicit, threatening or obscene language or visual depictions, as well as pornography and child pornography.

### Limitations/Privileges/Privacy

Technology resources provided by the District are for educational purposes only. Use of technology resources is a privilege. A user will be held responsible for his or her actions and obligations. This privilege may be revoked by the District. Users of the technology resources will annually review the current acceptable use policies and guidelines with staff.

The District is not liable for any damage suffered by a user of the system, including but not limited to, loss of data stored on or transmitted by technology resources or interruptions of service. The District is not responsible for any mistakes or negligence, liability, copyright infringements or other costs incurred by the person using the District’s technology resources, or the accuracy or quality of information received over the Web resources. Copyright infringement, which may include the duplication of software or works, is a violation of the law and Board policy. Users should not plagiarize (or use as their own, without citing the original creator) content including words or images, from the Internet.

Users should have no expectation of privacy in the contents of any communications or files on District technology resources or Web resources unless such expectation is granted by law. The District has access to its technology resources and District-sponsored Web resources and maintains the right to access, inspect, investigate and monitor all use and its resources, including all files, communications and information created on, with or transmitted using its technology resources or Web resources, and including e-mail, text messages, internet usage, and any other communications or information, without notice to or consent of the user. All such files, communications, or information can be reviewed by the District for any purpose and at any time, and may be subject to monitoring, review and disclosure pursuant to civil and criminal matters, investigatory purposes, or any other lawful reason.

### CIPA (Children’s Internet Protection Act)

It is the Policy of the Wonewoc-Center School District to: (a) prevent access to or transmission of inappropriate content in its computers and over its network through electronic mail or other forms of communication; (b) promote the safety and security of minors using the District’s computers, electronic mail, chat rooms, text messaging, instant messaging and other forms of communications; (c) prevent unauthorized access (such as “hacking”) and other unlawful activities; (d) prevent unauthorized online disclosure, use, or dissemination of student personally identifiable information; and (e) comply with CIPA—the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] and all other applicable laws.

The District uses an Internet content filtering system to limit access to material that is harmful to students, obscene or disruptive to the educational or work environment, and to a lesser degree, high risk activities. The District uses software designed to filter and block access to pornographic Internet sites. The District uses commercially reasonable technology protection measures designed to comply with CIPA’s requirements. The District reserves the right to block sites that do not enhance educational activities or are not in

compliance with CIPA. No technology measure can block 100% of inappropriate content so the District emphasizes the importance of responsible use and of parent and staff supervision in monitoring use of technology.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all instructional members of the District and parents to educate, supervise and monitor appropriate use of the online computer network and access to the Internet in accordance with this Policy.

The District will promote safe online activity for students and educate students about appropriate online behavior, including interacting with other individuals on social networking websites and cyber-bullying awareness and response. This includes, but is not limited to:

- Teaching students how to locate and evaluate appropriate electronic sources;
- Teaching students information literacy skills, including understanding of safety, copyright, ethical practice and data privacy; and,
- Teaching students proper safety procedures when using e-mail, social networking websites, texting, and other forms of direct electronic communication.

Home and personal Internet or other communication tool technology use can have an impact on the District, school and others. If Internet expression creates a substantial disruption at school, offenders may be subject to school disciplinary action and/or legal action.

Substantial disruption includes, but is not limited to, any of the following:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment (including cyber-bullying);
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities;
- Exhibition of other behavior by students that substantially interfere with the learning environment;
- Threatening acts or behavior to personnel and students; or,
- Endangering the health and safety of others.

Internet expression that creates a substantial disruption at school is a violation of this Policy and may be a violation of other District policies, guidelines and rules.

### **Non-District-Provided Technology**

The District permits approved use of personal technology devices by students and staff in support of teaching and learning, managing resources, and connecting with stakeholders. Personal devices must meet minimum requirements for network access. Limited use of personal devices is permitted so long as it does not interfere with educational and as long as the use does not hinder, disrupt or consume an unreasonable amount of network resources, violate state or federal law, or Board policies.

Users may bring personal devices into the District to access the District network. Personal devices may include laptop computers, iPads, portable digital assistants (PDAs), cell phones, iPods/MP3 players, wireless devices, digital cameras, storage devices, or other electronics that may be carried on a person.

The District is not liable for the loss, damage, or misuse of any personal device including while on District property or while attending school-sponsored activities. Users that make use of any personal technology must follow all rules and guidelines of this Policy and related policies, guidelines and rules.

The District may establish standardized guidelines regarding the use, nonuse or scope of permissible use of personal devices at the elementary and secondary levels. These guidelines shall not be less restrictive than the direction given by the Board in its policies.

### **Consequences**

Inappropriate use of the District's technology resources, Web resources or District property and any other violation of District policies, guidelines or rules may result in suspension of technology privileges, report to criminal authorities, legal action, and discipline up to and including suspension and expulsion for students.

Administrators may confiscate and search personal devices while on District property if the administrator has reasonable suspicion that the use of the device or technology is in violation of this Policy.

The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the District's systems.

### **GRADES PreK-12 Violation Penalties If Unacceptable Use Occurs**

- First Offense Written Parent/Guardian notification, strong verbal warning, and 2 weeks (10 school days) revocation of data/telecommunications systems access
- Second Offense Written Parent/Guardian notification, principal/parent/student meeting, loss of data/telecommunications systems privileges for 4 weeks (20 school days).
- Third Offense Written Parent/Guardian notification and loss of data/telecommunications systems privileges for the remainder of the school year.

Additional discipline may occur in accordance with the 4K – 12 Student Handbook.

### **Appeal Procedure**

Persons wishing to appeal decisions related to computer network use privileges may Additional discipline may occur in accordance with the 4K – 12 Student Handbook.

### Appeal Procedure

Persons wishing to appeal decisions related to computer network use privileges may do so as follows:

Step 1: After a ruling by the District Technology Committee that results in a suspension of privileges, the user (or parent/guardian in the case of a student user) may appeal the decision in writing to the District Administrator, provided the appeal is received within five working/school days from the first day of the ineligibility. The district Administrator will hold a hearing and render a decision. Further appeal within 5 school days to the School Board.

Step 2: The District Administrator, within five working school days of receipt of such written appeal, will set a date for a hearing with the School Board at the next regular scheduled meeting. All decisions made by the School Board are final.

### Alternative Technology

Students that have reached the Third Offense in violations will be allowed to demonstrate their technology competencies, for State and Wonewoc-Center School District Technology Standards **ONLY**, with an assigned supervisor.

### Policy Review

Because of the rapid changes in the development of data/telecommunications systems, the Wonewoc- Center School District's Technology Committee and/or School Board shall conduct an annual review of this policy.

This policy has been developed in regards to Legal Reference:

Wisconsin Statutes:

118.13 – Pupil Discrimination Prohibited

120.18 – Annual School District Report

121.02 (2)(k) – School Standards

943.70 – Unauthorized Modification of Computer Files

947.0125 – Unlawful Use of Computerized Communication System

## Signature Page

This page must be turned in and signed by student and parent before they will be allowed to use district technology, go on field trips etc.

I have read the 2017-2018 Wonewoc-Center Student-Parent Handbook. I understand and agree to the content of the Student-Parent Handbook. I agree to following rules and regulations set forth by this handbook.

You may fill out one form and list the names of your children on the form. Students should also sign the form.

Student Name (print)	Student Signature	Grade Level

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date