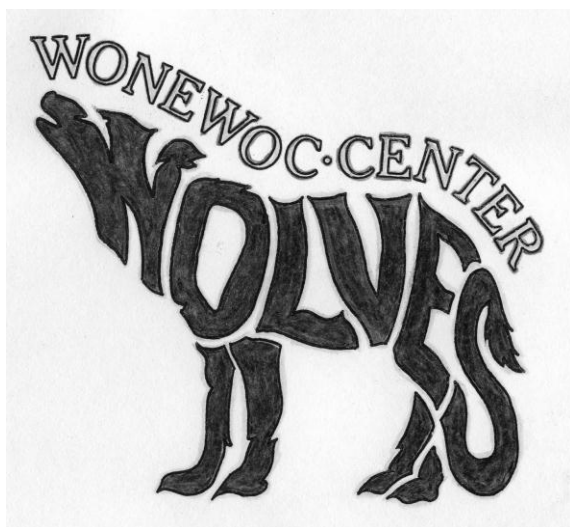


# **Wonewoc-Center School District**

## **Middle School/High School Student/Parent Handbook 2015-2016**



## INTRODUCTION

Welcome to Wonewoc-Center Schools. This handbook is designed to help you as you move through your secondary school years. High School is considered grades 9-12 and Middle School is grades 6-8. This booklet contains valuable information about our school as well as those things that help us to operate cooperatively as a school community (rules, regulations, rights and responsibilities). The provisions of this handbook relate to the following

- School activities on our campus or property owned by the district.
- Travel on school buses (to & from school or school events).
- School sponsored activities that take place off of school property.
- Your conduct and actions off school property which involve student – teacher relationships.
- Some of the traditions, which we look on with pride here at W-C.

The standards and expectations contained in this handbook apply to all secondary school students and reflect on you as a person, our school and our community. The intent of some items contained in this handbook is intended to provide and insure a safe place for all students. The expectations this handbook contains are supported by staff, parents, and our student leadership group, (student council).

Why do we have rules & regulations? They protect the rights of each individual to an education, they spell out our responsibilities as citizens of W-C, help all of us to experience a healthful school and provide for students an opportunity to experience intellectual and social growth.

## EQUAL EDUCATIONAL OPPORTUNITIES

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of the student's sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, physical, mental, emotional or learning disability or handicap. Facility modifications necessary to provide a student with equal opportunities shall be made as required by law and permitted by budgetary limitations.

Students, who have been identified as having a disability, under section 504 of the rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in education services or programs.

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

Complaints regarding the interpretation or application of this policy shall be referred to the District Administrator and proceed in accordance with established procedures (see Student Discrimination Complaint Procedures).

The adopted discrimination grievance procedures shall be disseminated to students, parents or guardians, employees and others to inform them about the proper process of making a complaint. The information shall be published in student/parent or guardian/staff handbooks, news articles before the start of school and other appropriate times, Board policies posted in staff lounges and guidance offices, and course offering booklets/curriculum guides.

The Wonewoc-Center School District shall not discriminate in standards and rules of behavior, including student harassment, on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional disability or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

## **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, 8<sup>th</sup> 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.

### **SCHOOL ADMISSIONS**

It shall be the responsibility of the parent or guardian of each child or a student of legal age entering the school district, to complete official registration forms prior to assignment by the principal to a grade or schedule of classes. Students transferring from another school system are required to provide a transcript of academic accomplishments at the previous school, or the address from which this information may be secured. Students entering the School District from a home-based private educational program or private school shall be required to provide available academic information and may be required to take appropriate academic tests to assist in making a placement.

#### A. Academic Information

The School District shall not discriminate in admissions to any school, class, program or activity or facility usage on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, parental or marital status, sexual orientation, physical learning, emotional or mental disability. Discrimination complaints shall be processed in accordance with established procedures set forth in this handbook.

#### A. Medical Information

Parents or guardians of students admitted to the District's elementary and secondary schools shall present immunization records as required by law. In addition, students are encouraged to have a complete physical prior to entering school.

### **STUDENTS RIGHTS AND RESPONSIBILITIES**

#### A. Students have the Right to:

1. An appropriate and challenging curriculum;
2. Assist in making decisions on educational goals;
3. Practice decision-making;
4. A school climate free of violence and disruption;
5. Protection from physical or verbal abuse;
6. A written code of discipline that is clear and concise;
7. Be disciplined in an appropriate manner; and
8. Due process in matters of disciplinary action.

#### B. Students are Expected to:

1. Become involved in school;
2. Be responsible for their own actions;
3. Do the best they can in both academic and co-curricular activities;
4. Work to develop individual self-discipline and, at the same time, social responsibility;
5. Conduct themselves in a manner that contributes to an orderly atmosphere and insures the rights of all individual within the school;
6. Respect authority both in school and at school-sponsored activities;
7. Know and follow the rules and regulations of the school; and
8. Have and practice respect for others.

### C. Steps in Problem Solving:

1. The teacher(s) and the student(s) will make every effort to resolve the issue;
2. The teacher will contact the parent or guardian and meet with both the teacher and the child;
3. The parent or guardian will meet with the counselor, teacher and student; and
4. The parent or guardian will meet with the principal and the student.

**EXPECTATIONS:** Wonewoc-Center staff and administration have the responsibility for creating reasonable rules of conduct for all students. Such reasonable rules shall prohibit conduct, which disrupts, hinders, or interferes with the education of students, and conduct, which endangers the health, safety or welfare of students, faculty and staff. Such rules will be in accordance with Board Policy and statutory case and law. All employees of the District share the responsibility for supervising student behavior and seeing that the code of conduct, as established by the Board and Administration are met.

Students, at Wonewoc-Center shall conduct themselves in keeping with an appropriate level of maturity, acting with due regard for the supervisory authority vested by the Board in all District employees, for the educational purpose underlying all school activities, and for the widely shared use of school property.

Students are to behave and to conduct themselves, as individuals and as a class in a manner that will be a credit to the student as an individual, to their peers, teachers & staff, parents, school and community. The boundaries within which acceptable behavior and conduct are expected relate to health, safety, welfare, cleanliness or distraction.

Do not engage in any of the following:

- Assaulting another individual, physically, emotionally, or verbally.
- Being disrespectful to peers, guests, or staff.
- Engaging in vandalism or destruction of property.
- Possessing or using potentially dangerous, illegal, or disruptive items.
- Making, or being involved with a threat regarding fire, or and explosive device.
- Possessing anything which might be considered as a weapon.
- Possessing anything which is a controlled substance, a look-alike drug, tobacco or alcohol.
- Engaging in theft or dishonesty.
- Engaging in poor citizenship behaviors, such as; sleeping in class, running in halls creating an unsafe hallway, displaying inappropriate affection, intruding into the lunch line, using poor sportsmanship, using vulgar or profane language, littering, misusing the pass system, cheating, or in some way making another person feel unwelcome or unsafe at W-C.

### **CODE OF CONDUCT**

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 parent/guardian and student to meet the requirements of State Statutes, School District Policies, and individual school 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. The Vision Statement of the Wonewoc-Center School District Board of Education expresses a philosophy which each student is expected to support and effectively maintain.

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 which 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 every day 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, as well as verbal 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.

### Simple Reminders:

Everyone desires that you have a successful and happy school experience. Helping each other when possible, treating others as we desire to be treated, and following simple expectations will help you to have a great experience here at Wonewoc-Center.

- Come to school prepared.
- Treat others as you want to be treated.
- Participate in class activities, and discussions.

## **VISION STATEMENT**

America needs young people who know how to learn, as well as how to read, write, speak and compute.

America needs young people with strong interpersonal skills, the ability to contribute to economic productivity and social progress and justice.

America needs young people who can acquire, analyze, and apply information so as to think creatively, and solve problems.

As workers, parents, citizens, and individuals, members of the next generation should know how to question, invent, anticipate and dream.

We of the Wonewoc-Center School Community should work every day to help young people do these things, so that they can move, at last, beyond us, each prepared to make a living, make a life, and make a difference.

## **GENERAL INFORMATION**

### **ACADEMIC AWARDS & SCHOLARSHIP**

Information regarding either academic awards or scholarships is available in the Guidance Office or is posted on the bulletin board located near the High School Office. If you have questions relating to either of these subjects, see the Guidance Counselor.

Disclaimer: The School District shall not discriminate in acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional handicap or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

## **ACCIDENTS & ILLNESS**

If you are injured during the school day or at a school activity;

- Notify the teacher or event supervisor (as soon as possible).
- If you cannot locate a teacher or supervisor come to the office.

If another person/student is seriously injured during the school day or at school activity;

- Follow the same procedures as listed above and avoid moving the injured person.

If you become ill during the school day or at a school activity:

- Inform the teacher or supervisor.
- If the teacher or supervisor isn't available, report to the nurse's office or go to the main office.

In no case of illness or injury are you to leave school or go home without gaining assistance to do so through the office.

All students must have on file in the appropriate main office, a student information sheet with emergency numbers family information.

## **ADMINISTRATION OF MEDICATION TO PUPILS**

A School District designee may administer any drug which may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions of the pupil's parent or guardian if the pupil's parent or guardian consents in writing as per Wis. Statute. Section 18.27(201).

A School District designee may administer a prescription drug to a pupil in compliance with the written instructions of a practitioner if the pupil's parent or guardian consents in writing as per Wis. Statute. Section 118.27(201).

## **ADULT STUDENTS**

Pursuant to Wisconsin State Statutes, eighteen-year-old students are legally considered adults and have all the rights, privileges and responsibilities formerly held by their parents. Consequently, eighteen-year-old students must practice those responsibilities in writing their own excuses and in adhering to school rules, policies and expectations.

The eighteen-year-old majority law relieves parents of authority of certain obligations, which they previously had to persons between 18 and 20 year of age and it removes from persons in that age group the protection of juvenile law, which they formerly enjoyed.

In order to be considered, by the school as an adult-student you must;

- Present, in writing a statement/letter indicating that you, the adult student wishes to be considered an independent adult and be solely responsible for yourself. If the school does not receive a letter we will continue to consider your parents as responsible for you.
- Be prepared to accept the full responsibilities, relating to school, which were formerly held by your parents or guardians.
- Adhere to the expectations school has for all students and parents relating to school rules, policies, and expectations.

We suggest that you carefully consider this responsibility and discuss it at length with your parents before taking on this responsibility. Failure to demonstrate responsible behavior, as an adult student in relation to school rule, policy and expectation may indicate that you, as an adult student may not wish to continue as a student at W-C. In that case, a conference with you, the guidance counselor and the principal will be required this may result in disciplinary action.

## **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.

### Costs

- 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 one-half (1/2) 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.

As per Board Policy: Advance Placement Courses – College 341.6

## **ANNOUNCEMENTS**

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 may not be included.

## **ATTENDANCE**

Students, as per state statute must attend school each school day during which school is in session for all of the regularly scheduled class periods unless excused from attendance for one of the reasons listed below, or the student is involved with a school approved program which allows the student to miss all or part of the regularly scheduled school day.

- Illness of the pupil (The District may require the parent or guardian obtain a written statement from a physician or licensed medical practitioner as proof of the physical or mental condition of the student). An extended illness will require a doctor or medical practitioner excuse. If the absence extends beyond thirty (30) school days the excuse must be renewed.



- Serious illness of a member of the immediate family (When the student is definitely needed at home).
- Medical, dental or other valid professional appointment, which cannot be obtained outside of school hours (The District may require proof of an appointment or series of appointments).
- Religious Holiday(s).
- A court appearance or other legal procedure requiring the presence of the student. The District requires an appointment slip and verification of appearance.
- Special events/circumstances approved in advance by the principal.

Please note, not all absences which are requested and for which a student may miss school are excused. Even though a parent or guardian may request and approve of an absence the absence must fit within the requirements as set forth above and in state statute. The school retains the right to either excuse or not excuse the absence.

Tardiness is also considered an unexcused absence and truancy by state statute (absence from all or part of a school day). Students are expected to be in their assigned areas when the bell rings to sound the start of class. If a student accumulates 24 or more tardies in one semester, they will be issued a truancy citation. If you are tardy due to being retained in the preceding class or area, obtain a pass from that teacher in order to have the tardiness excused (the office does not provide tardy passes, except for tardiness to school). Unexcused tardiness will result in a detention from either the teacher of the class to which you were tardy or assignment to a school detention by the attendance officer.

#### Procedures

When a student is absent from school, and the absence has not been pre-approved or prior notice is not possible the following steps are to be taken.

- The parent or guardian is to call the school at (608) 464-3165 ext. 110 prior to 9:00 a.m. on the day of the absence to provide an explanation for the absence, or
- If contact isn't possible, the student must, upon his/her return to school, bring a written excuse explaining the reason/purpose for the absence, signed by the parent or guardian to the office by 8:00 A.M.
- When you return to school, following an absence you must obtain an "Admit Slip" from the main office. Failure to pick up an admit slip may result in detention or be marked as an unexcused absence.

#### Excusing an absence in advance: Pre-Planned Absence & Pre-Planned Absence Form

- In the event that a student knows in advance of an absence a note from the parent or guardian is to be brought to school (two days in advance of the absence) and given to the main office. A pass for the absence will be issued, as will an admit slip for the student to use upon his/her return to school.
- If the absence is for an extended period of time a Pre-planned absence form will be provided to the student. This form is to be taken, by the student to each of his/her teachers to obtain information on how the absence may affect the student's academic achievement and/or to receive assignments in advance of the absence.

Attendance in school is mandatory for participation in extra-curricular activity scheduled for a school day. Students must be in attendance a minimum of one-half (1/2) day to meet this criterion. (11:15-3:15 pm) Note: If a student is ill, this student may participate if their attendance is at least one-half (1/2) of the school day and during the afternoon of that particular day. Special circumstances may allow a student to participate, such as emergency, funerals, etc. The student should check with his/her coach prior to the absence, where possible.

#### Unexcused Absence(s)

Any pupil who 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 is considered an habitual truant (Wis. Statute. ss.

118.15 & 118.16).(Wonewoc Village Ordinance 9.01.11). Unexcused absences are also considered as truancy.

If you are absent from school without the consent of your parent or guardian your absence will be considered and handled as being unexcused (truant). Unexcused absences (truancy) will receive detention. At a minimum the student will receive a one (1) hour detention for each period of unexcused absence. When a student is identified as a habitual truant a referral to the Wonewoc Police Department will take place. Village Ordinance 9.01.11

**Group Absences:** In the event that a group of students is absent on the same day or days, the school may require that those students present a written excuse from a physician, medical practitioner or other place of employment which specifies the time frame during which that student was absent.

#### Make-up Work (School Work):

All students with an absence; suspension, excused or unexcused are expected to make-up work. Opportunity for make-up will be provided in accordance with the following guidelines:

#### Excused Absences

- It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed while absent. However – it is a good practice to speak to students about make-up work when signing their admit slip, when they return to class.
- Students, when they return to school, will be given a minimum of one day for each day absent to make up the schoolwork unless the absence has been extensive. In that case, the teacher and student (parent/guardian informed) will establish a reasonable and realistic make-up plan.
- Make-up of tests, exams or quizzes will be arranged between the teacher and student.

#### Unexcused Absences & Suspension

- 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.

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

#### Wisconsin Act 239 further states:

- a. A child may be excused by the parent, for not more than ten (10) days in the school year. With an exception that the child may be excused for more than ten (10) school days in a school year if the absence is in accordance with school board policy, or through requests by parents which are pursuant to existing law, (these absences do not pertain to school related absences such as athletic events, field trips, etc.). The school board shall require a child so excused to complete the course work missed during the absence.

#### Adult Students & Attendance:

Being eighteen years of age simply transfers responsibilities formerly held by your parent or guardian to you. However, unless you maintain at least a 95% or higher attendance rate each grade period, you may be asked to withdraw from school.

### **BICYCLES**

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.

## **BUILDING CONTROL (ACCESS)**

Students are not to be in the building before 7:30 am unless supervised by a staff member. All students are to be out of the building no later than 4:00 p.m. each school day, unless they are under the direct supervision of a school official.

Groups or organizations seeking to use the school facilities or equipment must make arrangements through the Supervisor of Buildings and Grounds and/or the principal. Groups seeking to use the gym facilities must identify at least one person who will assume responsibility for loss or damage. Custodians are given the authority to usher students out of the building unless they are under the direct supervision of a school official.

## **BULLYING**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

## **BUS CONDUCT**

Once a student boards the bus to come to school and only at that time does he or she become the responsibility of the school district. School District responsibility ends when the child is delivered to the appropriate bus stop at the end of the school day.

The Board requires student bus riders to conduct themselves, while riding the bus in a manner consistent with established standards for classroom behavior. In instances when a child does not conduct himself/herself properly, a referral and recommendation will be made, to the principal by the bus driver (or chaperone). The referral may result in discipline, which could include a warning, parent/guardian contact/conference, detention, referral to law enforcement, or suspension of riding privileges for a specified number of school days.

Student bus riders, who become a serious disciplinary problem, while riding the bus, will have their riding privileges suspended. In this instance, the parent/guardian of the student is responsible for getting the student safely to and from school for the duration of the suspension period.

- School buses will load and unload in the parking lot located adjacent to and east of the school.
- No motor vehicles or bicycles are to be present in the bus loading/unloading area when buses are in the area.
- No student is to walk between buses when traveling to and from school.
- When buses depart the school area no motor vehicles are to be using the same route and/or exit as that used by the buses until the last bus has departed.

## Rules of Conduct for Bus Riders

1. The following unacceptable behavior is not allowed:
  - Abusive or vulgar language;
  - Disrespect toward the bus driver or chaperone;
  - Standing when the bus is in motion;
  - Pushing or shoving, fighting, arguing;
  - Throwing items or in any other way distracting the driver;
  - Vandalism; and/or
  - Any behavior identified as endangering the safety of those on the bus (also a violation of state law).

Note: If a seat belt is provided on the bus for a specific purpose or passenger, the seat belt must be worn as directed by the School District and/or Bus Company.

Failure to abide by these expectations may result in, being responsible (financial and in other ways) for damage caused, suspension and/or loss of riding privileges, referral to law enforcement, or suspension from school attendance, depending upon the behavior.

### Waiting for the Bus to Arrive

- Arrive at the regular pick-up point before the normal pick-up time (be on time for the bus).
- Remain behind the “ditch line” and away from the road.
- Conduct yourself in a safe manner while waiting for the bus to arrive and as it arrives.
- Do not board the bus until directed to do so by the driver.
- Do not run or walk across the road until the bus driver and you are certain that traffic has stopped to allow for you to proceed.

Note: Guests who wish to ride the bus must have a note from their parent or guardian requesting that the student be allowed to ride the bus. The note must be approved, by the bus driver in order for the guest to ride the bus.

Due to safety issues, articles and/or equipment including but not limited to glass containers, sleds, rakes, etc. cannot be transported on the bus.

### After Boarding the Bus

- Follow the directions of the bus driver, and obey those directions immediately.
- Be courteous to fellow students, the bus driver, chaperones and to others.
- Be respectful of bus equipment and property belonging to others on the bus.
- Secure books, book-bags, and other items brought on the bus for safety purposes.
- Remain on the bus and seated if the bus is stopped for a road emergency.
- When approaching a rail-road-crossing or busy intersection remain quiet so that the bus driver can hear and better observe traffic.
- If you know that someone will be absent, who normally boards the bus at the same stop as you inform the bus driver.

### Unloading from the Bus

- If you wish to be let off the bus or board the bus from a residence other than where you are normally dropped off, you must have a note from your parent or guardian to provide to the bus driver. The parent/guardian is then fully responsible for the student. The bus will not change it's regularly scheduled route to make special drops.
- When it is necessary to cross in front of the bus, wait for a signal from the driver that it is safe to cross. Then cross, after looking both ways. Never run in front of the bus to cross the road.
- Once you arrive at school and depart the bus immediately leave the area and enter school.

## CAFETERIA

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

- Don't push, shove or move ahead of other people in the lunch line.
- Keep the area where you are eating clean and neat. Clean up paper or spills when you leave the lunchroom. 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.

Please adhere to these expectations, don't throw food or objects and keep our cafeteria neat and clean. Violations of these expectations could result in discipline and loss of lunchroom privileges.

## CARE OF EQUIPMENT/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.

## 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.

## CLOSED CAMPUS (LEAVING SCHOOL GROUNDS)

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 9.02.07

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. (see attendance procedures).

## CODE OF CLASSROOM CONDUCT

Teachers are responsible for student control, regardless of grade level or immediate assignment. Classroom discipline is the responsibility of the classroom teacher who may call for administrative or parental assistance when a persistent or serious problem exists.

The teacher should complete a Disciplinary Office Referral when a student is sent to the administration. See supplements/form, Disciplinary Office Referral.

Teachers disciplining Students with Disabilities (formerly EEN, now SWD) must do so in accordance to the student's IEP. Questions regarding appropriate individualized discipline for students with disabilities should be brought to the attention of the special needs teacher.

Teachers are to take the time to explain school rules and their rationale to their students. These explanations serve as a preventative measure so prescriptive measures are often not necessary.

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrator and teachers, must use their training, expertise, and authority to create schools and classes where effective learning is possible.

Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems. Additionally, students are expected to come to school, and attend every class, ready and willing to learn. Student behavior that is dangerous, disruptive, or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to other disciplinary action in accordance with established Board policies and school rules.

**This code of classroom conduct applies to all students in grades EC – 12.**

#### DEFINITIONS

A "class" is defined as anywhere within or beyond the walls of the school of attendance where the District is responsible and liable for the safety of the child and/or acts *in loco parentis*.

A "teacher" is defined as any certified instructor, substitute teacher, counselor, nurse, paraprofessional, support staff, or administrator in the employ of the District or acts as the District's designee in authority.

A "building administrator" means a principal of a school or other individual duly designated by the building administrator or District Administrator. This policy includes staff members who hold a DPI license.

#### STUDENT REMOVAL FROM CLASS

1. Each teacher shall analyze his/her own discipline cases and attempt to apply corrective measures before removing a student from class, when appropriate.
2. A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.
3. Dangerous, disruptive, or unruly behavior or behavior that interferes with the ability of the teacher to manage class appropriately and teach effectively may result in removal of a student from class. Examples of such behavior may include, but not necessarily be limited to, the following:
  - Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom;
  - Being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of District student alcohol and other drug policies;
  - Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, or offensive classroom environment;
  - Fighting;
  - Taunting, baiting, enticing, and/or encouraging a fight or disruption;
  - Disruption and intimidation caused by gang or group symbols or gestures; gang or group posturing to provoke altercations or confrontations;

- Pushing or striking a student or staff member;
- Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties;
- 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, violation of rules, confronting staff argumentatively, defiance of authority, making loud noises, or refusing to follow directions;
- Throwing objects in the classroom;
- Excessive or disruptive talking;
- Behavior that causes the teacher or other students fear of physical or psychological harm;
- Physical confrontations or verbal/physical threats;
- Violation of classroom rules as established by the teacher and approved by the building administrator;
- Damage to school property;
- Repeatedly reporting to class without bringing necessary materials to participate in class activities;
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others; or
- Repeated use of profanity.

### **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.

### **COMPUTER/INTERNET USE**

The purpose of the District's computers and internet service is to support research and education by providing access to unique resources online and the opportunity for collaborative experiences. Students who wish to use the internet independent of classroom instruction must agree to and abide by the following items.

1. Use of the internet is to be in support of education and research, and consistent with the purposes of the District.
2. Use of the internet for profit or commercial interests is prohibited.
3. Use of the internet for personal and private business is prohibited.
4. Use of the internet for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware or software shall not be destroyed, modified or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, profanity, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network.
9. Installing executable software on District computers is prohibited, unless the principal grants a written exception.
10. E-mail must be monitored daily and deleted from the District's server to avoid excessive use of space. No chain letters or moneymaking schemes are allowed. Do not reveal the personal address, phone numbers, or account numbers (credit card or bank) to anyone.

11. Transmission or receipt of any material in violation of any U.S. or State Regulation is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret
12. Wonewoc-Center reserves the right to remove a user account on the network to prevent further unauthorized activity.

Violation of these expectations will result in disciplinary action which could involve detention, suspension, expulsion and/or referral to law enforcement.

### **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;

1. Use reasonable and necessary force to quell a disturbance or prevent an act that threatens physical injury to any person.
  2. Use reasonable and necessary force to obtain a weapon or other dangerous object within a pupil's control.
  3. Use reasonable and necessary force for the purpose of self-defense or the defense of others under s. 939.48.
  4. 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.
  5. Use reasonable and necessary force to prevent a pupil from inflicting harm on him or herself.
  6. Use reasonable and necessary force to protect the safety of others.
  7. 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.

### **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.

### **DANGEROUS WEAPONS IN SCHOOL (Board Policy 443.4)**

Any illegal weapon, firearm, explosive (including smoke bombs and all fireworks) is prohibited on school property, school buses, school vehicles, and/or at any school-related event. Also prohibited are objects possessed with the intent to threaten, intimidate, and cause bodily harm and/or property damage.

Weapons under control of certified law enforcement personnel are permitted.

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. Parents/guardian will be notified and recommendation for suspension or expulsion reviewed.

In addition to the above policy, Federal Law requires a one year expulsion for any student bringing a firearm to school (Gun Free School Act).

### **DETENTION**

Detention exists in several forms.

1. Teacher Detention: A teacher may assign a student to serve a specific time frame of detention during lunch, or before and/or after school in that teacher's classroom for a violation of a classroom rule or school rule/expectation.
2. School Detention: Administration may refer a student for school detention for infractions of school expectations or rules.

School detention takes place on Tuesdays beginning at 3:20 p.m. and ending at 5:20 p.m. Detention may be assigned in time segments from 30 minutes to several hours to extend over more than one day. Failure to serve detentions, without being excused by the person who assigned the detention, will be prohibited from attending extra-curricular events, field trips or school related assemblies or leave study hall.

Students will be given 24 hours notice of any detention which will cause the student to remain after school. Parents will be provided with a "Detention Notice" or "Office Discipline Referral" through the mail or phone call.

Teachers will contact parents by phone for teacher detentions, which they assign.

School detentions are assigned based upon:

- Severity of the offense.
- Frequency of the offense or offenses.

Failure to comply with being assigned to detention will result in further discipline, additional detention, suspension or referral to the Board of Education for Expulsion.

### **DISMISSAL FROM CLASS – BELL**

The bell is used to signal teachers that they may dismiss class. Students are to wait until the teacher dismisses class before leaving the room. Students are not to gather by classroom, lab, or gym doors in anticipation of the tone. Don't run to classes, as someone may be injured and we do have people attending school who may be recuperating from a serious injury, surgery, or illness.

## 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.

## DRESS EXPECTATIONS

The school is interested in three factors related to student dress: cleanliness, safety and decency. The school has a responsibility for developing businesslike attitude towards dress in school. In developing the standards of dress, it is recognized that clothing styles frequently change, and the fads are common. The following shall be applied in determining dress standards:

- Is it a distraction of the educational process?
- Is it detrimental to the health or safety of the students?
- Footwear shall be required at all times.

You may be sent home to change your clothing, or request that appropriate clothing be brought to school by your parent/guardian.

## DRIVING AND STUDENT PARKING LOT

Students who drive to school are expected to use their vehicles, on school grounds in a manner that is safe and within the expectations of laws governing motor vehicles.

- Abide by speed limits (W-C parking lot is 10 mph)
- Do not interfere with buses or students going to and from buses.
- Do not drive into the lower lot while buses are present.
- Car trouble is not an excuse for missing school or for being tardy to school.
- DO NOT park in visitors slots.

Students, who drive to school, are expected to use the school parking lot to park their vehicles during the school day (including lunch).

- Vehicles must be parked in an orderly fashion, within the lines provided for parking.
- Students may not be in the parking lot during school hours without permission from a teacher for a specific reason, or from the office.
- Littering is not allowed.
- Excessive noise is not allowed.
- Students may not "hang out" in the parking lot during noon hour, play loud music, or be in any vehicle.
- **Students are NOT allowed to leave in their vehicle without permission from the office and parent or guardian. (Blue Slip)**

Unsafe practices with motor vehicles or a violation of these expectations may result in discipline or referral to law enforcement. The school isn't responsible for student vehicles. We suggest you lock your vehicle and do not leave any items of value in the vehicle.

## EARLY GRADUATION

(Board Policy 351.1)

Wonewoc-Center High School students may graduate in fewer than eight semesters at the end of any semester by completing the minimum graduation requirements as described in Board policy, (Graduation Requirements 350.6).

All requests for early graduation shall be submitted to, the student's guidance counselor no later than the end of the first grading period for graduation in January. Applicants for early graduation in the spring should file no later than the end of the third grading period. Midterm graduates may participate in the end-of-year graduation ceremonies.

Students graduating early will not be eligible candidates for valedictorian or salutatorian status nor will they be eligible to receive the academic excellence scholarship. Students electing to graduate early will be eligible for scholarships and awards unless otherwise indicated by the grantor of the award or scholarship. Students will be advised of this at the time they submit requests for early graduation.

The Board of Education reserves the right to approve or deny requests for early graduation.

## **EARLY GRADUATION RULE**

(Board Rule 351.1)

Students who have met all graduation requirements can opt to graduate one semester early.

### **Early Graduation Policy:**

It shall be the general policy of the Board of Education to grant permission for a student to graduate in seven semesters providing he/she meets all of the requirements for graduation.

Any student wishing to graduate early is requested to apply in writing by June 1 of his/her junior year. Parent approval is required.

Early graduates are entitled to participate in graduation ceremonies. Students granted early graduation, sever all association with Wonewoc-Center High School.

## **ELECTRONIC COMMUNICATION DEVICES (Board Policy 443.6)**

The Wonewoc-Center School Board prohibits using or possessing an electronic paging or two-way communication device while on premises owned by, or under the control of Wonewoc-Center School District. The Board may allow for the use, for possession of, such device if the School Board or its designee determines that the device is used or possessed for a medical, school, educational, vocational, municipal (i.e. police, fire department), or other use.

## **ELECTRONIC NETWORK AND RESOURCES**

Users' access to the electronic network and resources, within the school district of Wonewoc-Center is a privilege, not a right. This privilege will be revoked at any time for deliberate use not consistent with the "Data/telecommunications Code of Conduct" of the District.

Users shall not impose their choices on others, access private files, and attempt to break the security systems, copy software illegally or use computer supplies that are not for school-related activities.

Users accessing District data/telecommunications systems may not corrupt network integrity by deliberately allowing inappropriate and/or dangerous files (i.e. viruses) to enter the system.

Any use of the network to facilitate illegal activity is prohibited and will be reported to the appropriate authorities. Copyrighted material may not be placed on the network without the copyright owner's permission.

The District is not responsible for the accuracy or quality of information obtained through its data/telecommunications services. The District is also not responsible for any damages the user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, hardware system problems or service interruptions. Use of any information obtained via district technology is at the user's risk.

Users are responsible for the ethical and educational use of their own accounts. These accounts are to be used only by the authorized owner of the accounts for the authorized purposes. They shall not intentionally obtain copies of and/or modify the files or passwords belonging to other users.

The staff has the responsibility of making the educational goal(s) clearly understood by the user. In addition, it is the responsibility of the staff to inform the user of his/her responsibilities when accessing the networks and the proper etiquette for their use.

Administration may establish additional rules and procedures that they deem necessary to insure proper use of the data/telecommunications system.

The School District loans network storage space to students for their documents and reserves the right to examine any documents saved on a network server or on an individual workstation.

Data/telecommunications systems usage shall be consistent with the School District policies, including but not limited to those in the following areas:

1. Student discipline;
2. Curriculum development;
3. Instructional curriculum
4. Textbooks and instructional materials;

5. Protection and privacy of student records;
6. Student disability nondiscrimination;
7. Student sex nondiscrimination;
8. Bomb threats.

Because of the unique nature of telecommunication, students may play a significant role in the selection of electronic information. The student must accept responsibility for accessing information, which is relevant and appropriate to the educational goal being pursued.

### **FIRE DRILLS**

Fire drills are held monthly throughout the school year. Their purpose is to provide everyone with practice in vacating the building in case of a real fire emergency. When the fire bell rings, follow these procedures:

- Pass quietly in an orderly manner out of your classroom by rows as directed by the teacher.
- Proceed in single file along the right hand side of the hallway to the nearest exit.
- Remain outside of the building until given permission to return, (Usually given via the bell system).

### **FOOD AND/OR BEVERAGES**

Food or beverages are not allowed in classrooms unless approved by the classroom teacher. In some instances teachers may allow students to bring food or beverage (or both) into the classroom. If this is approved by the teacher it is expected that any spills or debris will be cleaned-up by the student.

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.

### **FOREIGN EXCHANGE STUDENTS**

Wonewoc-Center is fortunate to have the opportunity, each school year, to welcome students from other countries and cultures. Please make them feel a part of our school and community by getting to know them personally, encouraging them to get involved with student activities, and learning something about their country.

### **FUND RAISING**

All fund raising activities must be pre-approved by your advisor and by the office. Forms for fund raising are available from your advisor or in the office. All fund raisers for the year will be approved during the October Board meeting.

- In-school sales are limited to lunch time, before or after school.
- Requesting that staff or employees purchase items should be arranged through your advisor.
- Non-school fund raising within school, on school property or school sponsored events is not allowed unless special permission is received from the Board of Education.
- Do not leave funds in lockers, book bags, desks, etc. as it may be stolen. It is to be turned in to your advisor on a daily basis. You will be responsible for funds which were either stolen or lost, unless the person who stole the funds is caught.
- Do not leave the items, which you may be selling in lockers, desks etc. as it may be stolen and you will be financially responsible for the items taken.

School Board Policy, Student Fund Raising Activities 374 & Board Rule Student Fund Raising Policy Rule 374 addresses other issues related to fund raising.

All door-to-door fund-raising activities in 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 principal.
- All fund-raising money must be run through the District Office.
- Fund-raisers will be limited.
- 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 ordinance.
- 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 principal.

### **GRADING SYSTEM – HIGH SCHOOL**

As required under section HE 9.05(2) of the Wisconsin Administrative Code, the following is the grade point system to be used at the Wonewoc-Center High School to determine each student’s cumulative grade point average.

Grading shall be un-weighted. The following points shall be awarded for the following grades:

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	.67
C+	2.33	F	0.00

All high school subjects taken by a student for credit at the Wonewoc-Center High School shall be included in the student’s cumulative GPA on the student’s official high school transcript.

As per Board Policy: High School Grading System 350.4 (This policy also addresses grades for students who have studied outside of the U.S., non graded institutions, alternative school, home school, etc.)

### **GRADUATION EXERCISES (Board Policy 351)**

Graduation exercises shall be held each spring for the graduating class of Wonewoc-Center High School. Only those students who are enrolled in approved course work to meet credit requirements for graduating will be eligible to participate in the graduation exercise. Students may have completed or be enrolled in no more than one correspondence course, to be counted as part of the required credits needed for graduation, from the end of their junior year to the end of their senior year to be eligible to participate in graduation exercises for that school year.

### **GRADUATION PARTICIPATION (Board Policy 351.2)**

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.

### **GRADUATION REQUIREMENTS (Board Policy 350.6)**

In order for a student to receive an official Wonewoc-Center High School diploma, the student must have been in attendance in a recognized public or private high school for at least the three consecutive semesters prior to and including the semester of graduation. (This does not include those students who were short credits at the scheduled time of graduation and have subsequently completed current

credits). The student must have successfully completed all credits or other requirements currently in effect. The diploma shall be dated and granted at the end of the school year in which all graduation requirements are met.

The successful completion of all credits shall be required for graduation from Wonewoc-Center High School.

### **HONOR ROLL (Board Policy 350.8)**

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.

### **HALL PASSES**

In order to be in the halls, restroom or other area of school campus during class time you must have a pass signed by and from a teacher, or be involved with a class assignment. Teachers will not issue a pass to you to leave their room to go to another teacher’s room unless the other teacher has made that request. Passes may be issued by your classroom teacher for you to go to the library or other lab area for class related reasons.

Library passes must be obtained from the library. Abuse of the pass privilege could result in discipline or loss of the ability to use a hall pass.

### **HARASSMENT POLICY**

The Wonewoc-Center School District considers harassment, including sexual and racial harassment, to be unacceptable behavior because it undermines productivity in the work and academic environment, degrades, intimidates and isolates and discriminates against individuals in the academic environment, and creates an unreasonable interference with an individual’s work or academic performance. To ensure that all employees and students work and study in an environment free of all forms of harassment, the Wonewoc-Center School District expressly prohibits harassment and will take all the necessary steps to prevent such harassment from occurring. Any employee or student who engages in harassment will be disciplined.

### **LASER LIGHTS/POINTERS**

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.

### **LOITERING**

Village of Wonewoc Municipal Code section 9.02.09 addresses unauthorized presence on school property, disorderly conduct on public school property, loitering on school property and possession of intoxicating liquor and fermented malt beverages. Section 9.02.07 will also be enforced and deals with loitering on public and private property.

### **LOST & 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.

## LUNCH/BREAKFAST TICKETS

Lunch/breakfast money is accepted in the Elementary School Office at the start of the school day from 7:30 a.m. – 8:00 a.m. Payment notices are printed and sent home with the youngest member of the family when the balance falls below \$10.00. There must be sufficient money in the family account to purchase a meal.

Students will be provided with a lunch/breakfast ID card with their name and an account number on the card. You are responsible for your card after it is issued to you.

## MAKE-UP WORK

All students with an absence; suspension, excused or unexcused are expected to make-up work. Opportunity for make-up will be provided in accordance with the following guidelines:

### Excused Absences

- It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed while absent. However – it is a good practice to speak to students about make-up work when signing their admit slip when they return to class.
- Students, when they return to school, will be given a minimum of one day for each day absent to make up the schoolwork unless the absence has been extensive. In that case, the teacher and student (parent/guardian informed) will establish a reasonable and realistic make-up plan.
- Make-up of tests, exams or quizzes will be arranged between the teacher and student.

### Unexcused Absences & Suspension

- 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.

Deer hunting, homecoming, prom and other special events follow a procedure of their own. Wisconsin Act 239 states:

- a. A child may be excused by the parent, for not more than ten (10) days in the school year. With an exception that the child may be excused for more than ten (10) school days in a school year if the absence is in accordance with school board policy, or through requests by parents which are pursuant to existing law, (these absences do not pertain to school related absences such as athletic events, field trips, etc.).
- b. The school board shall require a child so excused to complete the course work missed during the absence.

## MEDICATION

Teachers are forbidden to administer medication to students, including over-the-counter drugs such as aspirin and cough drops. However, upon completion of the Consent for Administration for Medication at School form, students are permitted to use medication under the supervision of the nurse.

## MESSAGES – PERSONAL PHONE CALLS

Students will not be called to the office for messages or phone calls during class times, unless it from a parent 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.

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**Students are required to use their cell phones in the presence of office staff if they are calling home sick or arranging to leave the building**

## OFFICE SCHEDULE

The school office is open to students and parents or guardians from 7:30 a.m. to 4:00 p.m. Monday through Friday unless otherwise specified by notice.

## PERSONAL PROPERTY

You are responsible for your own personal property here at school. Do not bring items to school which is not allowed by school rule or by law (electronic paging devices, weapons, etc.). Lockers are provided in which you may keep your personal and school property. Locks are available in the office for you to use to secure those lockers (a fee is charged for lock use). Do not keep valuables or money in your lockers (including physical education lockers).

Your personal property, including notebooks, book bags, clothing etc. must also be in line with school expectations (see dress code/expectations) and may not contain words, pictures, symbols, gang graffiti, depict or support violence, sex, drugs, be profane or vulgar, denigrate others or be disruptive. These items will be taken and parents will be notified and asked to come in and retrieve the inappropriate items.

## POLICE INTERVIEWS

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 printed prior to publication and may suspend publication of material he/she considers to be obscene, libelous, illegal, or will cause material disruption of the educational environment. The decision of the representative (Advisor, Teacher) may be appealed to the Principal and the decision of the principal may be appealed to the District Administrator. The decision of the Superintendent may be appealed to the Board of Education at the next regularly scheduled meeting.

## PERSONAL ELECTRONIC DEVICES

(iPods, cell phones, MP3 players, cameras)

The school is not responsible for any of these items brought to school. Using these devices inappropriately will result in the item being confiscated and returned to the student at the end of the school day, or to parents at their convenience.

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.

**Students are required to use their cell phones in the presence of office staff if they are calling home sick or arranging to leave the building**

## REFERRAL TO THE OFFICE

If you are given a disciplinary referral to the office you must report as directed. Failure to report or being tardy in reporting will result in disciplinary action. Don't refuse to report to the office as directed by the teacher or staff member. You will have an opportunity to present and share your comments if a conference takes place in the office. Notify the Secretary immediately upon your arrival to the office, explain briefly why you were sent to the office, and follow her directions.

## SAFETY GLASSES

Chapter 66, of state statute requires that every student and teacher in schools, colleges, universities and other educational institutions, participating in or observing any courses which require the wearing of



eye protection, is required to wear appropriate industrial quality eye protective goggles at all times, while participating in or observing such courses or laboratories.

### **SCHOOL CLOSING**

When it is doubtful that school will be in session due to inclement weather, listen for an announcement on one of the following radio and television stations:

WRDB – Reedsburg  
WRJC – Mauston  
TV Channel 3 – Madison  
TV Channel 27 & Channel 15  
Wonewoc-Center Website

### **SCHOOL PROPERTY**

Desks, Lockers, books and equipment loaned to students remain school property while in possession of the students. Such property is provided for convenience of the student and shall be used only for authorized purposes. They may be opened and inspected by school authorities at any time. Students will be expected to reimburse the school district for damage to school property or for the loss or theft of such property. The Board of Education will set the guidelines for restitution due to damage or loss.

### **SEARCH & SEIZURE (STUDENT)**

Students in the Wonewoc-Center School District are protected against personal unreasonable search and seizure. Under no circumstance will any school employee or agent conduct a strip search or conduct a personal search that is excessively intrusive or non-discretionary.

- Only school administration shall conduct a personal search of a student or personal property in possession of that student, and only in the following circumstances.
  1. The administration shall have reasonable grounds to believe the search will uncover evidence the student is violating the law or school rule.
  2. The administration has reason to believe the search is in the interest of the safety and welfare of the student or others.
- Search shall be defined as students revealing items on their person or in their possession. It shall not be interpreted as a body frisk or search of clothing items or items contained in clothing worn by the student. However, a search may involve feeling of a jacket pocket (when removed), handbag, book bag, or looking into those items by the administration.
- If possible, and circumstances permit searches shall be conducted in the privacy of an office in the presence of another school employee.

Students' lockers and desks are identified as belonging to the school district, and are subject to random search by administration.

When the administration has reason to suspect that a student possesses an item that is illegal or dangerous, and the student refuses to submit to a search, the student will be subject to suspension, referral for expulsion, and/or referral to law enforcement.

At times, unannounced the District will cooperate with police agencies to conduct a search of the building using police dogs. This practice is a part of our safe school practices and procedures.

### **SEXUAL HARASSMENT**

The School District of Wonewoc and Union Center does not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. Sexual harassment is defined, for purposes of this policy as:

1. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing against, hugging, cornering, kissing, fondling or any similar physical contact, which is considered offensive by another student or employee.
2. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences one's employment or academic status.

3. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comment goes beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or tasteless, sexually oriented comments, innuendoes, or actions that offend others.
4. Creating an environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts or attentions.
5. Creating an environment that is intimidating, hostile, or offensive because of the existence at the work site of sexually oriented materials including, but not limited to, books, magazines, photographs, and posters.

If employees or students feel they are victims of any of the above-described behavior, they must report the situations to the guidance counselor or the principal. A thorough investigation of all charges will be conducted and findings of the investigation may lead to corrective disciplinary action and/or suspension.

### **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.

### **STAFF AUTHORITY**

Any staff member of the Wonewoc-Center Public School System has authority over any student during school hours and at school functions at home or on the road. Staff members will be treated, by students, with courtesy and respect at all times. (State Statute s.120.13).

### **STUDY HALL RESPONSIBILITIES**

Expectations involve:

- Students shall be engaged in a worthwhile study or reading activity, which means that all necessary materials (books, papers, pencils, etc.) are to be brought to study hall at the beginning of the period.
- Students are not to be allowed to sleep during study hall.
- Students must have a pass to leave study hall for a specific destination and time frame. Record of students leaving study hall is to be kept by the study hall instructor.

- Teachers may provide opportunities for students to study in groups, converse quietly, or to get appropriate resources to use during study hall.

Students will be given a pass/ fail grade for study hall based on the criteria mentioned above.

### **TELEPHONE**

A telephone is available in the main office for student use. Classroom phones may not be used, by students.

In order to use phones, during class time you must have permission and a pass from a teacher or from the office.

**Students are required to use their cell phones in the presence of office staff if they are calling home sick or arranging to leave the building**

### **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

### **THROWING OR SHOOTING MISSILES OR PROJECTILES**

Throwing of objects/missiles, snowballs are prohibited. Juneau County Ordinance Public Peace and Good Order 9.11 reads;

No person shall throw or shoot any object, arrow, stone, snowball or other missile or projectile, by hand or by any other means, at any person or at, in or into any building, street, sidewalk, alley, highway, park, playground or other public place within the county.

### **TOBACCO, ALCOHOL AND OTHER DRUG USE/ABUSE**

The Wonevoc-Center School District shares with the community the responsibility to provide an optional school environment for the intellectual, emotional and physical development of its students and recognizes that alcohol and other drug use/abuse seriously affects the school environment. The Wonevoc-Center School District will join family and community efforts in providing necessary information, skills, role models, incentives and experiences that discourage alcohol and other drug abuse and dependency.

### **TRANSPORTATION TO SCHOOL EVENTS**

Students must ride to and from school events on the school transportation provided, unless the parent or guardian presents a signed note, to the coach stating that the parent or guardian accepts full responsibility and the coach, athletic director, and/or principal approve the request. The only time a request will be honored is if a student is riding with his/her parent or guardian.

### **USE OF FACILITIES**

Student groups may use the school facility, provided that it is not needed for a scheduled educational purpose. All student groups must have a faculty member or an approved adult (approved by school

administration) who is not a student, in charge as a chaperone when using school facilities. Scheduling school facilities should be handled through your group advisor.

### **VALEDICTORIAN IDENTIFICATION PROCESS**

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

- a. 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.
- b. Attend Wonewoc-Center High School for at least the three consecutive semesters immediately preceding the determination of the class valedictorian; and
- c. 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;

- a. The student who shows evidence of application to a participating Wisconsin institution by the end of the seventh semester will be the nominee.
- b. 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.
- c. If a tie still exists, the student with the highest total earned credits shall be valedictorian.
- d. 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.

### **VISITORS/GUESTS TO SCHOOL**

Students who wish to bring a student visitor to school must present a note, requesting permission for the visit from their parent or guardian, as well as the parent or guardian of the visiting student to the office at least 24 hours in advance of the requested visit. Parents of the student requesting the visit will be responsible for that student's behavior while the student is a guest at Wonewoc-Center. Student visitors must have permission from the administration to attend classes with their host/hostess at W-C.

- 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 taken home by your parent/guardian.
- Visitors to W-C from another school shall not be unexcused/truant from that school in order to visit.

All visitors to our school are to be considered as guests here at W-C, and are to be welcomed and treated with courtesy and respect.

All visitors are to register in the office and if they are requesting to visit another area of campus must have a pass for that purpose.

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 Wonewoc-Center Schools.

### **WITHDRAWING FROM SCHOOL**

If you are moving to another community and school you must complete a withdrawing from school procedure. See the Guidance Office for this procedure.

State Statutes ss. 118.15 & 118.16 govern student attendance. Compulsory attendance statutes require that students remain in school until the end of the grading period in which they become 18 years of age. Students may not “drop out”, (withdraw) from school until that time.

All books and other materials, which have been provided to you, or books checked out to you from the library must be returned when you withdraw from school. All fines, fees, lunch money owed, class dues, fund-raising money, etc. must be returned prior to withdrawing from school.

### **YOUTH OPTIONS PROGRAM**

The Youth Options Program permits any 11<sup>th</sup> and 12<sup>th</sup> 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 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 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.

#### Courses taken 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 10<sup>th</sup> 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 Institutions of Higher Education

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 CESA 9 and the Wisconsin Virtual School service provider. 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.

### **Disciplinary Policies and Procedures Wonewoc-Center School District**

The development of responsible behavior and self-discipline among students occurs at two levels within a school. First, since the student spends the greatest amount of time during the school day in the classroom, the classroom teacher must assume the primary responsibility for getting the respect and cooperation of the students so that an effective learning environment may be maintained. Each teacher must apply a carefully thought out approach to classroom discipline and administer it with a sense of fairness and consistency.

#### **DEFINITIONS**

##### **Alternative Learning and Attendance Center (ALAC):**

Supervised time-out area used by teachers when necessary to remove students from class. Being assigned to ALAC is not considered a suspension.

##### **In-School Suspension:**

The act of prohibiting a student from attending class for a period of no more than three (3) school days. The student serves the suspension time in the school building in an area specified by the principal.

##### **Out-of-School Suspension:**

A suspension that must be served away from the school building and ground for a period of no more than five (5) school days.

##### **Expulsion:**

An action taken by the school board to prohibit an enrolled pupil from further attendance for a period of time determined by the board of education.

#### **CLASSROOM DISCIPLINE**

1. A good learning atmosphere in the classroom is the joint responsibility of the teacher and the students. This atmosphere will be promoted through clearly established and understood rules and regulations. Because of varying personalities and classroom environments, these rules may differ somewhat from teacher to teacher.
2. The teacher has the responsibility to act on infractions of classroom rules. In cases where corrective actions prove ineffective, the teacher may remove the student from the classroom and assign him/her to ALAC.
3. The purpose of assigning a student to ALAC is:
  - a. to re-establish the learning atmosphere which the student has disrupted, and
  - b. to provide a setting for the student to examine his/her actions which prompted his/her removal and to make a commitment to correct his/her behavior.

#### **ALAC PROCEDURES**

1. A student assigned to ALAC will have a pass, will report immediately, and will work silently for the class period.
2. While in ALAC the student will prepare a work-it-out sheet and any work from the assigning teacher. The ALAC supervisor will dismiss students.
3. The student is to remain in ALAC for that period each day until the classroom teacher has accepted his/her plan. Teachers will contact parents regarding an unacceptable plan.
4. Upon completion of the plan, and before being readmitted to class, the student is to obtain his/her parent's/guardian's signature on the work-it-out sheet for verification purposes.
5. The student shall present the completed, signed work-it-out sheet to the teacher prior to the start of the 1<sup>st</sup> period, so that the teacher has adequate time to read and consider the plan. Under no circumstances will the student be allowed to interrupt a class to submit his/her work-it-out sheet.

6. Students in ALAC on in-school suspension must be working at all times. Missing assignments will result in zero credit.
7. Uncooperative students will be sent to the office, parents will be contacted at home or at work, and students will be sent home for the duration of the suspension period with no credit for assigned work.
8. Failure to report to ALAC will result in an automatic Step 3 suspension. A student who feels he/she has been sent to ALAC unjustly should serve the ALAC as directed and then contact the principal (at a later time) before the end of the day.
9. Failure to cooperate with ALAC supervision will result in an automatic Step 3 suspension.
10. Failure to cooperate after five (5) ALAC opportunities within a quarter will result in an automatic Step 3 suspension.

### **SCHOOL AND CAMPUS DISCIPLINE THE STEP SYSTEM**

When corrective actions taken by the classroom teacher have failed or the rule infraction is of a serious nature, the incident shall be referred to the principal for investigation and action. The severity of the consequences applied by the principal depends on two (2) factors:

1. the seriousness of the offense, and
2. the previous disciplinary record of the student.

In an effort to take both factors into account, a progression of consequences (The Step System) has been adopted. A student who is referred for violating a rule contained within this code will receive the consequence that corresponds to the entry level step for that offense. With each successive referral the student will be advanced up the step system at least one step depending upon the seriousness of the infraction. The disciplinary consequences for each step are as follows:

**Step 1:** Referral to principal for conference  
 Incident recorded in disciplinary log  
 Written notification to parent/guardian  
 Issued a 1 hour detention

**Step 2:** Referral to principal for conference  
 Incident recorded in disciplinary log  
 Written notification to parent/guardian  
 Issued a 2 hour detention

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

**Step 4:** Referral to principal for conference  
 Incident recorded in disciplinary log  
 Written notification to parent/guardian  
 Two (2) day in-school suspension

**Step 5:** Referral to principal for conference  
 Incident recorded in disciplinary log  
 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)

**Step 6:** Referral to principal for conference  
 Incident recorded in disciplinary log  
 Written notification to parent/guardian and written contract  
 School Board notified.



Up to Five (5) days out of school suspension

**Step 7:** Up to Five (5) days out-of-school suspension  
Incident recorded in disciplinary log  
Parent/guardian conference with the district administrator

**Step 8:** District Administrator suspends student—expulsion hearing  
before the Board of Education.

### PROVISIONS FOR THE USE OF THE STEP SYSTEM

1. A disciplinary file will be initiated for each student referred to the principal. A record of each violation, as well as the step assigned, will be maintained.
2. After a student has been placed on a step, the next infraction will result in the student being advanced to the next step. A step may be “jumped” if the infraction calls for a higher entry level step. For example, a student who is on Step 1 and commits a Step 4 violation will be advanced to step 4. Normally, a student will be advanced up the step system with each successive violation; however, the principal may exercise discretion as to whether a student on a higher level step should be advanced for a lower level violation.
3. From Steps 1-6, a student may work his/her way down the step system by demonstrating good behavior. Each period of 15 consecutive school days without a referral will be regarded by the reduction of one (1) step.
4. The principal shall be responsible for seeking the assistance of counselors, teacher advisors, the school psychologist, the social worker, and other professionals to help a student correct his/her behavior problems.

### DISCIPLINARY INFRACTIONS AND CONSEQUENCES

#### A. School Attendance

**Right:** All students living within the boundaries of the Wonewoc-Center School District under the age of 21 are entitled to a free public education through twelfth grade.

**Responsibility:** Students are expected to attend school on a regular basis.

**Policy:** Upon their arrival at school, all students are required to report directly to their assigned area, be on time for class, and remain on the school campus until dismissed or excused by permission to leave building pass from the office. Students will attend all classes, assemblies, and required meetings unless properly excused by parent or guardian.

#### Infraction

#### Step

#### Special Provision

A-1 Truancy: Being absent from school part or all of a 5 days per semester without permission of a parent or guardian or school administrators

A-2 Unexcused Absences:  
Failure to report to assigned class (es) without an acceptable excuse. Penalty will be issued for every hour they missed.

A-3 Leaving Campus: Leaving the school campus without permission to leave the building pass.

A-4 Failure to Report to ALAC:

A-5 Excessive Tardies:  
Every 4<sup>th</sup> -23<sup>rd</sup> tardy will result in a half hour detention per semester.

1

2

3

In addition to school disciplinary action, habitual offenders will be referred to legal authorities under provisions of Wonewoc Village Ordinance.

A second offense will be reported to the principal for Step 2 action.

A second offense is to be reported to the principal for Step 3 action.

Every 24<sup>th</sup> tardy will result in a truancy citation

## B. Student/Student Relations

**Right:** Each student has the right to attend school and school activities and be free from threats against his/her feelings, physical well-being and property.

**Responsibility:** Each student shall be responsible to respect the feelings, property, and physical well-being of other students.

**Policy:** Students will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of the property of a fellow student.

<b><u>Infraction</u></b>	<b><u>Step</u></b>	<b><u>Special Provisions</u></b>
<b><u>B-1 Threatening or Intimidating</u></b> <b><u>Acts:</u></b> The act of by any means threatening the well being, health, or safety of any student on school property or enroute to or from school.	2-8	Referral to Police when appropriate
B-1A Harassment	2-8	Referral to Police when appropriate
B-2A Bullying	2-8	Referral to Police when appropriate
1. Physical		
2. Verbal		
3. Indirect		
<b><u>B-2 Physical Attack:</u></b> the act of physically assaulting or, in some manner, attempting to injure any student on school property or going to or from school.	4-8	Referral to Police when appropriate
<b><u>B-3 Disrespect:</u></b> To insult, call derogatory names, use obscenity toward, dishonor or in other manner abuse verbally, by gesture or in writing any member of the student body.	2-3	Referral to Police when appropriate for disorderly conduct.
<b><u>B-4 Shake Down:</u></b> The act of extorting things of value from a person in the school, under pressure of either implied or expressed threats.	5-8	Referral to Police when appropriate
<b><u>B-5 Fighting:</u></b> The act of involving hostile bodily contact in or on school property, or going to or from school, including any activity under sponsorship		Both parties involved are to be equally disciplined and share in damages, unless self-defense can be shown on the part of one of the students.
B-5A Scuffle	2-3	
B-5B Fight	3-8	
<b><u>B-6 Property Damage:</u></b>	2-8	Referral to Police when appropriate Restitution required through parent contract.
<b><u>B-7 Theft</u></b>	3-8	Referral to Police when appropriate Restitution required through parent contract.

## C. Student/Staff Relationship

**Right:** Students and staff have a right to work, study, and teach in an atmosphere of mutual respect. They also have the right to free inquiry and expression while being mindful of the responsibilities listed below.

**Responsibility:** Students have the responsibility to respect authority, the feelings, physical well-being, and the property of the members of the school staff.

**Policy:** Students shall refrain from disobedience, disrespect, threats, or attacks directed at members of the school staff, as well as damage to-or thefts of-property belonging to school staff members.

<b><u>Infractions</u></b>	<b><u>Step</u></b>	<b><u>Special Provisions</u></b>
<b><u>C-1 Insubordination:</u></b> The failure to respond or carry out a reasonable request by authorized school personnel	2-5	
<b><u>C-2 Threatening or Intimidating Acts:</u></b> By any means threatening the well-being, health or safety of any member of the school staff.	5-8	Notification to police when appropriate.
<b><u>C-3 Physical Attack:</u></b> The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship.	7-8	Notification to police when appropriate.
<b><u>C-4 Disrespect:</u></b> To insult, call derogatory names, dishonor, make gestures, or in other manner abuse verbally or in writing any member of the school staff.	3-4	Notification to police.
<b><u>C-5 Disrespect to the Property of a Member of the School Staff:</u></b>		
C-5A Damage	3-8	Restitution required through parent contract.
C-5B Theft	3-8	Referral to police when appropriate

**D. School Property**

**Right:** Each student is entitled to a well-equipped, well-maintained, clean and aesthetically pleasing school environment.

**Responsibility:** Each student is responsible to respect and help maintain the appearance and cleanliness of the building.

**Policy:** Acts of vandalism, theft, and abuse of the school buildings and grounds are prohibited.

<b><u>Infraction</u></b>	<b><u>Step</u></b>	<b><u>Special Provisions</u></b>
<b><u>D-1 Vandalism:</u></b> The act of willful destruction of public property.		
D-1A Destruction-to render unusable.	5-8	Referral to police. Restitution required through parent contract.
D-1B Defacing-damage requiring cleaning or repair.	3-8	Restitution required.
D-1C Misuse of printed material	2	Restitution required.
<b><u>D-2 Theft:</u></b>		
D-2A Theft not serious enough reported to police.	3	Restitution and parental call

D-2B Major Theft-considered enough to be reported to the police	5-8	Restitution. Police referral.
<u>D-3 Abuse of School Property:</u>	3-8	Restitution; Referral to police when appropriate.
<u>D-4 Littering:</u>	2	Assigned to clean up.

**E. Protection of the Public Safety**

**Right:** Each student has a right to be safe and secure from physical harm while attending school.

**Responsibility:** Students have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and safety of other students.

**Policy:** The infractions listed below, as well as any that pose a threat to the health and safety of students and/or staff are strictly forbidden.

<b><u>Infraction</u></b>	<b><u>Step</u></b>	<b><u>Special Provisions</u></b>
E-1 <u>Dangerous Weapons in School</u> – any illegal weapon, firearm, explosive is prohibited on school property, school buses, school vehicles, or school related events.	8	One year expulsion for any student who brings a firearm to school. (GFSA) Referral to Police
E-1A <u>Detonation of firecrackers or other explosive devices.</u>	4-8	Referral to Police
E-2 <u>False Alarms:</u>		
E-2A The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe.	6-8	Referral to Police
E-2B Bomb Threats	8	Referral to Police
E-3 <u>Arson:</u> The willful and malicious burning of-or attempt to burn-any part of any building or any property of the school or of its students and staff.	8	Referral to Police
E-3A Possession of matches lighters, ect. that could be used to start fires.	3	Confiscated and Police Referral
E-4 <u>Improper use of Motor Vehicles:</u>		
E-4A Reckless Driving	2	Report to police when appropriate Parents notified.
E-4B Unauthorized driving During the school day	2	Repeated violations of automobile policies will result in the offender not being allowed to bring auto to school.
E-4C <u>Parking in unauthorized area.</u>	1	Vehicle subjected to being towed at the owner's expense.

F **Alcohol, Tobacco and Drugs**

**Right:** Each student has the right to associate with students who are free from the use of alcohol, tobacco, and drugs and not be subjected to those wishing to buy, sell or use such substances.

**Responsibility:** Each student has the responsibility to keep his or her mind and body in a sound, healthy condition.

**Policy:** The use or sale of any non-prescription drugs, alcoholic beverages, or tobacco is prohibited on school grounds, as well as at, before or after school sponsored activities.

<b><u>Infraction</u></b>	<b><u>Step</u></b>	<b><u>Special Provision</u></b>
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F-1 Alcohol and Drugs:

F-1A Possession of alcohol and/or drugs.	5-8	Referral to Police
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F-1B Selling or transmitting alcohol or drugs.	7-8	Referral to Police
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F-1C Noticeably under the influence of alcohol or drugs, as indicated by obvious behavior and mood changes and/or the smell of substances on the person.	5-8	Referral to Police
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F-1D Observed use of drugs or alcohol.	7-8	Referral to Police
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F-2 <u>Tobacco:</u> Possession or use of tobacco on restricted school premises or at functions under the sponsorship of the school (including both smoking and chewing tobacco).	3	Referral to Police
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G **Other Disciplinary Infractions**

<b><u>Infraction</u></b>	<b><u>Step</u></b>	<b><u>Special Provisions</u></b>
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G-1 <u>Repeated or serious classroom disruption.</u>	3	Parental Meeting
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G-2 <u>Disruption of meetings and assemblies.</u>	2	Possible exclusion from future events.
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G-3 <u>Cheating: that extends beyond the bounds of the classroom</u> (stealing a test, tampering w/grade book).	4	
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G-3A Plagiarism Occurs when you use other's ideas, words, and/or work without giving credit to the source.	2	A as a student, you are responsible for understanding and avoiding all forms of plagiarism.
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Homework- Copying	2	May receive zero for assignment.
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G-4 <u>Forgery:</u> Written or spoken misrepresentation of the truth (notes, passes, parent signatures, false phone calls).	2-5	
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G-5 <u>Misuse of Food</u> : in the cafeteria and other areas of the building.	2-3	Clean up mess
G-6 <u>Carrying and using headsets, cell phones and pagers without permission</u> : Includes Ipods & MP3 players		Confiscated.  Parents may have to pick up item.
G-7 <u>Being in an unauthorized area</u> .	2	
G-8 <u>Being an accessory</u> : to a school rule violation.	1-8	Referral to police when appropriate.
G-9 <u>Abusive or offensive language, actions and printed material</u> : used in the presence of staff members and/or other students.	3-8	Referral to police
G-10 <u>Inappropriate display of affection</u> .	2	Parents notified.
G-11 <u>Inappropriate dress</u> : Failure to heed warnings about wearing types of dress which are not acceptable in a school environment.	2	Change of cloths required.
G-12 <u>Bicycle Violation</u> : Failure to obey regulations governing bicycles at school.	2	Repeated violations will follow result in loss of bicycle brought to privileges.
G-13 <u>ALAC Misbehavior</u> : Failure to report immediately, work silently, keep desk or desk area clean, wait to be dismissed, cooperate with supervisor and ALAC room rules.	3	
G-14 <u>Repeat offenders of the same rule may be assigned a higher step</u> .	2-8	

### **Suspension Procedures:**

1. While on suspension, a student shall be assigned to ALAC except when the infraction is serious enough to warrant up to five (5) day out-of-school suspension or when the student's presence in the building poses a threat to the health and safety of the students or staff or to the orderly operation of the school. Students assigned to in-suspension will request work assignments from their teachers and be allowed one (1) day to make up missed class assignments and tests. All other rules pertaining to conduct in ALAC are applicable.
2. No suspension from school shall be imposed without an administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to himself or herself or to persons or property around the student.

### **Suspension**

A student may be suspended from classes and activities by the school district administrator or principal for a period of five (5) or less for non-compliance with school rules, or for conduct while at school or under school supervision which could endanger the property, health, or safety of others.

A student may be suspended for not more than 15 days by the school district administrator for above-named reasons if a notice of an expulsion proceeding is sent to the pupil and, if the pupil is a minor, to his/her parents.

1. The pupil will be informed of the reason or reasons for his/her suspension.
2. The pupil and his/her parent/guardian, if the pupil is a minor, will be informed of his/her right to a conference with the school administrator within five (5) days of such suspension.
3. No pupil shall be denied the opportunity to take quarterly, semester or final examinations because of his/her absence while under the suspension.

**Expulsion**

A pupil may be expelled from all classes and activities for any period of time deemed appropriate by the school board.

1. Not less than five (5) days prior to an expulsion hearing (the 5-day limit may be waived by agreement between parent/guardian and School Board) a notice of the expulsion hearing will be sent to the pupil, and if the pupil is a minor, to his/her parent/guardian, specifying the alleged misconduct and stating the time and place of the hearing is stating the a the hearing may result in the expulsion of the pupil.
2. The pupil and, if the pupil is a minor, his/her parent or guardian may be represented by counsel at such hearing.
3. The School Board will keep a written record of the minutes of such expulsion hearing.
4. Upon the ordering of the School Board of the expulsion of the pupil, the school board clerk will mail a copy of the order to the pupil and, if the pupil is a minor, his/her parent or guardian.
5. The expelled pupil or, if the pupil is a minor, his/her parent or guardian may appeal an expulsion to the State Superintendent of Public Instruction.
6. An appeal from the decision of the State Superintendent may be taken toe the Circuit Court of Juneau County within 30 days of such decision.

**Please complete this form and return to the office.**

\_\_\_\_\_ have read and understand the  
 (Student Name)  
 Wonewoc-Center Student/Parent Handbook. I agree to follow those things outlined in the handbook.

\_\_\_\_\_ have read and understand the  
 (Parent/Guardian Name)  
 Wonewoc-Center Student/Parent Handbook. I agree to follow those things outlined in the handbook.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date