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Wausaukee Board of Education Adopted: August 08, 2018
Welcome Students & Parents

The Board, administrators, and staff are pleased to have you as a Wausaukee Ranger, and we will do our best to help you make your experience in our schools productive and successful. We encourage you to define challenging goals for yourself and strive to achieve those goals. Each staff member is dedicated to helping you become the best that you can be.

Wausaukee Junior High/High School offers you both academic and extra-curricular program offerings that will help to prepare you for a solid future in the 21st Century. We encourage you to take full advantage of the educational opportunities that lie before you. Within these opportunities, all members of the learning community will model and reinforce the core values of respect, integrity, personal growth, acceptance, diversity, passion for excellence, teamwork, collaboration, stewardship, accountability, innovation, and family participation. It is our hope that the 2018/2019 school year will be rewarding for you and your family.

After reviewing this handbook, we would appreciate students and parents/guardians signing the Student/Parent Handbook Agreement (Appendix A), which indicates that you understand its contents.

Mr. Robert Berndt–Superintendent of Schools
715-856-5153, Ext. 412

Mr. Jared Deschane – 7-12 Principal
715-856-5152, Ext. 121

Ms. Katey Ambrose- EC-6 Principal and Pupil Services Director
715-856-5152, Ext 262

Mrs. Misty Betts - School Counselor
856-5151, Ext. 159

Mrs. Jennifer Van Laanen - JH/HS Administrative Support
715-856-5151, Ext. 120

Mr. Matt Parkansky, Athletic Director
715-856-5153, Ext. 352

Mrs. Noreen Krisher – School Nurse
715-856-5152, Ext. 258
Forward

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. If any of the policies or administrative guidelines referenced herein is revised after the adopted date, the language in the most current policy or administrative guideline prevails.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents’ use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact personnel in the JH/HS Office. This handbook is effective immediately and supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

Mission of the School

The School District of Wausaukee will engage students, families, staff, school administration and all community stakeholders to act as a single entity in building a sustainable educational institution to support learning through excellence in programs, processes and delivery. Individuals will develop academic and personal mastery skills to support lifelong learning and fulfill their potential within a global community.

Student Rights and Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

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

The staff expects students to arrive at school prepared to learn. It is the student’s responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the School Counselor.

Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

**Student Well-being**

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

State law requires that all students must have an emergency medical form completed, signed by a parent or guardian, and filed in the school office. This form has been combined with the Registration/Emergency Release Form completed by parents at the beginning of the school year. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. All medications, prescribed and non-prescribed, are to be delivered to the school nurse and taken only with adult supervision. The nurse is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without the nurse’s approval. For more detailed information, please see the Use of Medications section of this handbook.

**Injury and Illness**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, office personnel, with input from the school nurse, will follow the school’s emergency procedures. If medical attention is not needed, the student will be treated and returned to class.

A student who becomes ill during the school day should request permission from the teacher to be sent to the school nurse. The nurse will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. If a parent cannot be reached, the emergency contact will be called, as identified on the Registration/Emergency Release Form completed by the parent at the beginning of the school year.
SECTION I
GENERAL INFORMATION

School Day

Junior High/High School
Opens at: 7:00 a.m.
Class Starts: 8:05 a.m.
Class Dismissed: 3:25 p.m.

Scheduling and Assignment

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student’s needs and available class space. Any changes in a student’s schedule should be handled through the counselor’s office. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a schedule change through the counselor’s office. A student dropping a class after 2 weeks will receive a failing grade (F) unless an exception is made through the recommendation of the teacher and Principal.

Early Dismissal

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent. No students will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. Any variation from this procedure requires approval by the Principal.

Transfer Out of the District

If a student plans to transfer from School District of Wausaukee, the parent must notify JH/High School Office Personnel. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents are encouraged to contact the JH/HS Office for specific details.

Emergency Medical Authorization

The Board has established a policy that every student must have a Registration/Emergency Medical Release Form completed and signed by his/her parent.
in order to participate in any activity off school grounds. These activities include field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Registration/Emergency Medical Release Form is provided in the family packet at the beginning of each school year. Failure to return the completed form to the school may jeopardize the student’s participation in school activities.

**Use of Medications**

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

1. Parents should determine with their physician’s counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.

2. The Medication Request and Authorization Form 453.4 (Appendix D) must be filed with the Principal or school nurse before the student will be allowed to begin taking any medication during school hours.

3. All medication must be registered with the nurse’s office. Students may not be in possession of any medication (including over the counter medications) without the approval of the school nurse and parent. Any violation of this guideline will be reported to the Principal.

4. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request and should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Controlled substances (such as with most ADD medications and narcotic painkillers or cough medicine) MUST be delivered by a parent or bus driver. Medication may not be sent to school in a student’s lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

5. Only medication in its original container; labeled with the date, if a prescription; the student’s name; and exact dosage will be administered.

6. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

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

For more detailed information, please see Board Policy 453.4 and Procedure 453.4.
NOTE: These aforementioned guidelines are subject to change, according to legislative changes. Changes in state law and board policy will prevail.

**Special Education**

The School District of Wausaukee provides a variety of Special Education programs for students identified as having a disability defined by the State and Federal law.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Director of Pupil Services at 715-856-5151, ext.262.

**Americans with Disabilities Act and Section 504**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act of 1973 require the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child’s ability to function properly in school, should contact the Director of Student Services at 715-856-5151, ext. 262.

**Student Records**

Many student records are kept by the teachers, counselors, and administrative staff. There are two (2) basic kinds of records—directory information and confidential student records.

Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents of the student restrict the information, in writing to the Principal. Directory information includes:

- A student’s name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received.

Confidential student records may include test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. Confidential information that is in a student’s record that originates from an
outside professional or agency may be released to the parent only in accordance with Wisconsin law. Such records shall be placed in a student’s file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the School District, request amendments to these records, insert addendum to records, and obtain copies of such records.

Copying costs may be charged to the requestor. If a review of records is desired, please contact the District Administrator, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

Upon the written permission of an adult student or parent of a minor student, the school shall make available to the person named in the permission the student’s progress records and/or such portions of the student’s behavioral records as determined by the person authorizing the release.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student’s parent or guardian consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent’s written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties.

Board’s Policy 347 – Student Records and associated Administrative Guidelines.

**Student Fees, Fines, and Charges**

The School District of Wausaukkee may charge specific fees for some activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the refurbishment or the replacement of the damaged property or equipment.

School materials are available for student use. Late fines can be avoided when students return borrowed materials promptly.
Fundraising

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers:

1. Student participation in any school-based fundraising activity shall be strictly voluntary.

2. Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.

3. A student will not be allowed to participate in a fund-raising activity for a group in which he/she is not a member without the approval of the student's adviser.

4. Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as “runs for.....” will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.

5. No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

6. The District does not permit door-to-door fundraising activities.

Notification will be given to the Parent/Guardian to grant permission for the student to participate with fundraising.

Reference School Board Policy 374 - Student Fundraising.

Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment with no educational purpose, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. The school may confiscate such items and return them to the student’s parents.

Review of Instructional Materials

Parents have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter. Any parent who wishes to review instructional materials or observe
classroom instruction should contact the Principal to make the appropriate arrangements. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits. For more information see Board Policy 333 and 361.1.

Food Service

The Wausaukee School District participates in the National School Lunch Program and makes meals available to students. Students may also bring their own lunch to school to be eaten in the school’s cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

Our federal and state funding is based on the number of students we have qualified for free or reduced meals. We highly encourage you to complete an application if you qualify for this benefit.

Our school participates in direct certification. This means that if your household qualifies for FoodShare, W-2 benefits, you may receive an “Eligibility Notification Letter” indicating which child(ren) qualify for free meals. Receiving the “Eligibility Notification Letter” means that you do not have to complete the meal application form, unless there are any children not named on that specific form an application would have to be completed.

Before or at the start of each school year, all households are furnished with a meal application form and instructions. Additional applications are available in all school offices and may also be requested by phone. An application may be completed at any time during the school year. New students/families are given an application at time of enrollment. Applications are processed with applicable guidelines. Applications will be processed in a timely manner and household or individual notification(s) will be mailed. It is the parent(s) or guardian(s) responsibility to update application information as required.

If you qualify for free or reduced meals, such eligibility applies to both breakfast and lunch. We also participate in the Wisconsin School Day Milk Program which enables the students in grades EC through 5 to receive a free milk (at milk break) if they qualify for either free or reduced meals.

Students are only allowed to make charges to their family account. Students key in their individual number after going through the serving line and are monitored to ensure that they are entering their own number. Student meals are reviewed at the end of the serving line to ensure that the meal consists of the correct components to ensure that it is reimbursable through the federal guidelines.

When there are not sufficient funds in an account to pay for meals, parents/guardians are expected to send a cold lunch to school with their child(ren). For accounts that have a negative balance of -$25.00 contact with the parent/guardian will be made. For accounts that have a negative balance of -$50 and a child is sent without a lunch or a means to pay, the parents will be called to bring lunch or lunch money to the school. If
the parent does not provide lunch for their child, Marinette County Health and Human Services will be contacted and a face-to-face meeting will be scheduled. Refer to District Food Service Policy 763.

Meals are served with a ½ pint carton of milk—skim white, 1% white, or skim chocolate. Most often, students have two meal choices, one meal choice being offered in each of the two serving lines. To enable timely serving, days with very high volume meal choices such as pizza, chili, and turkey dinners will not normally have a second meal choice.

**Breakfast**
The serving line for breakfast begins at 7:30 a.m. Breakfast may consist of the following menu options: choice of three cereals, milk, juice, fruit, toast, occasionally muffins, breakfast meat, cheese and eggs. The cost for a student breakfast is $1.30, reduced price for those eligible is $0.30 for all grade levels. Additional milk or juice is $0.30. Please note that if school is running on a delay, breakfast will not be served.

**Lunch**
We participate in the “Offer Versus Serve” Provision of the National School Lunch Program. Each day the lunch consists of the following five items:

- Meat/Meat Alternative
- 2 Fruits or 2 Vegetables
- 1 Fruit or 1 Vegetable
- Bread/Bread Equivalent
- 1/2 Pint of Milk

Five items are offered, students have the right to refuse up to two of the five items. With new regulations taking place, a half cup of fruit or vegetable is mandatory on each tray.

Lunch prices for grades seven through twelve is $2.85. The reduced price for those eligible is $.40 for all grades.

Lunch menus are routed home with elementary students. Additional copies are available in the school offices. The menu is also available on the district’s web site at [www.wausaukkee.k12.wi.us](http://www.wausaukkee.k12.wi.us) and is published in the Ranger Report school newsletter. Menus are subject to change(s).

**Milk**
One ½ pint of milk is included with each meal at no additional charge. Students are also able to purchase individual cartons of milk for cold lunches or additional milk at the cost of $0.30 per carton. Please note that if you qualify for free or reduced meals and bring a cold lunch, we must charge your account $0.30 if milk is taken, as we are only allowed to claim reimbursement on a full meal.
Double Lunches

Students in grades seven through twelve are also allowed to purchase double lunches for a second meal if there is extra food prepared. There must be a positive balance in the account in order to purchase double lunches, or students can pay cash. Double lunches tickets may be purchased in the High School Office at a cost of $2.60.

Food Allergies/Eating Problems

We urge parents and students to contact the Food Service Manager for further information, regarding any students with food allergies or eating problems. All meals must meet standards established by the U.S. Department of Agriculture. However, if a child has been determined by a doctor to have a disability and the disability would prevent the child from eating the regular school meal, this school will make substitutions prescribed by the doctor. If a substitution is necessary, there will not be additional charges for the meal. The Food Service Manager can be reached at 715-856-5151, ext. 314.

Meal Account Payments

Prepayment is preferred to ensure Food Service payments arrive in a timely manner. Meal accounts are set up by family or household, which means a family can make one payment and it will apply to all students on that account. Meals payments are accepted in the District Office in the form of cash, check or money order. Meal account charges consist of any charges associated with breakfast, lunch and milk break. Students may pay cash on a meal-by-meal basis by purchasing tickets in the District Office.

You can view detailed account/balance information online via Infinite Campus software. There is a link on the school’s website: www.wausaukee.k12.wi.us. Meal account statements are printed on a monthly basis throughout the school year. Account statements with a positive balance will be sent home with a student in the family. Account statements for accounts with negative balances will be mailed home. Students are also informed during the end of year check out process if their account has a negative balance. Graduating seniors with a negative balance must resolve the balance before collecting their diploma.

For more information on the District’s procedures for notifying families of account status, please see the Food Service Policy. This policy is included in family packets at the beginning of each school year and are available in the District Office.

If a family withdraws from the district, the administrator shall establish the procedure for collection of negative balances. If the family has a positive balance, the amount is refunded by check through the food service account. It is the responsibility of the family to notify the District of the correct address to send the check.

Wausaukee Board of Education Adopted: August 08, 2018
Fire and Tornado Drills

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of a series of short blasts.

Emergency Closing and Delays

Radio stations:

- WIMK (FM 93.1)
- WMAM (570-AM)
- WLST (95.1-FM)
- WAGN (1340-AM)
- WSFQ (96.3)
- WTAQ (1360-AM)
- WROE (94.3-FM)
- WOZZ (93.5-FM)
- WJNR (101.5-FM)
- WHTO (106.7-FM)
- WNLI (88.5-FM)

- WPFF (90.5-FM)
- WZNL (FM 94.3)
- WMIQ (AM-1450)
- WHYB (103.7)
- WIXX (101-FM)
- WROE (99.7-FM)
- WNCY (100.3-FM)
- WNFL (1440-AM)
- WOBE (100.7-FM)

Television stations:

- WBAY TV (channel 2)
- WFRV TV (channel 5)
- WLUK TV (channel 11)
- WGBA TV (channel 26)
- WACY TV (channel 32)

The decision to delay bus routes or to close school will be made as early as possible, and the media will be contacted to start broadcasting information. If conditions warrant, we will use a two (2) hour delay in the morning. This means that if a student pick up time is normally 7:00 a.m., and a two hour delay is in effect, the pick-up time will then be approximately 9:00 a.m. If information about the Wausaukee School District is not being broadcast, parents should assume that school is in session as usual, with buses running on schedule.

The school voice mail system is also available for checking on school or bus delays and cancellations. Dial one of the school numbers (715-856-5151, 715-856-5152, or 715-856-5153), then press 6 (special announcements), for the current information. This recording will be revised and updates added as necessary.

Wausaukee Board of Education Adopted: August 08, 2018
It is important that our school phone lines be available for making contacts and arrangements regarding the weather situation. Please do not call the school secretaries regarding delays and cancellations, unless it is an emergency.

Parents are reminded to prepare your child(ren) in advance. Many households with elementary students returned the “Inclement Weather Early Dismissal Plan” form at the beginning of the school year. However, if you need to update that form, or have not yet submitted one, please contact personnel in the elementary office at 715-856-5152, ext. 265.

**Visitors**

If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to ensure that the staff member is available. Parents are welcome at the school. A visitor is to enter the vestibule of the main entrance door and is directed to buzz in at the intercom (located on the south wall of the entrance vestibule). From 8:15 a.m. to 3:00 p.m., all other entrances to the school will be locked. Once buzzed in, the visitor is to proceed to the junior high/high school office, where he/she will be required to register and receive a visitor’s badge. The badge is color coded depending on where in the building the visitor(s) will be. The visitor is to wait in the office until the contact with the member of staff and the timing works for them. A visitor registering to pick up a student is directed to wait on the front lobby steps while the student is called. Upon leaving the building, the visitor must return his/her badge and sign out. *Attending a performance during the school day will not fall under this rule.*

In order to properly monitor the safety of students and staff, and to ensure an orderly and non-disruptive educational atmosphere, students are not allowed to bring other school-aged friends or relatives to school.

*Reference School Board Policy 860 - Visitors to the School*

**Lost and Found**

Lost and found valuables may be retrieved in the high school office. Students who have lost items should check there and may retrieve their items if they give a proper description. Lost and found clothing items may be retrieved from the general lost and found area in the front lobby. Unclaimed items will be given to charity at the close of the school year.

**Student Sales**

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this may lead to disciplinary action.
Use of Telephones

Office and classroom telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. The telephone on the office counter is available, with the permission of office personnel, students may use school phones to contact parents/guardians during the school day. Students are not to use telephones to call parents to receive permission to leave school. The school nurse will initiate all calls on behalf of a student seeking permission to leave school for medical reasons. Students may not use personal cell phones in school during school hours.

Student Acceptable Use of Technology

Overview of Acceptable Use

The District’s technology resources, including the District’s technology-related equipment, software, networks, network connections, and Internet access, are open to limited and regulated use by students as a privilege. Each student who uses the District’s technology resources is required to follow the District’s established expectations for acceptable use.

In general, “acceptable use” means that a student is required to use technology resources in a manner that:

1. has a legitimate educational or other school-authorized purpose;
2. is legal;
3. is ethical (including, for example, avoiding plagiarism);
4. avoids harm to any person (including, for example, making threats, harassing or bullying someone, violating someone’s privacy, accessing another person’s accounts, records or files, etc.);
5. avoids harm to property (including, for example, damaging hardware, software, equipment, another person’s work or electronic files, etc.);
6. avoids accessing or transmitting harmful or inappropriate material;
7. is respectful of others; and
8. is consistent with all applicable school notices, rules, and regulations, as well as any additional directives or instruction that may be provided by District staff.

Students should approach their use of technology resources with the understanding that all of the school rules and expectations that apply to in-person interactions and to the student’s general conduct while at school or while under the supervision of a school authority also apply to their use of District technology, their online conduct, and their electronic communications. This document and various other District policies, rules and regulations include additional requirements and expectations that are directly related to the use of technology resources and electronic devices.
Policies, rules, and regulations cannot directly address every situation that a student may encounter. Therefore, an additional aspect of “acceptable use” is that the District expects each student who uses District technology resources to take an appropriate degree of personal responsibility for exercising sound judgment in his/her use of technology and in his/her technology-related activities and communications.

If a student has a question concerning any policy, notice, rule, regulation or directive that relates to technology resources, or if a student encounters a situation in which they are uncertain about any expectation for acceptable use or about how to proceed, the student should contact a teacher or an administrator to obtain appropriate guidance.

Notice and Warnings to Students Who Use School District Technology Resources

1. The District owns, controls, and oversees all of the schools’ technology resources, including the District’s technology-related equipment, software, applications, networks, network connections, and Internet access.

2. Unless otherwise prohibited by law, at all times and without further notice:
   a. Each user of District technology resources is subject to direct and regular District oversight of, and District access to, any and all data, files, communications, or other material that the user creates, stores, sends, deletes, receives or displays on or over the District’s Internet connection, network resources, file servers, computers or other equipment;
   b. All aspects of any individual’s use of the District’s technology-related equipment and resources, including any online activities that make use of District-provided Internet access, are subject to monitoring and tracking by District officials.

3. Except as to any privacy rights that independently exist under state or federal law, no person who accesses and uses the District’s electronic networks and other technology-related equipment and resources does so with an expectation that any privacy right exists that would prevent District officials from (a) monitoring the person’s activities; or (b) accessing any user’s equipment, data, communications, and other materials.

4. Any person who uses the District’s technology resources does so solely at their own risk regarding possible damage to or any other potential loss of data, content, software, or equipment. This includes loss of data for any reason whatsoever, including the District’s own negligence, errors, or omissions. The District offers no warranties or remedies to users regarding any damage, deletion, or other loss of user property/data. Further, except as to any mandatory duties imposed by law, the District makes no promises or warranties of any kind, whether expressed or implied, for the technology-related services it provides. The District is also not responsible for the accuracy or quality of non-District content obtained through the District’s technology resources.

5. If a student wishes to use technology (including engaging in electronic communications) in a manner that is secured, private, and not accessible to the District, he/she should not use the District’s technology resources.
6. If a student uses District technology resources in a manner that violates the District’s expectations for acceptable use, or any other established policy, regulation, rule, or directive, the student is subject to possible discipline. Examples of possible consequences for improper use of technology include the following:
   a. Suspension, restriction, or revocation of the privilege of use of District technology resources;
   b. The imposition of academic consequences for academic-related violations;
   c. Suspension and/or expulsion from school; and/or
   d. Referral to law enforcement.

Additional Rules, Regulations, and Expectations for Student Users

1. THE STUDENT MUST BE AN AUTHORIZED USER. No student shall use District technology resources unless he/she is currently an authorized user, as determined by the District.
   a. Grades K-3. Students are authorized to use particular equipment by staff at the building level. Students in grades K-4 will generally use technology resources in structured educational settings, and with a greater degree of monitoring and supervision than is expected for older students.
   b. Grades 4 through 12. The primary step in becoming an authorized user for any student in grade 5 or above is that the student and the student’s parent or guardian must first sign a “School Technology User Agreement.” Access to specific networks, domains, applications, etc. may be further restricted pending a determination of need and/or pending successful completion of District-specified training/instruction.
   c. The District reserves the right to deny, revoke, suspend or limit specific user accounts and/or the user’s access privileges.
   d. If a student who is not an authorized user nonetheless proceeds to use District technology resources in violation of District policies and rules, all other District rules and expectations regarding acceptable use still apply to the student and may become independent grounds for discipline.

2. UNAUTHORIZED ACCESS AND OTHER PROHIBITED ACTIVITIES. Students are prohibited from engaging in (or attempting to engage in) the following conduct at all times:
   a. Installing any software programs or applications without District permission.
   b. Knowingly exposing the District’s technology resources to possible viruses, malware, spyware, or any other similarly harmful material.
   c. Accessing any network, drive, file, application, database, or system that the District has not authorized for the student’s use/access, including all forms of computer or computer system hacking.
   d. Modifying the security settings (including any settings or filters that limit access to particular content) on any system, network, application, portal, web site, or device.
e. Using another person’s login or password information; or allowing another person to use the student’s own login or password information.

f. Physically connecting any personally-owned technology equipment to a District network (including computers, laptops, tablets, smartphones, printers, etc.) except for
   i. authorized connections to the wireless network the District provides expressly for students and guests, if any;
   ii. temporarily connecting data drives/devices to District equipment for the purpose of transferring data or files for an educational or other authorized purpose.

g. Modifying without permission any District records, any District-controlled web pages or web-based accounts, or any of the District’s Internet-based resources.

h. Removing any District equipment from school grounds or from its District-designated location within a building.

i. Using District technology resources for any private commercial activities (for example, solicitations or advertisements) or for any activities that involve political advocacy connected to any election.

3. RULES AND EXPECTATIONS RELATED TO COPYRIGHT LAW, LICENSING AGREEMENTS, AND RELATED ISSUES.

   a. While using the District’s technology resources, students are individually responsible for following applicable laws, regulations, and agreements that relate to the use of any other person’s or entity’s products, services, or content.

   b. Students may not use any electronic content, application, software, or technology service (1) that has not been properly purchased or licensed; or (2) in any manner that violates a license, user agreement, or the terms of use established by the owner/manufacturer/vendor of the product, service, or content.

   c. Students may not use District technology resources in connection with any unlawful or any non-school related file-sharing activities, including the improper copying, storing, downloading, uploading, or transferring of copyrighted works such as music, images, video, or movies.

   d. Students are expected to verify their authority (by obtaining permission when necessary) to copy, use, incorporate, or adapt any work that is subject to copyright, trademark, or other similar legal protection. This expectation applies regardless of the format of the work in question. Students are cautioned that the fact that an image, video, recording, article, file, program, book, or other work that is subject to copyright or trademark protection is available through the Internet does not mean that it is in the public domain (i.e., able to be freely used), or that it can be further used, copied, or adapted without first obtaining appropriate permission from the person or entity who holds the applicable rights.

   e. Property created by a student that is submitted as an assignment or for an assessment, or for a grade or course credit, may be retained by the District as a student record and displayed for school purposes subject to laws and any District policy or procedures that govern such records. The
District may further extend its right to retain, reproduce, distribute or otherwise use student-created intellectual property by obtaining specific permission from the student and the parent or guardian of a minor student.

f. To the extent consistent with applicable law, the District retains the exclusive right to determine, at its discretion, the content that is permitted to be displayed or otherwise made available to the school community and/or to the general public through the District’s technology resources.

4. RULES AND EXPECTATIONS RELATED TO ACADEMIC INTEGRITY
   a. District and individual teacher expectations regarding honesty and fairness in academic contexts apply fully to activities that involve the use of technology.
   b. Students may not use or access the District’s technology resources in a manner that would give them an unfair academic advantage over other students.
   c. Due to the scope and nature of electronic resources, the District has a heightened expectation for students who are using technology resources and/or engaging in electronic research to take special care to avoid plagiarism, which includes copying, close paraphrasing, or representing as one’s own the writing, ideas, or other work of another person without appropriate attribution.

5. ELECTRONIC COMMUNICATION BY STUDENTS
   a. There are various forms of electronic communication that students may be able to access and use through the District’s technology resources. Examples include course-management applications that permit student submissions, email, social media platforms, chat functionality, message boards, applications that function like text messaging, etc.
   b. Students using District technology resources to engage in any form of electronic communication are expected to follow the District’s rules and expectation for “acceptable use” as defined in this document, and, as far as the content and purpose of their electronic communications, students are expected to adhere to the school rules and expectations that apply to in-person interactions.
   c. The following are specific examples of conduct that is prohibited in connection with a student’s use of District technology resources for electronic communications:
      i. Electronic communications must not contain defamatory, discriminatory, threatening, offensive, racist, deceptive, sexually-explicit, or obscene content.
      ii. Electronic communications must not be used to bully, harass, degrade, or intimidate another person.
      iii. Electronic communications must not be used to facilitate any unlawful activity or any violation of school rules.
      iv. Students shall not engage in electronic communications with persons who are not affiliated with the District unless the communication is for a legitimate educational or other authorized
v. Students shall not attempt to access or send electronic communications using another person’s account or user ID. Similarly, students shall not impersonate another person using electronic communications.

vi. Students shall not create, transmit, or forward messages, Internet-links, images, files, or attachments that do not have a legitimate educational purpose (for example: spam, jokes, etc.) and/or that may be harmful (for example: executable files, viruses, requests for personal or confidential information, material from an unknown source, etc.).

vii. Electronic communication received from another person should not be forwarded or shared gratuitously when the original sender has clearly indicated their intent that the message should not be forwarded or shared. This limitation is not intended to prevent a student from addressing a safety concern or reporting a violation of school rules by contacting a responsible adult.

d. Examples of acceptable electronic communications involving the use of District technology resources include:

   i. Communicating with a teacher regarding schedules, assignments, curriculum content, class projects, and class activities.

   ii. Communicating with other students to facilitate collaboration, planning, and research for school-related projects and activities.

   iii. When authorized by a teacher, communicating with third parties outside of the District as a means of collaborative learning, academic research, or other school-related purpose.

   iv. Giving careful and respectful consideration to the possible consequences for others before sending, transmitting, or forwarding any electronic communications.

6. STUDENT EMAIL ACCOUNTS

   a. To promote effective communications, students may be provided District email accounts. District-provided student email accounts remain under the ownership and control of the District and student use of his/her account is a privilege.

   b. Student email accounts that have been issued by the District are to be used for school-related, educational purposes only. Students are not permitted to use their school-issued email account to send or receive personal messages. If a student receives a personal email, he/she should notify the sender that such messages are not permitted.

   c. A student email account provided by the District is not confidential or private, and a student’s email may be read by District employees or authorized agents of the District. Students who use a District provided email account should view the messages that they send in the same manner that they view (1) verbal exchanges that occur in a classroom; and (2) assignments that are presented to a teacher. The content of emails can lead to disciplinary and other consequences.
7. STUDENTS HAVE LIMITED PERMISSION TO POSSESS AND USE PERSONAL ELECTRONIC DEVICES AT SCHOOL ("BRING YOUR OWN DEVICE" (BYOD) RESTRICTIONS)
   a. A student may bring a personal electronic device to school and use the device only to the extent consistent with this document, related Board policies (443.5-Student Use of Electronic Communication Devices) and 731.1-Privacy in Locker Rooms), and any other rules or directives issued by the District or school staff to govern the time, place, and manner in which students may possess and use personal electronic devices.
   b. The District assumes no responsibility for the loss or theft of, or for any damage to, any personal electronic device that a student chooses to bring to school or to a school activity regardless of (1) when the loss, theft, or damage occurs; or (2) where the device is located/possessed at the time the loss, theft, or damage occurs. The District is permitted, but not obligated, to investigate or otherwise resolve the loss or theft of, or any damage to, any personal electronic device.
      i. Where the District has reason to suspect that any personal electronic device is present or has been used in violation of any Board policy or school rule, school personnel may temporarily confiscate the device. Staff shall make an effort to store a confiscated device in a reasonably secure location. To the extent consistent with applicable law, a confiscated device may be subject to a search by a school administrator or law enforcement officials.
      ii. Students are required to relinquish electronic devices to school personnel when directed. Refusal to comply or interfering with such a directive (e.g., by removing the battery or memory card without permission) will be considered insubordination and the student will be subject to disciplinary action.
      iii. Taking pictures or making or transmitting any video or audio recording of other students or school staff is prohibited at all times unless the student has obtained advance permission from a teacher or administrator per District guidelines.
      iv. Students are strictly prohibited from using or allowing another person to use any electronic device with recording (audio, photos, video, etc.) or communications capabilities in locker rooms, restrooms, or any other area that could constitute an invasion of any person’s reasonable expectation of privacy. Except in an emergency situation, all such devices should be turned off and put away in all such areas of the buildings. (See also the Board policy on privacy in locker rooms –731.1)
      v. Students who bring a personal electronic device to school are responsible for keeping their device(s) silent during instructional time, or completely turned off and put away to the extent otherwise required or directed.
      vi. Students using headphones or earbuds are individually responsible for ensuring that they are still adequately able to hear
relevant activity (voices, vehicles, announcements, etc.) in their surroundings. The District recommends that at least one ear should be completely clear any time students are moving from one location to another, not including when the student is only a passenger in a vehicle.

vii. A student may connect an Internet-ready device with wireless connectivity to the building’s wireless network in order to use the device for an authorized purpose. A personal electronic device shall not be physically connected to any District network other than the wireless network.

viii. Unless otherwise directed by a District staff member, a student of any age may engage in instructional and limited personal use of a personal electronic device that is connected to the District’s wireless network if the use (1) occurs outside of the hours of the school’s instructional day; (2) does not interfere with any student’s education or any school-related activity; (3) does not unduly burden the District’s network resources or materially interfere with others’ use of the network; and (4) imposes no tangible incremental costs to the District.

ix. If a student possesses and uses a personal electronic device that can access a data connection (e.g., 3G/4G) other than a District network, any use of such a device that occurs at school or in connection with a school activity still must be consistent with District rules of conduct for students, including rules regarding the time, place, and manner of such use. The student shall not use the device to access or transfer harmful or inappropriate material, including but not limited to material that is obscene, sexually-explicit, unlawful, threatening, or harassing. These expectations apply even though a device using a non-school data connection is not subject to the District’s Internet filtering and related security measures.

x. As an important exception to all rules and directives that might otherwise limit a student’s permission to possess and use a personal electronic device, all students at all grade levels may use a device (at any time of day) to contact a responsible adult in any emergency situation that involves an immediate threat to the health or safety of any person. When carrying out school emergency response plans, however, students may be asked to turn off their personal electronic devices so emergency communication networks are not overwhelmed and emergency response efforts are not jeopardized.

xi. At all times other than emergencies as identified in the paragraph above, permission to possess and/or use personal electronic devices at school or in any school-supervised setting is subject to further modification or limitation by a teacher, activity supervisor, or any school administrator. When a staff member issues a specific directive or limitation related to the possession or use of
any electronic device, students are expected to follow that directive/limitation.

xii. Students and parents/guardians are advised that the best way to contact each other during the school day for all non-emergency reasons is through the school office.

xiii. **Additional BYOD Provisions Specific to Students in Grades 3 and below**

1. A staff member may authorize such use in connection with a specific school-related and school-supervised activity or as a supplement to classroom instruction (e.g., e-readers can be used during classroom reading time).
2. When an elementary student has not received permission to use his/her device, the device should be turned off and put away at all times during the school day.

xiv. **Additional BYOD Provisions Specific to Students in Grades 4 through 6**

1. Personal electronic devices may be used in the classroom or during a student’s participation in organized school activities only with the advance approval of the teacher, activity supervisor, or an administrator.
2. Students wishing to use a personal electronic device for any instructional or other authorized purpose (including limited personal use) during the school day, but while not in class or while not participating in an organized school activity, must obtain advance approval from a teacher or administrator. A student obtaining such permission shall limit his/her use of the device to the approved time, location, and purpose.

xv. **Additional BYOD Provisions Specific to Junior High and High School Students**

1. Personal electronic devices may be used in the classroom or during a student’s participation in organized school activities only with the advance approval of the teacher, activity supervisor, or an administrator.
2. Unless otherwise directed by a District staff member, high school students may engage in instructional and/or limited personal use of a personal electronic device when the student is neither attending a class nor participating in an organized school activity, provided that
   a. the use does not interfere with and is not likely to disrupt any student’s education or any school-related activity;
   b. the use does not unduly burden the District’s network resources or materially interfere with others’ use of the network; and
   c. the use imposes no tangible costs to the District.

Wausaukee Board of Education Adopted: August 08, 2018
8. REPORTING STUDENT/PARENT CONCERNS, MISUSE, OR OTHER POSSIBLE VIOLATIONS OF ACCEPTABLE USE
   a. Any time a student feels unsafe, victimized, or in any way uncertain about a situation involving the use of District technology resources by any person, the student (or his/her parent or guardian) should immediately contact a teacher or an administrator.
   b. Students are required to report and provide to a teacher or administrator any electronic communication that they receive while using a District-provided email account, or using any District-provided electronic software, program, application or platform if any of the following apply:
      i. The communication is from an unknown source and either contains inappropriate content, asks the student to respond, or requests the student to reveal personal information;
      ii. The content of the communication is defamatory, discriminatory, threatening, offensive, racist, deceptive, sexually explicit, or obscene;
      iii. The communication represents an attempt to bully, harass, or intimidate another person; or
      iv. The content of the communication represents an attempt to facilitate or encourage any violation of the law or school rules.
   c. A student may report to any teacher or to the building principal or any other administrator any concerns about possible violations of the policies, rules, regulations and directives that govern the acceptable, safe, and responsible use of the District’s technology-related resources.
   d. If a student has a concern that any District technology equipment, network, or system may have a security vulnerability, or that any breach of security may have occurred, the student shall report the issue to a teacher or to the building principal or any other administrator. The student should not demonstrate the potential security problem to anyone other than to the person to whom they report the concern.
   e. If a student or parent or guardian has a concern that any content that is available through the Internet is (1) appropriate material that is currently being blocked or filtered, or (2) harmful or inappropriate material that is not being blocked or filtered, the individual may report that concern to the student’s building principal. The District will review the issue and report back to the person making the report.

Computer Technology and Networks

Before any student may enhance his/her school career through participation in the school’s computer network, he/she and his/her parents must sign an Acceptable Use Policy Agreement which defines the conditions under which the student may participate. This form is found in the back of this handbook. Failure to abide by all of the terms of the agreement may lead to termination of the student’s computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

Wausaukkee Board of Education Adopted: August 08, 2018
Advertising Outside Activities

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours’ notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

Video Surveillance

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

SECTION II
ACADEMICS

Course Offerings

For a current list of course offerings, see the Course Description Book which is available in the School Counselor’s office.

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school’s co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent.

Attendance rules apply to all field trips.

Grades

Grading Philosophy

Grading and reporting at the Wausaukee Junior High and High School will support the learning process and encourage student success. Grades measure a student's mastery of the course content expectations.
Purposes for Grading Student Work

Primary Purpose
- Communicate achievement to students, parents, and others

Secondary Purpose
- Provide information that students can use for self-evaluation and growth
- Encourage student growth and progress in learning
- Evaluate the effectiveness of curricular, instructional, assessment practices and programs.
- *Identify students for available educational opportunities (e.g. AP courses)*

Assessment Categories
- Summative assessments demonstrate that student's knowledge of a subject after instruction. Summative assessments include tests, projects, products, and demonstrations.
- Formative assessments demonstrate the students' progress in mastering subject content during the course of instruction. Formative assessments include homework, participation, daily quizzes, and inquiry activities.

These guidelines emphasize summative assessments. The final grade is determined by *at least 80%* summative and *at most 20% formative*.

Grades, report cards, and academic reports: The present grading system is a standard A-F range for all students 7-12. The Honor Roll will be determined by the following grade point system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.34</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.34</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.34</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

The Honor Roll will be published every quarter of the school year and recognition certificates will be sent to students who earn a 3.0 average or better each quarter.

A series of grade reports will be issued to each student at the close of each nine weeks grading point. Teachers will make themselves available to confer with students and parents concerning their individual grades and their respective programs and deficiencies. Two Parent-Teacher conferences are scheduled throughout the school year. Please feel free to contact the teacher for a conference to correct the situation as soon as possible.

*Reference School Board Policy 345.1 - High School Grading Scale, Grade Point Average and Class Rank and Procedure 345.6 - Additional Parameters for High school Graduation Requirements and Procedures*

Wausaukee Board of Education Adopted: August 08, 2018
High School Credit for Post-Secondary Courses

In order to meet individual educational needs, the district shall accept for credit any coursework satisfactorily completed by students which is sanctioned and sponsored by the district.

A student will be awarded high school credit and GPA points for the following coursework:

- Start College Now
- Early College Credit Program
- Articulated/Transcripted Credit Courses as part of WHS curriculum
- Credit Recovery

A student will not be awarded high school credit for the following coursework:

- Personal Enrichment
- Non-credit Technical College Coursework

Promotion, Placement and Retention

Junior High School

Promotion to the next grade is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical and/or social maturity

High School

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

Reference Board Policy 345.4 - Promotion and Retention of Students Through 8th Grade
Graduation Requirements

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to pass all proficiency tests, meet the school requirements for basic coursework, and earn the total number of minimum credits. A student enrolled in Special Education will need to earn the required credits with modified curriculum as indicated by the I.E.P. Please refer to Policy 345.6.

A student must average 6.5 credits per year in order to graduate with their class in 4 years.

<table>
<thead>
<tr>
<th>Freshmen</th>
<th>Less than 6 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore</td>
<td>6-12 Credits</td>
</tr>
<tr>
<td>Juniors</td>
<td>12-18 Credits</td>
</tr>
<tr>
<td>Seniors</td>
<td>18 or more Credits</td>
</tr>
</tbody>
</table>

Specific course requirements are:

- English: 4 credits
- Health: 0.5 credit
- Phy Ed.: 2 credits
- Personal Finance: 0.5 credit
- Mathematics: 3 credits
- Science: 3 credits
- Social Studies/Gov: 3 credits
- Electives: 11 credits

Total: 27 credits
Average: 6.5 credits per year

Beginning in the 2016-17 school year, in order to be eligible for a District high school diploma, a student must have taken and successfully completed the state-required civics test while enrolled in the high school grades in the District or, as determined by the administration, in another qualifying school or program.

Students are also required to complete an ACP Portfolio for graduation. Students will earn .5 of a credit for completion of the ACP portfolio.

High School Credit for Junior High Classes

Math and English: The intent is for all students to be required to take 3 credits of mathematics and 4 credits of English while in grades 9-12 regardless of how far they
have advanced themselves in junior high. If this occurs, then the student may petition the Principal, By December 1st of their Senior year, to receive 1 or 2 credits for having successfully completed advanced junior high math, English, or Spanish classes. These credits will be classified as “elective credits” and will not count toward required math or English credits. The grades earned for these classes will also be calculated into the student’s overall GPA (grade point average) if they meet the criteria of a high school class.

**Start College Now**

Any student in 11th or 12th grade may enroll in a post-secondary program providing he/she meets the requirements established by law and by the District. Any interested student should contact the School Counselor’s office to obtain the necessary information.

*Reference School Board Policy 343.45 - Technical College Course Program (Start College Now)*

**Early College Credit Program**

Any student in 9th or 12th grade may enroll in a post-secondary program providing he/she meets the requirements established by law and by the District. Any interested student should contact the School Counselor’s office to obtain the necessary information.

*Reference School Board Policy 343.46 - Early College Credit Program*

**Recognition of Student Achievement**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by staff and coordinated by the Principal.

**Student Assessment**

To measure student progress, students will be tested in accordance with State standards and District policy. Group tests, includes State mandated:

- ACT Aspire 9th and 10th grades
- ACT 11th grade for ELA and Mathematics, Science, and writing
- Wisconsin Forward Exam- 7th and 8th grades

District Provided:

Wausaukee Board of Education Adopted: August 08, 2018
• STAR Reading and Mathematics tests K-12th grades are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

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

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often administered by the School Counselor.

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

College entrance testing information can be obtained from the School Counselor.

SECTION III
STUDENT ACTIVITIES

School-Sponsored Club & Activities

Wausaukee Junior High and High School has many student groups that are authorized by the school. It is the District’s policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

<table>
<thead>
<tr>
<th>Clubs</th>
<th>Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>7th Grade</td>
<td>Becky Dunlap</td>
</tr>
<tr>
<td>8th Grade</td>
<td>Tracy Jaworski</td>
</tr>
<tr>
<td>9th Grade</td>
<td>Kelsey Adams and Megan Graetz</td>
</tr>
<tr>
<td>10th Grade</td>
<td>__________________ and Michelle Barglind</td>
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<tr>
<td>11th Grade</td>
<td>Tammy Benzow and Georgi Kapalczynski</td>
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<tr>
<td>12th Grade</td>
<td>Dave Lindbeck and Grant Russ</td>
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<td>Academic Bowl</td>
<td>Jennifer Klimek and Suzie Schlies</td>
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<td>Band</td>
<td>Rosalie Widstrand</td>
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<td>Baseball</td>
<td>Jon Betts</td>
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<td>Boys Basketball</td>
<td>Dave Lindbeck</td>
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<td>Choir</td>
<td>Jane Kanestrom</td>
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<td>Fishing</td>
<td>Grant Russ</td>
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<td>Football</td>
<td>Grant Russ</td>
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<td>Forensics</td>
<td>Laura Struve</td>
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Wausaukee Board of Education Adopted: August 08, 2018
Girls Basketball | Dave Messar
---|---
Golf | Jerry Rowley
Hi-Q | Jennifer Klimek and Suzie Schlies
National Honor Society | Megan Graetz
Performing Arts | Rosalie Widstrand and Jane Kanestrom
Powerlifting | Dave Lindbeck
Ranger Fanatics | Pat Edlbeck
Softball | Sue Stoltenberg
Spanish | Michelle Barglind
Student Council | Misty Betts
Volleyball | Amanda Allman
Yearbook | Georgi Kapalczynski

**Athletics**

The School District of Wausaukee provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact Matt Parkansky, the Athletic Director, at 715-856-5153, ext. 352.

**BOYS:** Football, Basketball, Baseball, Golf  
**GIRLS:** Volleyball, Basketball, Softball, Golf

Prior to each individual sports season, the prospective athlete and his/her parent will be provided with information regarding Concussions and Head Injuries. In order for students to participate in any athletic program, all athletes and their parents must agree to and sign a Parent & Athlete Agreement regarding their understanding and acceptance of the guidelines.

_Every student participating in extracurricular activities (athletics or others) must abide by the athletic/activity code. Copies of this code can be obtained through coaches or the JH/HS Office._

**School Sponsored Dances**

Wausaukee High School students, in good standing as determined by the Principal, may be permitted to bring one (1) guest to a school dance. If the guest is not currently enrolled in the School District of Wausaukee, a W.H.S. Dance Guest Permission Form (*Appendix C*) must be submitted one week prior to the event.
SECTION IV
STUDENT CONDUCT

Code of Conduct

A major component on the educational program at the School District of Wausaukee is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school;
- Respect the civil rights of others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other’s ability, gender, race, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly, and productive;
- Act at all times in a manner that reflects pride in self, family, and in the school.

Dress and Grooming

There are three fundamental reasons for a school dress code:

✓ to ensure the health and safety of all students,
✓ to prevent disruptions to the learning environment, and
✓ to encourage students in appropriate dress habits so they are prepared for the professional world beyond high school and college.

To some extent, any dress code involves a degree of subjectivity concerning what is and is not acceptable, and what may or may not be disruptive. Again, the primary reason for the School District of Wausaukee’s dress code is to foster an atmosphere conducive to learning for all our students. Students are encouraged to ask themselves the following questions when choosing what to wear to school:

- Does my outfit promote modesty and respectability?
- Does my choice of clothing make those around me uncomfortable?
- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
• Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
• Am I dressed appropriately for the weather?

With the mixed messages in the media today, it is sometimes difficult for students to objectively judge the appropriateness of clothing items. Therefore, it is up to parents/guardians and school staff to be an advocate for every student in this regard. If a student has selected a manner of appearance that is beyond mere freedom of expression, disrupts the educational process, presents a risk to themselves or others, and/or causes disruption among students and/or staff, he/she will need to find something more appropriate to wear.

General Guidelines
• Shoes must be worn at all times
• Clothing should be clean and unsoiled
• Clothing with improper slogans, writing or pictures is not allowed
• Hats and hoods are not to be worn in the building

Students who are representing the School District of Wausaukee at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

Please see Appendix E for a visual aide intended to help students make appropriate clothing choices. It is occasionally updated when a new fashion trend needs to be addressed or when a particular dress code violation is more prevalent.

Care of School Property
Damage to or loss of school equipment and facilities costs taxpayers money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the students will also be subject to discipline according to the Student Discipline Code.

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

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

Two types of discipline are possible, informal and formal.
Minor Infractions
Informal discipline takes place within the school. It includes:
Writing assignments, change of seating or location, after-school detention, in-school restriction.

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

Major Infractions

In-School Suspension
The following rules shall apply:
1. Students are required to have class assignments with them.
2. Students are not to communicate with each other unless given special permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. No radios, cards, magazines, cell phones or other recreational articles shall be allowed in the room.
5. No food or beverages shall be consumed.

Formal discipline removes the student from school. It includes suspension for up to five (5) school days or up to fifteen (15) days if a notice of expulsion has been sent as well as expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the Principal, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the District Administrator and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education or their designee and the parents will be given written notice of the hearing and will be expected to be present. Based on the testimony provided at the hearing, the Board of Education will determine whether or not to expel a student. This decision may also be appealed to the Wisconsin Department of Public Instruction. In case of expulsion, the student remains out of school during the appeal period.
Students involved in co-curricular and extracurricular activities can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment.

**Discipline of Students with Disabilities**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

**Student Discipline Code**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words “safe” and “orderly”. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following list includes major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

Based on the philosophy that all students are individuals and that the circumstances surrounding any situation are varied, what is fair does not necessarily mean “the same consequence” in every case. This code is meant to be used as framework, a guideline. The administration reserves the right to decide what's most appropriate for each individual case.

**Removal of Student from Classroom**

When a student is removed from class, the teacher shall send the student to the Principal and inform him/her of the reason for the student’s removal from class. A written explanation of the reason(s) shall be given to the Principal within 24 hour of the student’s removal from class.

The Principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The Principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.

The Principal shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:
● Another class in the school or another appropriate place in the school.
● Another instructional setting, time-out, in-school suspension or out-of-school suspension.
● The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the Principal determines that readmission to the class is the best or only alternative.
● An alternative education program based by the Board.

The Principal shall notify the parent/guardian of a student, in writing, when a teacher has removed a student from class. This notification shall include the reasons for the student’s removal from class and the placement decision involving the student. The notice shall be given as soon as practicable after the student’s removal from a class and placement determination. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e. suspension) the student’s parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

**Explanation of Terms Applying to the Student Discipline Code**

**Use of drugs**

The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and school provided transportation. This means that any activity, sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted.

The sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, and the like. Many drug abuse offenses are also felonies.

**Use of Breath-Test Instruments**

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever he/she has reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicated a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this
handbook and the school’s Drug/Alcohol policy. **If a student refuses to take the test, he/she will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.**

**Use of Tobacco**

Smoking and other tobacco uses are a danger to a student’s health and to the health of others. The school and State prohibits the sale, distribution, use, or possession of any form of tobacco and nicotine products (including electronic cigarettes, nicotine vaporizers/pipes, etc.) during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

**Student disorder/demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, he/she is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

**Possession of a Weapon**

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed that a weapon was brought on to District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

**Use of an Object as a Weapon**

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

**Possession of a Dangerous Weapon**

In compliance with State and Federal law, the administration shall commence expulsion proceedings for any student who possesses a firearm on school property, commits arson or commits rape in a District building or on District property, including buses or other school transportation. Proceedings may be commenced for any student who possesses a weapon or dangerous weapon in a weapon-free school zone in a District building or on District property, including school buses and other school transportation.
The term “dangerous weapon” means any object which in the manner is used, is intended to be used, or is represented, is capable of inflicting bodily harm or property damage, as well as endangering the health and safety of persons present on school property, in school vehicles or in school buses, or at school-related activities. Dangerous weapons include, but are not limited to firearms, guns of any type whatsoever including air and gas-powered guns, knives, razors, clubs, electric weapons, martial arts weapons, ammunition, explosives, and pepper spray. The fact that a “dangerous weapon” is not loaded will not make possession, use, going armed with, or storage of the dangerous weapon, lawful or permitted under this definition.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Federal due process rights appropriate to disabled students.

A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

**Purposely Setting a Fire**
Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion and law enforcement officials may be contacted.

**Physically Assaulting a Staff Member or Student**
Physical assault on a staff member, student, or other person associated with the District whether causing injury or not, may result in charges being filed and subject the student to expulsion.

**Verbally Threatening a Staff Member/Student/Person Associated with the District**
Any statement or non-contact action that a staff member, student, or other person associated with the District interprets as a threat will be considered a verbal assault. As well as profanity directed toward a staff member in a threatening tone, verbal threats may result in suspension and expulsion.

**Extortion**
Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule could result in suspension or expulsion and law enforcement officials may be contacted.

**Gambling**
Gambling which includes casual betting, betting pools, organized-sports betting, and any other form of wagering is prohibited. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in
suspension or expulsion.

Falsification of School Work, Identification, Forgery
Forgery of hall/bus passes and excuses as well as false I.D.’s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

False Alarms and Reports
A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

Explosives
Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

Trespassing
Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. Violations of this rule could result in suspension or expulsion.

Theft
When a student is caught stealing school or someone’s property, he/she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

Disobedience
School staff is acting “in loco parentis”, which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to students. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.
Damaging Property
Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion, along with reimbursement for damages and law enforcement officials may be contacted.

Persistent Absence or Tardiness
Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Refer to the Attendance Policy in this handbook.

Unauthorized Use of School or Private Property
Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations of the rule could result in suspension or expulsion.

Refusing to Accept Discipline
The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

Aiding or Abetting Violation of School Rules
If a student assists another student in violation any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Displays of Affection
Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

Violation of Individual School/Classroom Rules
Each learning environment has specific rules for students in the classroom. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

Violation of Bus Rules
The School District of Wausaukee will comply with all state regulations concerning transportation of regular and Students with Disabilities (SWD) students. Transportation Guidelines and Procedures are outlined in this handbook.
This handbook will be distributed to all students, parents, teachers, school bus drivers, and school administrators to be used as a quick reference on transportation rules and guidelines.

Disruption of the Educational Process

Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violations of this rule could result in suspension or expulsion.

Equal Educational Opportunity/Anti-Harassment

The School District of Wausaukee is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational or other programs or activities shall not be unlawfully abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other legally-protected status or classification. Accordingly, the School Board prohibits all forms of unlawful discrimination against students, regardless of the legally-protected status or classification that serves as the basis for any prohibited discriminatory conduct, policy, or practice. When based upon a legally-protected status or classification, examples of unlawful and discriminatory acts can include:

1. The denial of admission to any public school;
2. The denial of participation in, equal access to, or the benefits of any curricular, extracurricular, student services, recreational or other program/activity;
3. The discriminatory and inequitable provision of resources among comparable curricular or extracurricular programs;
4. Any action, policy, or practice, including segregation, bias, stereotyping, or student harassment, which is detrimental to a person or group of persons and differentiates or distinguishes among persons, or which limits or denies a person or group of persons opportunities, privileges, roles or rewards based, in whole or in part, on a legally-protected classification or characteristic.

Children of homeless individuals and unaccompanied youth (youth not in the custody of a parent or guardian) as identified under federal law shall have equal access to the same free, appropriate public education, including comparable services, as those provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.
The District shall provide all appropriate and legally-required accommodations, educational services, and/or programs for students who have been identified as having a disability, regardless of the nature or severity of the disability and regardless of whether the student qualifies for the District’s special education program. Facilities modifications necessary to provide for appropriate access and participation for persons with disabilities shall be made to the extent required by law.

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 such accommodations shall be made in writing and shall be submitted to and acted upon by the building principal. Accommodations may include, but are not necessarily limited to, being excused from participation in an activity, alternative assignments, release time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any such accommodations granted under this policy shall be provided to students without prejudicial effect.

This policy shall not be interpreted to prohibit the District from: (1) providing special programs or services based on student need, including gifted and talented, special education, school-age parents, bilingual bicultural, at risk, and other special programs; or (2) placing a student in a school, program, class, or activity based on objective standards of individual need or performance. All District career and technical education opportunities will be offered to students on a nondiscriminatory basis and in a manner consistent with this policy.

Complaints alleging a violation of any aspect of this policy may be filed and shall be processed in accordance with the District’s student discrimination complaint procedures, as adopted in connection with this policy.

By following required procedures and timelines, complaints of unlawful student discrimination may also be filed externally with the Wisconsin Department of Public Instruction, the Chicago office of the U.S. Department of Education’s Office for Civil Rights, or, in appropriate circumstances, with any state or federal court or other agency of competent jurisdiction.

Designation of Compliance Officer
The administrator holding the following position is designated as the District’s equal educational opportunities compliance officer (“Compliance Officer”):

Katey Ambrose, Elementary Principal
School District of Wausaukee
N11941 HWY 141
Wausaukee, WI 54177
(715) 856-5151
The Compliance Officer is authorized to receive complaints brought under this policy and its related complaint procedures. The Compliance Officer also serves as the District’s Title IX Coordinator (sex discrimination and sexual harassment issues and complaints) and Section 504 and Americans with Disabilities Act Coordinator (disability rights and disability-based discrimination issues) for all student and all non-employment related matters. The District Administrator shall perform the duties of the Compliance Officer if the Compliance Officer is temporarily unavailable or if a complaint involves any alleged improper conduct by the Compliance Officer.

Confidentiality of Reports and Complaints
Although absolute confidentiality cannot be assured, the District will maintain the confidentiality of discrimination reports and complaints to the extent required by any applicable law, and the District will otherwise make efforts to maintain confidentiality where non-disclosure does not interfere with the District’s ability to appropriately process and respond to the report or complaint. Nonetheless, investigating a matter often involves disclosing (directly or indirectly) the identity of persons involved in the particular events/issues. Individuals who have specific concerns about confidentiality should arrange to discuss those concerns with the District as early as possible in the process.

Retaliation Prohibited
No employee, officer, agent or representative the District shall unlawfully retaliate against, harass, intimidate or otherwise impose any improper consequence against any person who (1) pursues any complaint under this policy and its related complaint procedure; or (2) otherwise participates in the resolution of any report, complaint, or investigation involving an alleged violation of this policy. Further, any act of retaliation, harassment, or intimidation performed by a student against any such persons who are involved in the complaint process would itself constitute a violation of school rules and District policy, and subject the student to appropriate disciplinary action.

Abuse of Process Prohibited
Failure to act in good faith while participating in the resolution of any report, complaint, or investigation under this policy or its related complaint procedure constitutes an abuse of process and subjects an employee or student to potential discipline. Abuse of process includes the pursuit of a complaint that the complaining party knows to be false or wholly frivolous, the intentional provision of false or misleading information during the processing of a complaint or other investigation, and other actions that constitute a violation of any District policy or rules.

Nondiscrimination Statements and Dissemination of Policy and Discrimination Complaint Procedures
In addition to including express nondiscrimination statements in other Board policies where required by law:

1. A legal notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year in the District's official newspaper.
2. A student nondiscrimination statement shall be included in student and staff handbooks, course selection handbooks, and other similar published materials distributed to the public describing school activities and opportunities.

Wausaukee Board of Education Adopted: August 08, 2018
3. The student discrimination complaint procedures shall be disseminated to students, parents and guardians, employees and others to inform them about the proper process for submitting a complaint. The information shall be published in student, parent and staff handbooks, and the procedures or a reference to the procedures may be published or posted in other appropriate locations (e.g., the District website, guidance offices, etc.).

MAINTENANCE OF COMPLAINT RECORDS; REPORTS AND EVALUATIONS

The District’s equal educational opportunities compliance officer shall be responsible for ensuring that the District maintains adequate records of complaints filed under the District’s student discrimination complaint procedures and for directing the timely preparation of the annual or other reports and evaluations regarding nondiscrimination initiatives and compliance that the District is required to conduct and/or provide to the Department of Public Instruction. In addition, the District is required to formally evaluate the status of nondiscrimination and equality of educational opportunity in the District at least once every five years.

Wisconsin Statutes
Section 118.13 [student nondiscrimination; policy/procedures required]

Wisconsin Administrative Code
PI 9 [student nondiscrimination; policy, procedure, notice, report, evaluation required]
PI 41 [accommodating student religious beliefs; policy required]

Federal Laws
Title IX, Education Amendments of 1972 [sex discrimination]
Title VI, Civil Rights Act of 1964 [race, color and national original discrimination]
Section 504 of the Rehabilitation Act [disability discrimination; free and appropriate public education (FAPE) and reasonable accommodations]
Title II of the Americans with Disabilities Act [disability discrimination; reasonable accommodations]
Individuals with Disabilities Education Act [programs and services for students with disabilities]
McKinney-Vento Homeless Assistance Act [equal access for homeless students; required policies to remove barriers]

Harassment is defined as behavior toward a student or group of students based in whole or in part, on gender, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal or local law which
substantially interferes with the student’s school or academic performance or creates an intimidating, hostile, or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

Examples of conduct that may constitute harassment include, but not limited to:

- graffiti containing offensive language
- name calling, jokes or rumors
- threatening or intimidating conduct directed at another because of the other’s protected characteristic (e.g., sex, race, learning disability)
- Notes or cartoons
- slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic
- other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

Bullying

Bullying is defined as deliberate or intentional behavior using words and/or actions, intended to cause fear, intimidation or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. 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. It includes but is not limited to such behaviors as stalking; cyberbullying; intimidating; menacing; coercing; name calling; taunting; making threats; and hazing.

Bullying toward a student, whether by other students, staff or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal and psychological abuse. All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that such behavior has occurred, it will result in prompt and appropriate disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

If you believe your child has been or is being the victim of bullying or you wish to report an act of bullying, you are encouraged to contact your child's classroom teacher, the school counselor and/or the building principal. Do not assume that the school staff are aware of such incidents; we cannot address such behaviors if we are not made aware of them.
Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

Sexual harassment may include, but is not limited to:

A. unwelcome verbal harassment or abuse;
B. unwelcome pressure for sexual activity;
C. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
F. unwelcome behavior or words directed at an individual because of gender;

Sexual harassment examples include, but are not limited to:

A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
B. Rating a person's sexuality or attractiveness;
C. Staring or leering at various parts of another person's body;
D. Spreading rumors about a person's sexuality;
E. Letters, notes, telephone calls, text messages, social media or materials of a sexual nature; and
F. Displaying pictures, calendars, cartoons or other materials with sexual content.

It is also the policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

If you wish to report harassment, please contact one of the District Civil Rights/Equity Coordinators listed above.
Reference School Board Policy 411.1 - Student Harassment and Bullying

**Student Hazing**
The Board of Education believes that hazing activities of any type are inconsistent with the educational process and a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Disciplinary action for students may include, but not be limited to, suspension and/or expulsion. See section 948.51 of the state statutes.

**Criminal acts**
Any criminal acts committed at school or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

**Due Process Rights**
Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

**Suspension from School**
When a student is being considered for a suspension of five (5) days or less, the Principal will notify the student and his/her parents of the charges. The suspension may be appealed to the District Administrator. The request for an appeal must be in writing.

Suspension from co-curricular and extracurricular activities may not be appealed.

During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given.

When a student is suspended, he/she may make up work missed after the return to school and while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.
Expulsion from School

Prior to expelling a student from school, the Board of Education shall conduct a hearing. The student and his/her parents will be given written notice of the intent to expel at least five (5) days prior to the date of the hearing.

The hearing is the opportunity for the student and his/her parents to appear with a representative or legal counsel before the Board to answer the charges. Such representation is at the option of the student or parent.

The Board will keep written minutes of the hearing and the hearing will be closed to the public. The student or parent may appeal the expulsion to the State Superintendent for Public Instruction and subsequently to the County Circuit Court. During any appeal process, the expulsion shall remain in effect.

The School District of Wausaukee makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

Reference School Board Policy 411 - Student Nondiscrimination

Search and Seizure

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

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

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private. Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

Wausaukee Board of Education Adopted: August 08, 2018
No strip searches will conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

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

**Student Rights of Expression**

The school recognizes the right of students to express themselves within the student dress code. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. At least twenty-four (24) hours prior to expression, student(s) are asked to seek approval from the Principal. All items must meet the following school guidelines:

1. A material cannot be displayed if it:
   a. is obscene to minor, libelous, indecent, or vulgar;
   b. advertises any product or service not permitted to minors by law;
   c. intends to be insulting or harassing;
   d. intends to incite fighting or presents a likelihood of disrupting school or a school event.

2. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

**Student Concerns, Suggestions and Grievances**

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

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

A student has the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal standard.
Self-Transportation to School

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

The following rules shall apply:
1. Students shall complete the District Parking Authorization Form Appendix- H and provide a driver’s license, insurance certificate, and registration;
2. Parking lot speed limit is 15 mph;
3. The student must obtain a permit from the high school office;
4. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

Attendance

7-12 Attendance Policy

All students are expected to attend all scheduled blocks of instruction, ACP time and lunch, daily. Students are also expected to be on time for classes in order to benefit from the instructional program and develop habits of punctuality, self-discipline and responsibility. Participation in class is an important aspect of the learning process and can only take place when a student is in attendance. Consistent attendance is a vital component of every teacher’s grading system.

Each course at Wausaukee Jr./Sr. High School may include a class participation grade as determined by the teacher. Items that may be included in the participation grade include active listening, note taking, oral response, oral presentation, initiating meaningful inquiry, utilization of study time, ability to work in groups, attitude, cooperation, effort, etc.

Compulsory Attendance

The state legislature, via section 118.15(1) of the Wisconsin Statutes, has determined that children, with rare exception, be required to regularly attend school between the ages of 6 and 18. Regular attendance by the student is the responsibility of both the parent/guardian and the student. A student enrolled in Wausaukee Jr./Sr. High School must be scheduled into and daily attend all blocks of instruction, Response To Intervention (RTI) and lunch.

According to Wisconsin law, students who are absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester are considered “habitual truants.” The school district is required to notify the parent/guardian of a student who is considered a habitual truant. The parent/guardian is
advised of his/her responsibilities and rights and of the penalties under the law that may be imposed on him/her if the child fails to attend school. A citation and fine will be issued after twenty (20) blocks of unexcused absences and for each unexcused absence that follows.

There will be no work releases except school-sanctioned work experience programs under the direction of a licensed/certified instructor.

Procedures for Excused Absences

When a student is absent from school (other than a pre-arranged absence), a parent/guardian must telephone the JH/HS Office (715-856-5151, ext. 120) no later than 9:00 a.m. and report the reason for the absence.

1. The following reasons are considered excused absences:
   a. Student Illness (A doctor’s excuse may be required if the student is absent 3 or more consecutive days or if the student has had 10 cumulative absences. Any medical excuse accompanied by a doctor’s written approval is not counted in the 10 cumulative absences.);
   b. Serious Illness or Death in the Immediate Family;
   c. Family Emergency, as Determined by Administration;
   d. School Suspension;
   e. Participation in Official School Functions as Determined by Administration; and/or

   Parent permission alone, without supporting documentation, may not be accepted in determining if an absence is excused.

2. If a student leaves at any time during the day, he/she must have written approval from his/her parent/guardian and the JH/HS Office before he/she leaves. The student MUST sign out in the office prior to leaving and MUST sign in if returning the same day.

   No student, regardless of age, may write his/her own pass to leave.

3. Request for the student's homework should be made to the office no later than 9:00 a.m. so that assignments and books can be gathered and ready for pickup from the office at 3:00 p.m. We cannot guarantee that all homework will be available for pick-up for any requests made after 9:00 a.m.

4. A student cannot practice, participate, or be in attendance at any extracurricular activity if he/she is absent from school during any part of the day, including out-of-school-suspensions. Exceptions may be made for a doctor/dentist written excuse, family emergency, funeral, court appearance, and other events that have prior Administrative approval.
5. **Pre-Arranged Absence (within the 10-day cumulative absence limit)**

Pre-arranged absences may be excused for an entire day or a portion of a day depending on the student’s need, and as long as the student is within his/her 10-day cumulative absence limit. In anticipation of an upcoming absence, a parent/guardian must notify the JH/HS Office (in writing, by phone or by email) at least 24 hours prior to the actual absence date/s. Examples may include family vacations, youth group trips, medical/dental/vision appointments, college visits, or attendance at Wausaukee School off-site sporting events. The following steps must be followed to exercise this option:

**Step 1:** The notification of the upcoming absence must be submitted to the JH/HS Office at least 24 hours in advance. If the notification is in writing, the student may bring it to the office before school, or during WIN time.

**Step 2:** The student must then inform each of his/her teachers, for classes that will be missed, to receive any homework assignments.

Failure to comply with the 24-hour advance notice will result in an **unexcused** absence. However, the 24-hour advance notice requirement may be waived by Administration in certain emergency situations.

**Procedures for Unexcused Absences**

1. The student is to report to the JH/HS Office upon returning to school. The absence will be marked “unexcused,” and he/she will have 24 hours to submit a written parental excuse. The written parental excuse must indicate one of the reasons found in the “excused absence” section of this policy in order to be considered an excused absence.

2. The following reasons are not and cannot (under 118.16) be considered justified and excused absences:
   a. Leaving school during the day without signing out in the office;
   b. Shopping trips, hair/beauty shop/tanning appointments, picture taking, etc., even when approved by parent/guardian;
   c. Working, child care, or helping out at home;
   d. Pre-arranged absence beyond the 10-day cumulative absence limit (except properly documented and verified medical absences);
   e. “Skip” days; and
   f. Other conditions that would warrant an unexcused absence as deemed by Administration.

3. Consequences for unexcused absences will include one or more of the following:
   a. Detention/In-school suspension equal to the time missed;
   b. Phone call to parent;
   c. Parent conference;
   d. Possible restriction from extra-curricular activities;
   e. Legal notice of truancy;

Wausaukee Board of Education Adopted: August 08, 2018
Seniors must have **zero unexcused absences** during the second semester of their senior year or they will not be allowed to participate in the commencement exercises on graduation day. However, the following exception applies:

**Seniors have the opportunity to clear one unexcused absence from their second semester attendance record by performing School Service.**

*If a senior incurs an unexcused absence of 212 minutes or less, he/she is required to perform 8 hours of School Service. If a senior incurs an absence of between 213 and 424 minutes, he/she is required to perform 16 hours of School Service.*

School Service must be approved by administration, performed outside of the normal school day, and completed prior to graduation day.

This exception may be used for one (1) second semester unexcused absence occurrence only. A second unexcused absence occurrence may not be cleared with School Service and will result in exclusion from commencement exercises on graduation day.

Please refer to the **UNEXCUSED MAKE-UP WORK POLICY** for information related to missed assignments.

**NOTE:** All students and parents/guardians must sign the Student/Parent/Guardian Acknowledgement of Attendance Policy Form (Appendix) no later than September 7, 2018 or 2017.

**Tardiness as It Relates to Absences and Truancy**

The District recognizes that a student, without an acceptable excuse, may arrive late for school or for a particular class or activity on an occasional and sporadic basis, and that such tardiness should not immediately and in all cases result in a finding of truancy. At the same time, repeated tardiness is inconsistent with the purpose of the compulsory attendance law and can be disruptive to a student’s learning and/or to school/classroom operations. Further, regularly tolerating tardiness without any consequence can inhibit the development of personal responsibility.

Accordingly, if a student accumulates more than 6 tardy notations in his/her attendance record during a semester, the school attendance officer or a designee will attempt to meet with the student and/or the student’s parent or guardian to evaluate the reasons for the tardiness, to consider any available strategies the parent/student can use to avoid future tardiness, and to establish progressive consequences. Following such a meeting...
(or attempt to hold a meeting) that involves the student's parent or guardian, tardiness during the remainder of the semester that also involves an unexcused lack of the student's physical presence at school will be considered an instance of truancy under these procedures, but prior to such a meeting (or attempted meeting) such tardiness will not be considered truancy.

In grades 7 through 12, a student will be marked tardy (rather than absent) if he/she is not at school or not otherwise present in his/her regularly assigned class/activity (or another school-approved location) at the start of each instructional period where attendance is taken, but the student arrives within 10 minutes of the beginning of the period. Tardy students who initially arrive at school after 8:05 a.m. shall check in at the designated school attendance office before proceeding to their classroom or other assigned location.

Tardiness that was not caused by any of the reasons that qualify as an excused absence is considered unexcused, and any opportunities for make-up work shall be provided according to makeup work procedures that apply to unexcused absences.

A student who arrives at school late because the student's school-provided transportation arrived late shall not be considered tardy and the student's non-attendance in the relevant class/activity shall be deemed excused in all respects.

Transportations Guidelines and Procedures

The following information pertains to transportation practices in the School District. This information is intended to provide each eligible student with safe, efficient transportation to and from school.

Student Transportation Procedures

Bus schedules will be established which will cause pupils to be picked up at a set time and arrive at school before the start of the school day, but generally no earlier than 10 minutes before the start of classes. At the close of the school day, buses will be scheduled so as to arrive at the school at scheduled dismissal time.

1. The bus route number, pick up time and approved bus stop location will be provided to you in your Family Information Packet at the beginning of each school year.
2. Students must be out at the bus stop location a minimum of five (5) minutes prior to the scheduled pickup time. The bus will not wait or return for students.
3. Due to space and liability issues a bus route will be assigned to all students. This bus will pick up and drop off students only at designated stops along the route. A bus pass will be issued for temporary changes in student pickup and drop off locations. A student without a bus pass will have to ride their normal bus and/or be picked up/dropped off at their normal stop.
4. It is the parent’s’ responsibility to contact the elementary office for a bus pass. It
is strongly suggested that a parent or a neighbor wait at the bus stop to supervise younger children.

5. **A signed Student Transportation Services Agreement (Appendix F) must be on file with the transportation provider and the school district.**

6. In the event that no one is at the designated location when the bus arrives, the child will remain on the bus until the end of the route. Drivers will attempt to drop the child off again at the end of the route. If there is still no one at the stop to receive the child, the transportation provider will bring the child back to school. The child will be instructed to wait on the school’s front lobby steps and parents will be responsible for picking up their child.

**Student Ridership Expectations**

The following section deals with student behavior expectations while on the bus. The School District views transportation as part of the school day. Therefore, behavior expectations of the students riding the school bus are no less than what is required in the classroom. The fact that these students are on a moving vehicle prompts the School District to impose rules that may even be stricter than inside the classroom. The bus driver carries the responsibility of ensuring students a safe ride and is authorized to enforce the ridership rules, much as teachers enforce rules inside the classroom. The School District reserves the right to modify the following rules and consequences at any time, and may use video cameras on buses to assist with discipline issues.

**The following are basic ridership expectations and do not include all possible situations:**

1. Show respect for the driver. They are responsible for the orderly conduct of all passengers and will report behavior problems.
2. Respect private property while waiting at the bus stop. Wait in the proper location. Students should not move toward the bus until it has stopped and the driver has motioned the students to board. Always cross the street in front of the bus.
3. Avoid crowding or pushing when getting on or off the bus. The use of the emergency door is for emergency evacuations only.
4. Students should take a seat as soon as they board the bus. Remain seated at all times and until the bus has stopped completely at the destination or bus stop. Share seats with fellow riders. Students in many instances will be required to sit three (3) to a seat. Drivers may require students to sit in assigned seats.
5. Keep arms, legs, head and other objects inside the bus and out of the aisle. Each student must keep hands and arms to themselves.
6. Quiet and normal conversation with fellow riders is acceptable. Yelling, screaming or profane language will not be tolerated.
7. For safety reasons, students are not allowed to carry onto the bus any live reptiles, animals, insects, firearms, explosives, flammable materials, slingshots, rubberband guns, water pistols, knives or other sharp objects or oversized items that would block an aisle, cause loss of passenger seat space, obstruct the driver’s view or create a safety hazard. If a student needs to bring such an item
to school, parents will need to obtain proper authorization from school administration and be responsible for transporting it.

8. When getting off the bus, the student should get away from the bus immediately but never move toward the rear of the bus. If a student needs to cross the street, they must wait for the driver's signal and cross in front of the bus. If a student needs to cross the street in a different area, they must wait on the sidewalk until the bus leaves the area and cross at the nearest crosswalk.

9. Show respect for fellow students on the bus.

Unacceptable Behavior

Major Violations

1. Smoking, chewing or possessing tobacco or related products.
2. Possessing prescription drugs not prescribed for the student, illegal drugs, related drug paraphernalia which includes devices used to abuse inhalants, and/or alcoholic beverages.

**Please note that prescription drugs with the potential for abuse (e.g. Vicodin, Codeine, & ADHD medications such as Ritalin, Adderall, etc) may NOT be transported on the bus for any reason. Parents must bring these types of prescriptions directly to the school nurse.**

3. Vandalizing or damaging bus property (restitution will be required from the offender).
4. Tampering with bus emergency equipment.
5. Possessing a firearm, knife, explosive, flammable material or other object that may be considered dangerous or used as a weapon.
6. Interfering with the safe operation and travel of the bus and/or other motor vehicle.
7. Physically assaulting or verbally threatening the well being of another person.
8. Refusing to follow safety rules or the driver's instructions.
9. Any act that seriously jeopardizes the safety of the student, passengers or the bus driver.

Minor Violations

1. Yelling, screaming, whistling, singing or talking loudly.
2. Using profane or unacceptable language.
3. Failure to remain seated or to sit in an assigned seat if required by the driver.
4. Not keeping hands, arms and legs to oneself or out of the aisle.
5. Blocking the aisle with backpacks, musical instruments, etc.
6. Eating, drinking or chewing gum on the bus.
7. Littering or spitting on the bus.
8. Showing disrespect toward the bus driver or another person.
9. Riding on another route without a bus pass from the school office.
10. Throwing items in or out of the bus.

Consequences for Unacceptable Behavior

Generally, major type or repetitive rule violations will result in suspension of bus riding privileges. The following is the standard format used when dealing with rule violations. However, these are the minimum consequences and may be altered based on circumstances surrounding the incident.

Violations or acts of conduct that are severe in nature may result in immediate suspension of bus riding privileges and a conference with school officials may be held prior to resuming transportation services.

Parents will be notified by the school or transportation provider before any suspension goes into effect. Suspension days are school days not calendar days.

*REMEMBER—riding the bus is a privilege, **NOT** a right.

Major Violations

1ST VIOLATION: The incident will be documented by the driver with copies sent to the parents, school and transportation provider. Up to a permanent suspension from the bus may be invoked. Law enforcement officials may issue lawful penalties. The school may impose additional consequences.

Minor Violations

1ST VIOLATION: The incident will be documented by the driver with copies sent to the parents, school and transportation provider. The Principal will give a verbal warning to the student and may impose additional consequences.

2ND VIOLATION: The incident will be documented by the driver with copies sent to the parents, school and transportation provider. The Principal will impose additional consequences.

3RD VIOLATION: The incident will be documented by the driver with copies sent to the parents, school and transportation provider. A mandatory face to face meeting will be scheduled with the parent, the bus company, administration, and classroom teacher. A minimum of one (1) day suspension from the bus will be imposed. The school may impose additional consequences.

4TH VIOLATION: The incident will be documented by the driver with copies sent to the parents, school and transportation provider. A mandatory face to face meeting will be scheduled with the parent, the bus company, administration, and classroom teacher. A minimum of three (3) day suspension from the bus will be imposed. The school may impose additional consequences.

5TH VIOLATION: The incident will be documented by the driver with copies sent to the parents, school and transportation provider. A mandatory face to face
meeting will be scheduled with the parent, the bus company, administration, and classroom teacher. A minimum of FIVE (5) day suspension from the bus will be imposed. The school may impose additional consequences.

**6TH VIOLATION:** The incident will be documented by the driver with copies sent to the parents, school and transportation provider. A mandatory face to face meeting will be scheduled with the parent, the bus company, administration, and classroom teacher. The student will be suspended from the bus for forty-five (45) days. The school may impose additional consequences.

Lamers Bus Company and the School District of Wausaukee would like to provide students with the opportunity to earn back bus riding privileges when poor choices in judgment are made. A student who reaches TIER 3 or higher under MINOR TYPE VIOLATIONS will have the chance to back down only one tier by demonstrating positive behavior and incurring zero violations for a 30 calendar day period.
APPENDIX A

Student/Parent Handbook
Acknowledgment

(To be signed and returned to the JH/HS Office, by Friday, September 7, 2018)

We hereby acknowledge that it is our responsibility to read and abide by the standards, policies and procedures outlined in the School District of Wausaukee Student/Parent Handbook.

Our signatures below indicate that we agree to read the Handbook and abide by the standards, policies and procedures defined or referenced in this document.

It is also important to know that additional regulations, policies and laws are in the Bylaws and Policies Manual and in the Administrative Guidelines Manual of the School District of Wausaukee located on the district website.

The Student/Parent Handbook and the Board Policies Manual can be located in the Junior/Senior High School Office and on the District’s website at www.wausaukee.k12.wi.us/board.

The information in this Handbook is subject to change.

We understand that changes in District policies may supersede, modify or eliminate the information summarized in this Handbook.

As the District provides updated policy information, we accept responsibility for reading and abiding by the changes.

We also accept responsibility for contacting the JH/HS Office if we have any questions, concerns or need further explanation.

____________________________________________________________________
Printed Student Name       Printed Parent/Guardian Name       Date

____________________________________________________________________
Student Signature          Parent/Guardian Signature       Date

Wausaukee Board of Education Adopted: August 08, 2018
# Wausaukee Junior High/High School Teaching Staff

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<th>Extension</th>
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<td>Thompson, Joe</td>
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<td>Thompson, Sarah</td>
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<td>Widstrand, Rosalie</td>
<td><a href="mailto:widstrand@wausaukee.k12.wi.us">widstrand@wausaukee.k12.wi.us</a></td>
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*If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to ensure that the staff member is available.*
APPENDIX C

WHS Dance Guest Permission Form

Wausaukee High School students, who are in good standing, may be permitted to bring one (1) guest to a school-sponsored dance.

1. Guests must be in 9th grade or higher and may not be over the age of 19 years.
2. Guests enrolled in 9th-12th grade must obtain a signature from their superintendent, administrator, or principal, verifying that s/he is in good standing.
3. The WHS student’s parent/guardian must also sign below to acknowledge that s/he is bringing the intended guest.
4. This form must be completed and returned to the High School Office AT LEAST one (1) week prior to the dance. NO EXCEPTIONS! District’s fax number: 715-856-6592

Wausaukee Student Information

Event: ___________________________ Event Date: ___________________________

Student’s Name: ___________________________ Grade: __________

Student’s Parent/Guardian Signature: __________________________________________

Guest Information

Guest’s Name: _______________________________________________________________

Date of Birth: _______________ Age: __________

Grade: __________

Guest’s School: ___________________________ School Phone #: __________________

Guest’s Parent/Guardian Signature: __________________________________________

Guest’s School Administrator Signature: _______________________________________

Position/Title of Administrator: ____________________________________________

Is this student in good standing with your school & able to attend your school’s activities?  YES  NO

Wausaukee Board of Education Adopted: August 08, 2018
APPENDIX D

Physician’s Authorization for Student Medication While at School

Name of Child:__________________________ DOB:__________________________ Grade:_____

Name of Parent:_________________________ School:__________________________

This is to certify that in order to keep this child in optimum health and/or help maintain optimum performance at school, it is necessary that medication be given during school hours.

1. Medication:________________________________________
   (Include Trade Name)

2. This medication is to be given in the form which is circled:
   Tablet  Ointment  Capsule  Inhalation  Liquid

3. If this medication is on a PRN(as needed) schedule, please describe how the person supervising medication is to determine when the medication is needed:

4. Dosage (amount to be administered during school hours):_________________________

5. Side effects (expected or predictable):__________________________________________

6. At what time during school hours should the medication be administered:_____

7. The child’s parent/guardian knows of this request and is in full agreement that this medication will be administered as indicated. Should the student manifest any of the following symptoms, please discontinue administration and notify the parents and/or the my office immediately.

8. Contradiction for administration of medication are:_________________________

9. Furthering written instruction will follow from me to the school if the drug is to be discontinued or the dosage/administration time is changed from these instructions

In accordance with the 1963 Wisconsin Act 334, I agree to retain power to object, supervise, decide, inspect and oversee that administration of such medication(s). Direct contact shall be made with me at anytime should you have any questions.

*Before school personnel may administer prescription medication, a licensed physician must complete this form.

Physician Signature:_______________________________ Date:_____________________

Name of Clinic:___________________________________ Phone:___________________

Parent Signature:________________________________ Date:_____________________

Wausaukee Board of Education Adopted: August 08, 2018
Dress Appropriately

Shorts/Dresses/Skirts should be to the knee level or just above.

Fingertip Test: If you let your arms hang down at your sides, with shoulders relaxed, and your fingertips go past the bottom edge, it’s not long enough.

Leggings should not be worn as pants. If you do choose to wear them, you need to wear a dress/skirt or shorts over them. Tight-fitting yoga pants will be considered leggings.

Pants with holes higher than outstretched fingers are not allowed.
Pants worn so low that undergarments are showing are not allowed.

Bare midriffs are not allowed.
Your shirt must be long enough and pants/shorts high enough to entirely cover your belly and back side.

Shirts with spaghetti straps and tank tops with less than 3 finger width straps are not allowed.
Shirts that are too low-cut are also not allowed.

If your clothing is deemed to be inappropriate, you will be asked to put something else on.
This may include contacting a parent/guardian to bring in more appropriate clothing.

This is not an all encompassing list. District Administration has the final say on the appropriateness of an article of clothing. Thank you for your understanding of and cooperation with the dress code policy.
STUDENT/PARENT/GUARDIAN
ACKNOWLEDGMENT OF ATTENDANCE POLICY

We have received and read the Wausaukee Junior High/High School Attendance Policy. We understand the procedures and responsibilities pertaining to students. We agree to support and abide by the rules, guidelines, and procedures of this policy.

Please sign and date on the lines below and return this page to the JH/HS Office no later than Friday, September 7, 2018.

_________________________________  ______________________________________
Student Signature                  Parent/Guardian Signature

Date signed _______________________

Wausaukee Board of Education Adopted: August 08, 2018
STUDENT/PARENT/GUARDIAN ACKNOWLEDGMENT OF TRANSPORTATION POLICY

Attention Parents/Guardians:

Please complete all information below, sign and return to the JH/HS Office by September 7, 2018. A signed Transportation Agreement is required for each student.

Student Last Name:_____________________________________________________

Student First Name:_____________________________________________________ 

Grade:__________

Home Address:__________________________________________________________

Home Phone:________________________Work Phone: ______________________

Cell Phone(s): ________________________________________________________

Parent/Guardian Name:__________________________________________________

Emergency Contact Person: ______________________________________________

Emergency Contact Phone:_______________________________________________

I have read the pupil transportation handbook, also located in the student handbook, reviewed it with my child and we agree to comply with the ridership rules as stated therein.

____________________________  ____________________________________
Parent/Guardian Signature              Student Signature

IMPORTANT! A signed agreement is required for each student, even if the student does not normally ride the bus. This policy also pertains to all fieldtrips, fan buses, and any other instance where students would be transported by bus.
APPENDIX H

Acknowledgement of Acceptable Use of Technology Rules

NOTE: This form is required annually at the beginning of the school year, prior to students using school technology.

Signing this form indicates that I have received and have had an opportunity to read the District's Student Acceptable Use of Technology Rules. I understand that any violation of these rules may result in disciplinary action. Examples of possible consequences for improper use of technology include the following:

- Suspension, restriction, or revocation of the privilege of use of District technology resources;
- The imposition of academic consequences for academic-related violations;
- Suspension and/or expulsion from school; and/or
- Referral to law enforcement.

Please sign and date on the lines below and return this page to the JH/HS Office no later than Friday, September 7, 2018.

Student’s Name (Please Print)  Grade

________________________________________________________________________

Student’s Signature  Date Signed

________________________________________________________________________

For Students under the Age of 18:

Parent or Guardian’s Signature  Date Signed

________________________________________________________________________
STUDENT AUTOMOBILE PARKING AUTHORIZATION FORM

Please complete all information below, sign and return to the JH/HS Office by September 7th, 2018. A signed Transportation Agreement is required for each student.

Permit Number: ___________________ License Plate#: ___________________

In connection with my request to park either my automobiles or any automobile I am permitted to drive on school premises, I consent to the unlocking, opening, and inspecting of the automobile and its contents while on school premises.

Note the following requirements:

- Driver’s License
- Driving to school, if approved, is a privilege. If abused in any way, it may be revoked at any time.
- When transportation is available through the District, participating students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the principal.
- No other students are allowed to be driven to a school-sponsored activity by the approved student driver without a note from parents granting permission and approval by the principal.

I agree to make any and all lock keys available to the principal or his/her designee for this purpose. I agree that this permission shall last as long as I am a student and have authorization to park on school premises.

I further agree to abide by all rules established by the school, community, and the State regarding the operation and parking of my vehicle. I understand that violations of such rules may lead to suspension of my driving privileges.

Driver’s License Number: ____________________________________________

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Parent/Guardian Signature   Date   Student Signature   Date

Wausaukie Board of Education Adopted: August 08, 2018