

Waunakee Community High School

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The entire staff of Waunakee Community High School wishes you an enjoyable and rewarding year.

We hope you look with enthusiasm to your days at WHS and seek to find a special place here that you will remember fondly for your whole life. We want to help you maintain our traditions and allow you to create new ones so that our school will be a better place because of you. Our responsibility to you is to create a learning environment that will allow you to be successful and will give you the skills you need for life.

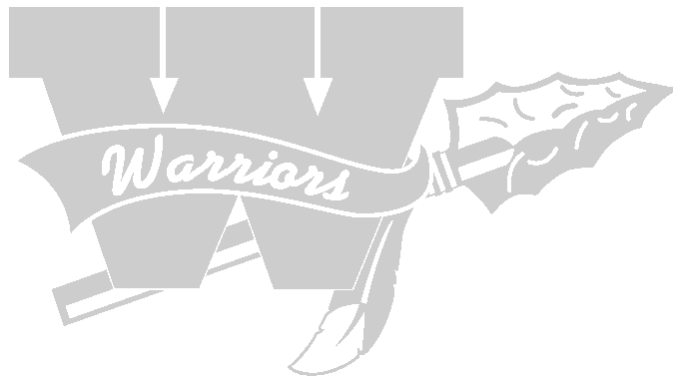
Waunakee has a tradition of excellence and our expectations are high, although not unreasonable. The staff will provide you with opportunities that will be challenging. You are expected to learn work attitudes and values that will serve you well in the future. You must take the challenge and direct your learning to fit your needs. WHS provides many opportunities for you to actively participate in the life of the school and our hope is that you take advantage of these activities. The more you participate the better our school will be.

This handbook is designed to give you an overview of our policies and procedures. These are some, but not all, of our expectations for our students. Please take time to become familiar with the contents and ask questions of your teachers, counselors and administrators if you do not understand what is required. We want to work with parents/guardians and students to provide the best possible education for our student body.

We wish you a most successful year!

THE ADMINISTRATORS AND STAFF OF WAUNAKEE COMMUNITY HIGH SCHOOL

2017-2018



REGULAR DAILY TIME SCHEDULE

7:45 a.m.	Faculty Reports
8:05 a.m.	1 st Warning Bell
8:12 a.m.	2 nd Warning Bell
8:15 a.m. - 9:40 a.m.	1st Hour (1A/1B)
9:50 a.m. - 10:20 a.m.	Homeroom/Contact Time
10:30 a.m. – 11:55 a.m.	2nd Hour (2A/2B)

12:05 p.m. - 1:30 p.m.	3rd Hour (E3) = early class
1:30 p.m. - 2:10 p.m.	Late Lunch

11:55 a.m. - 12:35 p.m.	Early Lunch
12:35 p.m. - 2:00 p.m.	3rd Hour (L3) = late class

2:10 p.m. - 3:35 p.m.	4th Hour (4A/4B)
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TWO-HOUR LATE START

10:05am	1 st Warning Bell
10:12am	2 nd Warning Bell
10:15 a.m. - 11:20 a.m.	1A/1B

11:20 a.m. - 12:00 noon	<u>Early Lunch</u>
12:00 noon - 1:05 p.m.	3A/3B <u>Late CLASS</u>

11:30 a.m. - 12:35 a.m.	3A/3B <u>Early CLASS</u>
12:35 p.m. - 1:15 p.m.	<u>Late Lunch</u>

1:15 p.m. - 2:20 p.m.	2A/2B
2:30 p.m. - 3:35 p.m.	4A/4B

THREE-HOUR LATE START

11:05am	1 st Warning Bell
11:12am	2 nd Warning Bell
11:15 a.m. – 12:05 p.m.	1A/1B

12:05 p.m. - 12:45 p.m.	<u>Early Lunch</u>
12:45 p.m. - 1:35 p.m.	3A/3B <u>Late CLASS</u>

12:15 p.m. - 1:05 p.m.	3A/3B <u>Early CLASS</u>
1:05 p.m. - 1:45 p.m.	<u>Late Lunch</u>

1:45 p.m. - 2:35 p.m.	2A/2B
2:45 p.m. – 3:35 p.m.	4A/4B

SKINNY DAY CLOCK SCHEDULE

8:05 a.m.	1 st Warning Bell
8:12am	2 nd Warning Bell
8:15 a.m. – 9:05 a.m.	1A
9:10 a.m. – 9:55 a.m.	2A
10:00 a.m. – 10:45 a.m.	3A
10:50 a.m. – 11:35 a.m.	4A

11:35 a.m. - 12:15 p.m.	3B <u>Early LUNCH</u>
12:15 p.m. - 1:00 p.m.	3B <u>Late CLASS</u>

11:40 a.m. - 12:25 p.m.	3B <u>Early CLASS</u>
12:25 p.m. - 1:05 p.m.	3B <u>Late LUNCH</u>

1:05 p.m. – 1:50 p.m.	1B
1:55 p.m. – 2:40 p.m.	2B
2:45 p.m. – 3:35 p.m.	4B

IMPORTANT DATES – 2017/18

- Open House - 9/18
- Parent/Teacher Conferences - 10/9, 10/13, 3/12, 3/16
- No School – Students and Staff - 10/27, 11/22-11/24, 3/30, 4/2**, 5/28
- No School – Students 10/13, 10/26, 1/15, 1/22, 3/2, 3/16, 5/21
- Winter Break 12/25 – 1/1
- Semester One Final Exams – 1/16 – 1/19
- Spring Break - 3/19 – 3/23
- Semester Two Final Exams – 6/4 – 6/7
- Graduation Ceremony - 7:00 PM, June 2
- **Snow Make-up Day (if needed) – 4/2 and 6/11**

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ACADEMICS

GRADUATION REQUIREMENTS

In order to be eligible for a high school diploma, students must complete the courses in the following areas:

English	4 credits
Math	3 credits
Social Studies	3 credits
Science	3 credits
Career Workshop	¼ credit
Physical Education	1½ credits (3 semesters)
Health	¼ credit
Electives	9 credits
TOTAL	24 credits

Students must have earned all credits by the end of Semester II to participate in commencement exercises. Additionally, students transferring to the high school after their sophomore year are not required to take Career Workshop.

GRADING

At WHS, each semester includes progress reports at four, nine and thirteen weeks. There are two semesters in a school year. Your semester final grades are determined by computing the semester grade (80%) and semester exam (20%). Your semester final grade is the only grade that appears on your official transcript.

Waubesa Community High School 10 Point Grading Scale

10 Point Grading Scale			
A+	98	to	100
A	92	to	97
A-	90	to	91
B+	88	to	89
B	82	to	87
B-	80	to	81
C+	78	to	79
C	72	to	77
C-	70	to	71
D+	68	to	69
D	62	to	67
D-	60	to	61
F	0	to	59

(Decimals **DO NOT** round up)

HONOR ROLL

An honor roll is published in recognition of the students who have achieved academic honors. A student eligible for: *Superior Honors* must have a grade point average (GPA) of 4.0 and above; *High Honors* must have a GPA of 3.5-3.99; *Academic Honors* must have a GPA of 3.0-3.49.

In January and June, the honor roll is determined by semester grades. All honor students will have their names displayed on the honors board by the main office. Any student who *does not* wish to have his/her name published on the honors board must submit a written statement to this effect to the principal.

Honor cord recipients will be determined based upon achievement of a 3.6 grade point average of seven (7) semesters.

LAUDE SYSTEM

The purpose of the Laude System is to recognize students for the rigor of their academic program as well as their success in that program.

Award Levels

- There are three levels of awards
 - o Summa Cum Laude (purple cord)
 - o Magna Cum Laude (silver cord)
 - o Cum Laude (white cord)

Minimum GPA

- To be considered for a Laude award, a student must have a cumulative GPA after first semester senior year of 3.0 or higher. This is approximately the top half of the class.

Laude Score

- A student's Laude Score will be determined by multiplying 1) the student's cumulative GPA after first semester senior year by 2) the number of "advanced" semester courses completed in all four years as listed on the Advanced Courses chart.

More detailed information about Laude scoring and which courses are considered advanced can be accessed on the High School Counseling Website at <http://www.waunakee.k12.wi.us/hs/pdf/laude2012.pdf>.

ACADEMIC HONESTY POLICY (BOARD POLICY 312)

The Waunakee Community School District regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student. Administration, faculty, students and their families are all important contributors to the upholding of this academic integrity in our school community. To this end, it is important that all involved understand their integral role in helping to promote this climate of academic honesty. All forms of academic dishonesty will make a student subject to disciplinary action. The following list provides examples of what a student will not do.

- plagiarize in written, creative, or oral work. (Plagiarism is using the ideas of another as one's own without acknowledgment of the source.)
- submit work that is not original. Copying, "borrowing" from another source and giving it as one's own work, and resubmitting work from another person or another class are all unacceptable practices.
- give or receive unauthorized assistance on exams.
- alter grades or other academic records, give false information, or forge.
- submit identical work in more than one course without the prior approval of the instructor. Students may further develop previous work with prior approval of the instructor.
- provide notes, signature, or other documents that are forgeries to school officials or teachers.

Teacher/Staff Responsibilities – Staff will:

- educate students during the first week of class as to what constitutes cheating and what is acceptable and unacceptable behavior;
- reference the Academic Honesty Policy and reinforced it on a regular basis;
- be vigilant in the supervision of all exams and alert to indications of cheating;
- carefully proctor tests to prevent cheating;
- secure grade book and marked documents so grades are private and confidential;
- secure test answers/answer keys from student access; and
- by precept and concept support these ethical commitments related to academic honesty.

Parent Responsibilities – Parents will:

- communicate to their son/daughter the values of moral and ethical behavior;
- refrain from placing undue pressure for high grades;
- be aware of a student’s need for a quiet time and a place for study;
- support the student’s efforts, but not edit, type, word process or in any other way do the work; and
- encourage the student’s wise use of time.

Student Responsibilities – Students will:

- protect his/her own work (Do not lend or borrow homework);
- not look at another student’s test or allow his/her test to be seen by another student;
- not talk during a test or about the test until all classes have had a chance to take it; and
- not use technology for inappropriate use.

VIOLATION OF ACADEMIC HONESTY POLICY

The following rules for conduct apply to all students in grades 5-12 and violation of the rules could result in consequences as described. In most cases the teacher is granted the authority to exercise his/her good judgment in applying the range of consequences described. The principal has the authority to exercise judgment in determining an appropriate consequence, but should strive to follow the procedure as outlined. Consequences and procedures for students in grades K-4 shall be established by the building principals.

RULES FOR CONDUCT

Students shall not engage in any act of deception or falsification of work product. This includes plagiarism by copying the language structure, idea and/or thought of another and representing it as one’s own work, and verbal or written statement of untruth.

Dishonesty, or cheating, is defined as:

- **COPYING FROM OTHERS;**
- having or using notes, formulas or other information in either written or programmable calculator or other technology based format without teacher permission;
- having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information;
- taking an exam for another student;
- providing or receiving information about all or part of an exam;
- having or using a “cheat sheet” that is not specifically authorized by the teacher;
- altering a graded exam and resubmitting it for a better grade; and
- working together on a take-home exam unless authorized by the teacher of the class where the take home exam is used.

Plagiarism in papers and assignments includes, for example:

- giving or getting improper assistance on an assignment meant to be individual work;
- acting as a provider of paper(s) for a student or students;
- making up data for an experiment (“fudging data”); and
- citing nonexistent sources (articles, books, etc.).

Examples of other forms of academic dishonesty include:

- misrepresenting academic accomplishments, such as tampering with computer records; and
- deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam or paper.

Use of computers in any of the following ways is prohibited:

- Unauthorized copying of any software;
- Copying or using another student’s data disk or flash drive information; and
- Unauthorized use of hard copy (printed material) to develop one’s own software.

DISCIPLINARY ACTIONS

Any action taken with respect to cheating shall take into account:

- First, the rights of those students whose educational opportunity was diminished because of another student's dishonesty.
- Second, the rights of the student who has violated this policy and the need to provide an appropriate action.

Procedures for implementation of this policy shall include:

1. An explanation of this policy will be included in parent handbooks or mailed to parents/guardians annually.
2. Explanations of this policy and procedure will be included in all editions of the Student Handbook, copies of which are distributed to students each fall.
3. Explanations of the Academic Honesty Policy and Procedure will be presented orally to the students during the first week of classes at the beginning of the school year by the teacher. Students and parents will sign and date an Acknowledgment of Academic Honesty Policy form at that time.
4. In each incidence of alleged academic dishonesty, parents/guardians will be notified directly (by phone or a conference) and a brief written statement of the situation shall be provided to the principal by the teacher, with a copy to the parents/guardians.

Procedures for dealing with alleged academic dishonesty in grades 5-12 shall be cumulative throughout a student's academic career in the Wauaukee Community School District starting at fifth (5th) grade cumulative to 8th grade and then starting over at 9th cumulative through graduation from high school.

Cumulative Penalties shall be:

FIRST OFFENSE

1. The teacher who observes the alleged dishonesty will confront the individual student, preferably not in the presence of other students, provide a written description of the incident to the student and permit the student to respond by providing a written or verbal statement of his or her viewpoint. The letter grade "F" will be issued for the assignment in cases of verified academic dishonesty.
 - (a) Homework - The student will lose credit on the assignment and may receive a grade reduction for the marking period.
 - (b) Test or Quiz - The student will lose credit on that test or quiz and will receive a grade reduction for the marking period. Extra credit cannot be used to compensate for loss of credit due to dishonesty.
 - (c) Marking Period or Semester Exam - The student will lose credit on the exam and may receive a grade reduction for the marking period or semester.
 - (d) If the first offense occurs while a student is enrolled at Wauaukee Community High School, the student will be ineligible for membership or continued membership in National Honor Society.
2. The teacher will contact the parent/guardian by phone, make a documentation of the call, and send a copy of the disciplinary report (written description of the incident) to the parent/guardian. The parent/guardian is asked to verify receipt of same with a signature and return it to the teacher no later than the following school day.
3. The teacher will submit a copy of the disciplinary report to the office of the principal.
4. If the matter is not resolved, the teacher will refer it to the principal.

Second Offense

1. Penalties and procedures as in the first offense; plus:
2. If the second offense occurs while a student is enrolled at Wauaukee Community High School, the student will be held responsible for all elements of responsibility under First Offense parameters.
3. Honor points will not be awarded to any student during the semester that a violation of the academic honesty policy occurs.
4. The teacher, who observes the alleged dishonesty, will confront the individual student, preferably not in the presence of other students, give a written description of the incident to the student and permit the student

to respond by providing a written or verbal statement of his or her viewpoint. The letter grade “F” may be recommended for the course in case of verified academic dishonesty.

5. The teacher will submit a copy of the disciplinary report to the office of the principal.
6. The principal will contact the parent/guardian by phone, make a documentation of the call, and send a copy of the disciplinary report (written description of the incident) to the parent/guardian. The parent/guardian will be asked to participate in a conference with the principal to discuss possible disciplinary action.

Third Offense (High School Only)

1. All penalties and procedures in first and second offense will be applicable under the third offense; plus the student:
 - will be ineligible for position (title) of honor student at graduation.
 - will be ineligible for any scholarships controlled or sponsored by the district.
2. Penalties for the third offense will remain in effect for the student’s entire high school career.

HOMWORK POLICY (Board Policy #313) - Homework that contributes to the growth and development of the student is valuable. Homework will be given at all grade levels. Homework will be assigned to:

- Supplement, support, and extend learning through home-related activities.
- Reinforce classroom instruction by providing necessary practice, integration, and application.
- Help students become resourceful and work independently.
- Acquaint and involve parents/guardians with what their children are learning in school.

The Board of Education recognizes the professional judgment of the classroom teacher to determine the appropriate amount and relevance of homework. The amount of time needed for homework will obviously vary according to the individual student’s age, needs, capabilities, and motivation. The students should obviously take the time to learn the material and properly prepare the assignment. When long-term projects are assigned, students need to manage their work time appropriately. These long-term projects should never be considered one-night assignments. The teacher has the responsibility to check the quality of homework and provide some method of evaluation.

Each student must be personally responsible for work missed due to an absence. Makeup work should be completed as soon as possible upon the return of the student to school. For extended absences, the student should make special arrangements with the teacher(s), counselor and/or principal.

Responsibility of Parents/Guardians: While students should assume the major responsibility for completing homework assignments, parents/guardians should be encouraged to take an active interest in students’ homework by: a) promoting a positive attitude toward homework; b) providing a consistent time and suitable place for study; c) making resource materials available whenever possible; and d) communicating special circumstances which may affect the student’s ability to complete assignments to the teacher.

ACCESS TO INTERNET AND OTHER COMPUTER NETWORKS - Responsibility: Some of the information that can be found on the Internet may be considered inappropriate or immoral by some parents. The Waubakee Community School District will attempt to keep students from accessing such information. However, it must be understood that **the student is responsible for his/her own actions.**

The smooth operation of the computer network and Internet depends upon the proper conduct of the users. These guidelines are provided so that students and staff are aware of their responsibilities. If anyone violates any of these provisions, his/her account could be terminated, future access could be denied, and additional consequences imposed consistent with district policy, relevant codes, and agreements.

School Network, Internet, and Instructional Technology – Terms and Conditions of Use

The following policies were written to correspond with federal and state law governing computerized communication systems (1995 Wisconsin Act 353, effective June 7, 1996, Children’s Internet Protection Act, 2000).

1. Acceptable Use

- 1.1. The Waukeke Community School District has established the computer network and other instructional technologies for a “limited educational purpose,” which includes classroom activities, career development and teacher-approved self-discovery activities.
- 1.2. The use of these resources must be in support of education and research and consistent with the educational objectives of the Waukeke Community School District.
- 1.3. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted, harassing, threatening, or obscene material.
- 1.4. Pirating, which is the illegal copying or selling of software or copyrighted material, is prohibited.
- 1.5. Students and staff may analyze legislative proceedings and matters of public concern and communicate with elected officials via the computer network. However, fund-raising for political activities may not be conducted using the network.
 - 1.5.1. Use by the Waukeke Teachers Association will be governed by the provisions of the collective bargaining agreement.
- 1.6. The computer network is not for commercial purposes.
 - 1.6.1. Students may not purchase products or services via the network without the permission of their principal.
 - 1.6.2. Staff may not use the network to offer or provide products and services of a commercial nature.
- 1.7. The District will comply with Wisconsin statutory requirements and administrative rules related to technology.

2. Technology Protection Measure

- 2.1. The Waukeke Community School District employs technology protection measures to protect students and other individual users from seeing inappropriate materials and prevent unauthorized individuals from gaining access to our network.
- 2.2. One of these technology protection measures shall be an Internet management application, or filter.
 - 2.2.1. The District shall filter websites that contain obscenity, child pornography, materials harmful to minors, and may filter sites that interfere with the educational objectives of the school or make excessive demands on network resources.
 - 2.2.2. The filter’s database shall automatically download updates frequently to keep the protection as current as possible. The technical staff shall be able to open and close sites as needed for instructional purposes.
 - 2.2.3. Filtering shall be effective throughout the entire network.
- 2.3. The District shall utilize firewall technologies to assist in preventing unauthorized access.
- 2.4. The District has the capability to monitor Internet access and may check an individual’s record of access.

3. Privileges

- 3.1. The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges.
- 3.2. The district provides information and training in proper use of the network. That instruction may include additional guidelines not mentioned in this policy.
- 3.3. Students may bring personal laptop and handheld computers or other devices to school under certain conditions and, in some instances, formal agreements.
 - 3.3.1. While the student’s laptop, handheld computer, or other electronic device is at school, it is an instructional tool and must be used for school curriculum only. It may not be used as an entertainment system.
 - 3.3.2. The computer or other electronic device is to be used in compliance with the policies, rules, and regulations of the District. The Parent/Guardian and the Student will be bound by all policies and regulations of the District applicable to the use of instructional technology and access to the Internet. Any violation of such policies, rules and regulations may result in the exclusion of the device from school.
 - 3.3.3. The District may examine computers and other electronic devices and search their contents, if there is a reason to believe that school policies, rules, or regulations have been violated. Individuals should have no expectation of privacy in the use of the district network.

4. E-mail and other electronic communication

- 4.1. All network users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - 4.1.1. Be polite. Do not write messages that will harass, offend, or insult anyone.
 - 4.1.2. Use appropriate language. Do not use profanity, sexual connotations, or other inappropriate language. Illegal activities are strictly forbidden.
 - 4.1.3. Users may not knowingly receive e-mail containing pornographic material or other inappropriate information and data. Please report all inappropriate materials to administration.
 - 4.1.4. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - 4.1.5. Exercise caution if you receive an unexpected attachment. Contact the system administrator, a technician, or a lab assistant if you suspect a virus.
 - 4.1.6. E-mail attachments that you create or forward should be consistent with the educational mission of the school district.
- 4.2. Electronic mail (e-mail) privileges or accounts may be given to students for specific assignments. Any e-mail, chat, or other direct electronic communication for instructional purposes will be closely supervised.
- 4.3. E-mail, chat, or instant messaging via the Waukeke School District Network is not to be used for the personal use of the student.
- 4.4. For your personal protection, do not give out your address or phone number.
- 4.5. Note that e-mail and other electronic communication is not private, privileged, or confidential. People who operate the system have access to all mail. Messages relating to, or in support of illegal activities may be reported to the authorities.

4.6. E-mail may be subject to district policies regarding public records.

5. Security

5.1. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify a system administrator, technician, or lab assistant. Students should report security issues to a building administrator, teacher, or lab assistant. Do not demonstrate the problem to other users.

5.2. Do not use another individual's account or password.

5.3. Attempts to logon to the network as a system administrator will result in cancellation of user privileges.

5.4. Any user identified as a security risk or having a history of problems with other computer systems may be restricted or denied network access.

6. Network Resources

6.1. Network resources, including but not limited to storage and connectivity, are limited. Avoid excessive demands on network resources.

6.2. Excessive demands on network resources are subject to restriction by the system administrator.

6.3. Repeated excess demand on network resources will result in termination of access and possible administrative action.

7. Vandalism

7.1. Vandalism is defined as any malicious attempt to modify, damage or destroy data, software, operating systems, or equipment, or intentionally disrupt the system.

7.2. This includes, but is not limited to, the loading or creation of computer viruses.

8. Consequences for Violations of the Acceptable Use Policy

8.1. Violation of any provision of the Acceptable Use Policy may lead to termination of access.

8.2. School administrators will determine consequences for inappropriate use.

8.3. An administrator, teacher, or other staff member of the school may request the system manager to suspend specific student user accounts until the incident is reviewed. The district may temporarily deny access to maintain network function or prevent a criminal act pending the disciplinary process.

8.4. Students and staff will receive notice of an alleged violation and an opportunity to respond before an extended termination of access.

8.5. First time violations of a minor nature may be addressed through teacher or administrative counseling.

8.6. Individuals may be subject to action under existing Board of Education Policies, school rules, and contractual agreements.

8.7. Termination of access does not prohibit the district from pursuing or implementing other disciplinary measures.

8.7.1. Acceptable Use Violations that are severe or repeated may result in additional sanctions beyond termination of access up to, and including, expulsion (students) and dismissal (staff).

8.7.2. The district will contact appropriate local, state, or federal authorities if there is any suspicion of illegal activity. The District will lawfully cooperate with local, state, or federal officials in any investigation concerning illegal activities conducted through the District's network.

9. Privacy

9.1. Files in individual, unshared, student folders should not be viewed by other students.

9.2. Files in individual, unshared, staff folders should not be viewed by other staff, with the exception of the system administrator, technical personnel, and supervisors.

9.3. Files in shared folders are not private.

9.4. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors are prohibited.

Communication with commercial website operators will be governed by the Children's Online Privacy Protection Act.

9.5. The system administrator and technical personnel have the ability to access personal files, including e-mail.

9.6. Regular network maintenance and monitoring may detect violations of the acceptable use policy.

9.7. The system administrator and technical personnel will investigate unusual activity on the network and may access personal files in the course of such investigations.

9.8. The district retains control of all data stored on all district-owned servers and devices and may exercise this control to monitor compliance with this policy.

10. The Waubakee Community School District (WCSD) makes no warranties of any kind, whether expressed or implied, for the service it is providing.

10.1. The WCSD will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions.

10.2. The WCSD is not responsible for any costs, liabilities or damages caused by the way you use the computer network.

10.3. Use of any information obtained via the Internet is at your own risk.

10.4. The WCSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

ACADEMIC AWARDS - Students will have the opportunity to earn academic awards based on their semester GPA's. Point values are assigned to the GPA and the points are totaled toward academic awards to be presented during the school year.

<u>Semester GPA</u>	<u>Points</u>	<u>Award</u>	<u>Points</u>
3.00-3.49	1	Certificate	6
3.50-3.74	2	Letter	12
3.75-4.00*	3	Medal	18
		Pen Set	21

INCOMPLETES - Students at WHS have two weeks to remove an incomplete grade from their report card. After two weeks, the grade for the incomplete work turns to an "F". Talk with the teacher immediately after receiving an "I" in any class.

PROGRESS REPORTS - Progress reports are sent to the parent/guardian of students to indicate student performance at the four, nine and 13 week points of the semester. Progress grades are indicators of positive academic achievement or unsatisfactory performance and are not part of a student's GPA or transcript.

YOUTH OPTIONS PROGRAM (See Board of Education Policy #343) - Eleventh and twelfth grade students may enroll in the Youth Options Program and enroll at institutions of higher education (UW system, Wisconsin Technical College or a private non-profit institution or tribally controlled college in the State of Wisconsin) to take courses, which lead to credit granted toward high school graduation. For more information and to turn in the application, see the School to Career Coordinator. The application for the Spring Semester is due by October 1 in the preceding year. The application for the Fall Semester is due by March 1 of the same calendar year.

ONLINE COURSE ELIGIBILITY

Online courses are available to students under the following conditions:

1. The online course is a course not offered at the high school.
2. The online course resolves a scheduling conflict due to singleton sections in the student's course plan.
3. The online course is necessary for a student's Pathways programming.
4. The online course supports a student's travel abroad or for national amateur athletic teams.
5. The course supports a student whose health-related concerns effect their ability to attend a full day on campus.
6. The online course is taken by a home school student enrolling in the high school
7. The course supports the transition of a mid-year transfer from another school.
8. Unique situations may be approved at the principal's discretion.

After the conditions have been met, student must follow the criteria on the online course approval checklist, complete a detailed online course description with their counselor or Pathways specialist, and have a signed student contract.

Counseling Department

Our counselors assist students in their academic, personal/social and career decision-making. Counselors believe that the primary purpose of the school is to help you acquire skills, knowledge, and values that will help you succeed. However, learning can be difficult when personal and academic difficulties are foremost on your mind. Private discussions with your counselor give you a chance to explore your ideas, thoughts, and feelings. In addition, counselors facilitate small group discussions related to specific topics such as relationships and family change. Groups consist of 8-12 students and meet weekly or biweekly throughout the semester. Students are invited to groups based on self-referrals and referrals from parents/guardians and teachers. If you do not want your child invited to join a guidance group, please contact us at 849-2115. For more information or to see one of the counselors, visit the guidance/counseling office to make an appointment with: **Melissa Bacher**, (A-F); **Barb Fassbender** (G-L); **Mark Landis** (L-R); **Sarah Stimart** (R-Z).

Student Scheduling Guidelines

The Counseling Staff would like to thank you for your careful planning in February for your course selections for the following school year. This deadline was necessary in order to meet curriculum & faculty needs as well as maintain balanced classes. Schedule changes will be made after that date **only** for the following reasons:

1. If you pass a scheduled class during summer school;

2. If you fail or do not complete a prerequisite course;
3. If you are placed in a math, science or English class which a teacher finds inappropriate for your ability;
4. If you are missing a required class;
5. If a clerical error was made in assigning your classes; and/or
6. To accommodate apprenticeship and co-op programs.

Please note that we cannot make schedule changes for a change in teacher, lunch hour or to get a particular block free.

CO-CURRICULAR ACTIVITIES

STATEMENT OF PHILOSOPHY - Co-curricular activities are an integral and valuable part of a student’s high school experience, and Waunakee High School is committed to sponsoring a wide variety of such activities. Waunakee High School recognizes that participation in a co-curricular activity is a privilege offered to its students. While difficult to measure, the educational value of co-curricular participation is extensive. Students not only develop physical, mental, and social skills, but also positive values and attitudes that they will take with them into their adult life.

All organized activities in life - be they work, play, or school related - place expectations upon participants. The co-curricular handbook details these expectations as they pertain to all co-curricular participation at Waunakee High School. Participation in activities is a privilege earned, in part, by accepting and following the regulations contained in the co-curricular handbook.

DEFINITION OF CO-CURRICULAR ACTIVITIES - Co-curricular activities at Waunakee High School are defined as those activities in which students serve, perform, or compete as representatives of Waunakee High School. All students who participate in the various categories of activities or any additions are required to abide by the co-curricular handbook.

- **Cheerleading:** At WHS, workshops and tryouts are held for students interested in cheerleading. We encourage active participation from both boys and girls in our cheerleading program. Other activities cheerleaders are involved in are: organizing pep rallies, attending workshops and contests, maintaining crowd control, and generally promoting school spirit.
- **Dance Team:** Dance Team is a co-curricular activity consisting of 16-20 girls who perform dance routines during the half time of basketball games and before wrestling matches. Tryouts for Dance Team are held in the spring for the following year. Practices begin in September and run through February.
- **Equestrian Team:** The Equestrian Team is open to those with a competitive interest in horses. If you are a rider, or love horses we are a team that will compete with the WIHA. Our district show and state shows are in the fall.
- **Forensics:** The Forensics Program provides students with a variety of opportunities to showcase their speaking talents. Students compete in original speaking, oral interpretation, and play-acting categories. The emphasis in forensics is on personal growth in communication skills.
- **Music:** WHS offers a varied music program including both a school year and summer program. Students interested in music may choose offerings that include Jazz Ensemble, Pep Band, Solo and Ensemble and Swing Choir.
- **One Act Play:** Each fall, students who participate in One Act produce a play which is performed locally and as a part of the Wisconsin High School Forensics Association Theatre Festival. Auditions are held in September, performances begin in October and the state festival is the weekend before Thanksgiving. Students are needed to act on-stage and to work backstage in a variety of roles.
- **Spring Play/Musical:** Each spring students produce a full length performance for the community. Musicals are produced in even numbered school years (2016, 2018, etc.) and non-musicals are produced in odd numbered years (2015, 2017, etc.). Auditions are held in January or February and the performance is the first weekend in May. Students are needed to act on stage and to work backstage in a variety of roles.

ATHLETICS			
BOYS	FALL	WINTER	SPRING
	Cross Country	Basketball	Baseball

	Football	Hockey	Golf
	Soccer	Swimming	Track
		Wrestling	Tennis
		Ski Team	Lacrosse
GIRLS	Cross Country	Basketball	Soccer
	Golf	Gymnastics	Softball
	Swimming	Ski Team	Track
	Tennis	Dance	
	Volleyball	Hockey	
	Equestrian Team		

CLUBS AND ORGANIZATIONS / ADVISORS -

- **A Cappella Singers: Ms. Petroff** – True to their name, this ensemble performs almost exclusively vocal music that is unaccompanied. During the first semester, ensemble members prepare holiday and winter favorites to be shared with the greater Waunakee community. Second semester, a new group forms with those interested in exploring pop a cappella music. Rehearsals every Wednesday morning from 7:15-8:00a.m. This is a non-auditioned ensemble.
- **Aviation Club: Mr. France** - If you are interested aviation as a career or as a hobby, become a part of this group of students who share your interests. The High School Aviation club will meet weekly during contact time.
- **Above the Influence Club: Ms. Grunder** – Everybody needs healthy, trustworthy relationships. Everybody wants to be at their best. Everybody needs hope. If you want to empower yourself and your peers to make a positive impact on this school - then ATI is the club for you. We support and empower ourselves, our student body, and our community. We work to stay above the influence of anything that could hold us back. This is the place where you are accepted for who you are and who you want to be. Together we are Above the Influence.
- **Art Club: Ms. Proctor** - The Art Club provides an opportunity for students who are interested in art to share experiences. The club encourages appreciation of art for the individual, the school and the community by sponsoring art exhibits, art fairs, service projects and annual Youth Art Month events. The highlight of the year is a club field trip to a place of special art interest, such as Chicago, Minneapolis or Milwaukee. (Note: Enrollment in art is not a requirement).
- **DECA “An Association of Marketing Students”:** **Ms. Meinholz** - DECA is a leadership organization for all students preparing for or interested in business & marketing. Members can be involved through competition with other high school students at the local, state, and national levels and can gain community service hours through volunteering opportunities.
- **Drama Club: Mr. Braun** – The Drama Club is open to any student who is interested in any aspect of theater: cast, crew or audience. Members help other organizations who use the PAC by providing technical assistance when needed. Members also go to see plays at other schools or production companies.
- **FCCLA (Family and Consumer Ed): Ms. Neitzel and Ms. Anderson** - This is a youth group that works in conjunction with family/consumer education classes. Emphasis is placed on leadership skills and personal growth. The members carry out many projects in the school and community. Membership is open to anyone who has had one semester of F/CE or is currently enrolled in an F/CE course.
- **French Club: Ms. Thompson** - French Club is open to any interested high school student. Program includes: French cuisine, promoting French language and culture, activities as opportunities arise/ are created by members
- **FFA: Ms. Banda & Ms. Knapp** - FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. Membership in the Waunakee FFA Chapter is mandatory for all students of Agriculture Education. The Waunakee FFA Chapter is involved in international, national, state and local activities. It is a leadership organization for students preparing for careers in agri-business, agri-industry, and production agriculture. The chapter program of work emphasizes supervised agriculture experience, leadership, proficiency awards, achievement awards, degree recognition, judging contests, parliamentary procedure contests, occupational experiences, educational field trips and recreational programs.
- **Friends of Schmidt’s Woods: Mr. Shucha** - Open to all interested high school students, **FoSW** is a service and social organization focused on ecosystem restoration, management, and appreciation. Students will work with professional leaders at local conservation sites such as Schmidt’s Woods, Hauser Rd. Prairie, and Wesport Drumlin. All work and no play makes for dull students, so social and outdoor recreational outings are also offered.

- **Future Business Leaders of America (FBLA): Ms. McGlynn** – Future Business Leaders of America is an organization open to any student who has completed a business course. Highlights include participation in local, state, and national competitions in business related events, fundraising, and social and recreational activities. Activities are organized and run by the membership and appointed leadership team.
- **Future Problem Solving (FPS): Ms. Dorn** - Future Problem Solving is open to any student who would like to use critical and creative thinking skills to develop a vision for the future and prepare for leadership roles. Students engage in creative problem solving through competitive opportunities.
- **GSA/NACL: Mr. Pavao** – The members and friends of Wauaukee GSA believe that prejudice over gender identity and sexual orientation is terrible. We are a safe place for students to meet, support each other, and talk about issues related to sexual orientation and gender identity and expression. We work toward an end to homophobia and transphobia by attending and hosting events and activities that are fun and inclusive.
- **HOSA: Ms. Gascho** – HOSA’s two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people.
- **Jazz Combo: Mr. Caloud & Mr. Gill** – Jazz Combo is the small group ensemble that focuses on improvisation and is not skill or ability based. Combo members are the main soloists for the jazz ensembles although other members are encouraged to try solos as well. Open to guitar, piano, bass, and drum set players as well
- **Jazz Ensemble: Mr. Caloud & Mr. Gill** - Jazz Ensemble is open to students who play sax, trumpet, trombone, drums, guitar, piano or bass. It is a group who learns and perform historical jazz music styles including swing, latin & rock. Consistent rehearsal attendance and public performances are part of the commitment to this group.
- **Kee Notes Vocal Jazz Ensemble: Ms. Petroff** – Kee Notes is a hard-working, dedicated group of outstanding musicians that study and prepare vocal jazz music. They meet two mornings a week from 7-8 am. This is the only auditioned vocal group offered at Wauaukee High School.
- **Knitting Klub: Ms. Ryan** – Friday’s only during contact time. Bring your own needles and yarn and you can learn to do basic knitting stitches. Use the Google Classroom page I have created to learn basic patterns. Our goal is to make baby hats for donation to an area hospital.
- **Manga & Anime: Ms. Ramsey** – Students are welcome to join this relaxed and eclectic group who share a common interest in anime, manga and related games (board, card, and video), costumes, food and all things Japanese.
- **Math Team: Ms. Schroeder** - Math team is open to all students interested in math, regardless of current math course. We participate in four math meets in Madison each year and also offer opportunities to participate in other math competitions.
- **Model United Nations: Mr. Ames** – Model United Nations (Model UN) is a club that offers students the opportunity to develop leadership and public speaking skills by simulating the activities of the United Nations. The club will attend at least one conference, with students representing the UN delegation of a real nation, using their knowledge of that nation’s culture, government, and foreign policies to make decisions and craft resolutions with students from other schools representing other nations. In doing so, Model UN members will meet and build relationships with students from across the state, and have a great time in the process.
- **National Honor Society (NHS): Ms. Carothers and Ms. Doucette** - Wauaukee’s National Honor Society is a member of the National Organization which promotes, encourages, and recognizes those students who have achieved academic excellence, displayed leadership qualities, good character, and have given of their time in school and community service. Any junior or senior who has met the scholarship requirement of 3.6 GPA may apply for membership at the close of first semester.
- **National Technical Honor Society: Ms. McGlynn** - Wauaukee’s NTHS is open to students who are actively involved in a Career and Technical Student Organizations offered by WHS and who has a cumulative GPA of 3.0 or higher. NTHS seeks to honor student achievement and leadership, promote educational excellence, award scholarships, and enhance career opportunities.
- **Pay It Forward: Ms. Rogers** - Pay It Forward is a student organization dedicated to improving the lives of our neighbors, worldwide. We fundraise at numerous local activities throughout the year such as the annual Wauaukee Garage Sale and WHS concessions stands. PIF donates to a variety of National and International Charities, loans money to KIVA at least 4x/year and adopts WNC families over the holidays. The Garden of Dreams was created in 2010 to educate students and community members and in turn provide fresh produce for those in need. Members may frequently serve and make a positive difference in the world, as well as experience leadership opportunities.
- **Purple Sage: Ms. Rademacher** – The high school student newspaper. Students are needed as writers, photographers and editors of the monthly paper.
- **Relay for Life: Ms. Doucette** - Relay for Life is a national nonprofit organization that fundraises for American Cancer Society. Our group hosts events throughout the year, including the Student Staff Basketball game, to fundraise money for this great cause
- **Science Club: Mr. West** - This club is open to all students who have an interest in science. The club accepts members who are willing to participate in work projects such as paper recycling at school or forestry at Schmidt’s Woods. Activities include astronomy, environmental studies, bird watching or any other science area of interest to members.
- **Skills USA Club: Mr. France** - SkillsUSA is a national nonprofit organization serving high school and college students who are preparing for careers in trade, technical, and skilled occupations, including health occupations. You will have many opportunities to make new friends while participating in local, district, regional, state and national events, which are geared towards enhancing your leadership and technical skills to ensure that you have an advantage when competing for a career in the skilled workforce.
- **Spanish Club: Ms. Simmons** – The Spanish club provides the opportunity to all students to promote the enjoyment and the learning of the Spanish language and explore Hispanic culture. Membership is open to any student enrolled in a Spanish course or who is interested in Spanish language and culture.
- **Spanish National Honor Society: Ms. Simmons** - The purpose of the Sociedad Honoraria Hispánica is to recognize high achievement in Spanish and to promote continuity of interest in Hispanic studies. Eligible students (at least sophomore standing and at least one semester of Spanish III) will be invited to join our chapter in the spring based on their love of the Spanish language and culture, dedication to academic pursuits, and high academic achievement, both overall and specifically in Spanish classes.

- **Student/Staff Book Club: Ms. Ramsey** - The Student/Staff Book Club meets monthly in the LMTC during lunch to select a book for the next meeting and discuss the book that we chose at the previous meeting. It is a way to expand and share your reading interests with other students and with staff and get to know people outside of your regular circle. You bring your lunch and some snacks will be provided. Casual. Low Stress. No obligations.
- **Student Council: Mr. Borowski** - The Student Council of WHS serves as a liaison between the administration, faculty, and students. They work for the welfare of all these groups. Representatives are elected in the spring from each class. In addition, each qualified club may send a representative to any student council meeting. Student Council: Sponsors dances, responsible for variety of school vending machines, assist at various events and try to reflect the opinions of the majority of the student body.
- **Tri-M: Mr. Caloud** - The Tri-M Music Honor Society is a program of NAFME (National Association for Music Education) which focuses on creating future leaders in music education and music advocacy. Tri-M is the only national honor society for student musicians in grades 9-12.

* Please inquire about additional groups such as: Chess Club, Chinese Club, Class Officers, Fellowship of Christian Athletes, Gaming Club, Garden of Dreams, International Women's Rights Club, Justice League, LEO Club, Mock Trial, NAMI, National English Honors Society, Principal's Council, Science Olympiad, Table Tennis Club, Waunakee Fishing Club, Waunakee Neighborhood Connections, Waunakee Rotary Club, Yearbook, Young Conservatives, and Young Progressives.

Students involved in co-curricular activities will be required to sign and abide by the co-curricular handbook. All co-curricular activities are placed into categories and follow the various expectations sections of the co-curricular handbook. Sections include school behavior, school attendance, academic ineligibility, and conduct code. Co-curricular handbooks will be distributed and reviewed by the activities coach/director/advisor at the start of each activity. Students involved in various activities as outlined in the co-curricular handbook are subject to random drug testing.

Individuals interested in proposing a new co-curricular offering must submit a request by October 31 in order for the new activity to be considered for the following school year. This allows for consideration of the request to be part of the budgeting/negotiation process, as necessary. (Board Policy No. 370 – Rule 4)

EXPECTATIONS

ATTENDANCE - Regular attendance is an important factor in school success. The activities and learning that occur during a class period are not easily made up since the experiences cannot be duplicated. Therefore, it is important that absences be kept to a minimum. State law dictates that a student must attend school until the end of the semester in which s/he reaches 18 years of age.

Seniors must be in attendance 90% of the time Semesters I & II to participate in commencement. The 90% is defined as missing nine full days or 45 periods per semester, no more, of which can be five of any one hour, including study halls and Contact Time. The following absences shall not count towards the 36 periods: School activities, family emergencies communicated to the attendance officer, medically excused illnesses or conditions, pre-approved and documented post-secondary school visits, pre-approved family trips that cannot be scheduled at any other time and funerals. (Board Policy 345.7)

Medical Excuses - A visit to a medical or dental facility **MUST** occur, documented by a note from the treating medical professional. Documentation must be faxed, emailed (attendance@waunakee.k12.wi.us) directly to the High School or delivered in a stamped and sealed by the medical facility envelope. Students must be seen within 30 days of the absence and medical notes shall state the period of time for which it is valid and shall not exceed 30 days. (Board Policy 430-Rule 2)

Post Secondary School Visits - Documentation from the school visited on official letterhead required. Business cards, flyers, and parking passes are not sufficient.

Family trips – Pre-approval, accompanied by parent /guardian, hand-written note submitted to Attendance Office.

Funerals – Hand-written note to the Attendance Office.

Guidelines for School Attendance - A student should remain at home if any of the following apply:

- there have been episodes of vomiting or diarrhea in the last 24-hours and the student is not yet tolerating a regular diet
- the student’s temperature is abnormal (approximately 100° or higher) and the student feels ill
- the student is aching and fatigued enough to be unable to participate in class and school activities
- the student has an uncontrollable cough or runny nose that s/he cannot care for in a sanitary way
- the student has been diagnosed with strep throat or other treatable contagious disease and has not yet had 24-hours of treatment
- the student has untreated contagious disease (impetigo, scabies, draining pink eye, etc.)
- the student has a recent injury that causes enough discomfort to significantly distract him/her from being able to focus on school activities in class

A practical question to ask is: Does the student feel well enough to participate and learn in school or would it benefit the student to rest at home today? We encourage parents to send students to school each day if injury or illness does not significantly compromise the student’s health and there is not threat of communicable disease to others.

A phone call to school to explain an absence is required on the day your child remains at home. *NOTE: The school needs to have up-to-date phone numbers available to call should a student become ill or be injured at school.*

A student may be excused **in writing** for any reason by his/her parent or guardian **before an absence** for no more than a total of ten (10) days in the school year. A student so excused must complete all course work missed according to the school guidelines for the absence to be excused.

The administration reserves the right to determine if students will be excused to attend school activities as spectators. This includes activities at other schools in the Waubesaee Community School District.

The Board of Education has determined **Legal Excuses for Student Absences** (See Board of Education Policy #430, Rule 3). The reasons that students may be excused from school are listed below. An absence that does not meet one of these criteria will be unexcused unless a **written excuse is provided in advance of an absence**.

Approved Legal Excuses for Student Absence - The superintendent or designated building attendance officer is empowered to approve a legal excuse to any student for the following reasons:

1. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The District may require the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days.
2. An illness in the immediate family that requires the absence of the student because of family responsibilities.
3. Medical, dental, chiropractic, optometric or other valid professional appointments. Parents/guardians are requested to make appointments during non-school hours.
4. A death in the immediate family or funerals for close relatives.
5. Religious holidays.
6. Family trips that can be taken only during the normal school term. The intent of this excuse is to provide the opportunity for students’ to accompany their parents/guardians on a vacation that cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the building principal or designee, prior to leaving on vacation of the pending absence for the purpose of reviewing the student’s attendance record and overall performance record. ***Student vacations or trips without parent/guardian accompaniment are not excused absences.***
7. A court appearance or other legal procedure which requires the attendance of the student.
8. A quarantine as imposed by a public health officer.
9. Attendance at special events of educational value as approved by the principal, or designee.
10. Approved school activities during class time.
11. Special circumstances that show good cause which the principal or designee approves in advance.

Attendance Office: The attendance office is located in the main office. The office is open from 6:30am-3:00pm. The telephone number for the attendance office is 849-2110. Parent/guardian may call before/after school hours on our answering machine to excuse their child. Calls are retrieved between 6:30am and 3:00pm.

Notifying School if Absent/Homework Requests: If you are absent from school, you are requested to have your parent/guardian phone the school as soon as possible to notify the attendance office of the absence. This will avoid our

having to contact your parent/guardian at home or work to determine the nature of your absence. It is the student's responsibility to obtain any missed homework by checking resources such as teacher's webpages, Moodle sites or by direct email with the teacher

Illness During the School Day: The student is to go to the office and the school personnel will contact a parent in health cases such as: 1) A student asks that a parent/guardian be contacted; 2) Health office personnel has deemed a child to be too ill to remain in school; and 3) A child involved in an accident/injury situation that requires immediate medical attention.

Procedures to Follow After an Absence:

1. Go to the attendance office if your parent/guardian did not call attendance office.
2. Present a written statement with the date and/or hours absent. The high school administrator will determine whether the absence should be excused or unexcused. Oversleeping, missing the bus, or car problems are examples of situations in which administration discretion will be exercised.
3. Students must take the responsibility of obtaining the work they missed by talking with the instructor as soon as possible. You must turn in this work within an equivalent number of days that you were absent unless an extension is granted by your instructor.

Unexcused Absences: If a student is marked absent for any hour and that absence is unexcused, the student will have 24-hours to clear up the absence with their parent/guardian or the teacher. If not cleared, detentions will be assigned and must be served before or after school. **Failure to serve detentions may result in a Saturday school assignment or an out-of-school suspension.** Daily in-class work or homework due the period of an unexcused absence will not be granted credit.

Truancy: A truant is defined as a student who is absent from school without an acceptable excuse. A habitual truant is a student absent from school without an acceptable excuse for part or all of *five* or more days on which school is being held during a school semester.

Partial Day Absence: If a student needs to leave school, for any reason, a parent/guardian should call the attendance office by 9:30am or have the student present a written request **prior to the student's leaving to excuse him/her**. The student will receive a "pass- to-leave" the building slip. If this procedure is not followed, the absence will be unexcused. Students' absence for any part of a day must sign the sign-in/out form on the attendance desk when they leave and when they return. Failure to sign-out **before** leaving school, for any reason, will result in a detention being issued.

Absence Due to Field Trip/Co-curricular Activities: On those occasions when instructional time is missed due to participation on a field trip or co-curricular activity, students are responsible for contacting their teachers in advance of the field trip/co-curricular activity to determine what they will miss, to make arrangements for retaking tests/quizzes/labs etc., and to make up assignments missed within the timeline of one class period per excused absence.

Passes: Passes are needed anytime a student is out of a regularly scheduled class and is in some other part of the building or out of the building. Students are to obtain passes from teachers at times when it does not interfere with class work. Passes must be kept by the student and left with the teacher upon return to regularly assigned class or study hall. Purple hallway/bathroom passes are available in each room. However, they are not to be used the first 30 minutes of a block class.

Tardiness: Students must have a teacher pass if they are tardy. If a student does not have a pass, s/he is unexcused tardy. Late arrivals must sign in at the attendance office upon arrival and obtain a permit to class. When a student arrives late, it is the teacher's responsibility to give consequences. Students arriving at school after the first hour class has begun must sign in and obtain a pass to class from the attendance office.

Visitor Passes: Visitors to school must obtain a pass before they can be in the halls or classrooms of our school. If you would like to bring a guest to school, please see an administrator at least 24-hours before the day they are to attend. Also, it is common courtesy to ask each of your teachers if you may have another person come with you to class. Visitor passes will not be granted the last two weeks of each semester.

ELECTRONIC COMMUNICATION DEVICES (Board of Education Policy 443.6) – High School students are allowed to use electronic communication devices during passing times and lunch periods, excluding classrooms, restrooms and locker

rooms. High School students are expected to keep their electronic communication devices turned off and not in use in classrooms, restrooms and locker rooms. The school is not responsible for the security of such items and may examine cellular phones and search their contents if there is reason to believe that school policies or rules have been violated. Students must have permission from a supervisor or bus driver to use cell phones while riding on school buses.

Failure to follow these expectations will result in the following consequences:

1. First offense = electronic communication device (ECD) is taken to the office for the remainder of the school day.
2. Second offense = ECD is kept in the office until the student's parent or guardian picks up the device. The student receives a 30 minute detention.
3. Third offense = The ECD is kept in the office until the last class day of the school year.

It is recommended that personal electronic devices not be brought into the school because we cannot guarantee their security. Personal electronic devices may only be used in a classroom with express teacher permission.

LOCKERS - A student locker is provided to you for your convenience by the school. **Lockers are school property and may be opened and inspected by school authorities at any time, to insure a safe school environment. Random searches of lockers will be conducted periodically. Student coats, backpacks, and other possessions may be searched. Dogs may be utilized to search student lockers.**

Each student is assigned a locker upon enrolling at WHS. This locker is yours for all four years and may be changed only by permission of the office. You are responsible for the cleanliness and the repair of your assigned locker. Custodians will help you with mechanical and maintenance problems. **Lockers must be secured with a school approved lock at all times.** Locks are available for purchase in the main office. **Only school locks are permitted on lockers; other locks will be removed.** Any items left in your locker at the end of the year will be discarded.

WE RECOMMEND THAT YOU DO NOT LEAVE VALUABLES IN YOUR LOCKER. The school **cannot** assume responsibility for money or valuables, lost or stolen, when left in lockers. The office will temporarily hold your valuables, if you must bring them or money to school. **Jackets and outwear must be left in lockers and are not to be worn in classrooms.**

Initiation/Hazing - Behavior/activities that draw undue attention, embarrass, or intimidate students are not tolerated. This includes any kind of initiation of students based on their status (e.g., freshmen students being mistreated by upperclassmen and older athletic team members mistreating new members). Incidents should be reported immediately to a teacher, coach, guidance counselor, or administrator. Further information regarding harassment and hazing is included in the Appendix of this handbook.

MOTOR VEHICLES/PARKING - The following policies have been established in order to provide a safe environment for everyone (i.e., drivers, passengers, and pedestrians):

- Students driving vehicles to school may park in one of the designated school parking lots with a parking permit. Students may not park in the designated staff areas.
- Student parking permits must be purchased from the high school office for \$50 and are not transferable between students.
- Vehicles parked in designated school lots **without** a school parking permit will be subject to ticket and/or towing.
- Students may only park in designated student stalls. Student vehicles parked in other areas will be stickered, ticketed or towed.
- Students may not park in "Visitor Parking" stalls, even for short periods of time.
- **Vehicles are not to be moved out of the parking lot during the regular school day, including lunch, unless the student has the school's permission to leave.** Such permission is to be granted **ONLY** upon receipt of a written or telephoned request from the parent/guardian of the student. The permit is for the **DRIVER** of the vehicle **ONLY**.
- Students *may not* be in or on a moving or parked vehicle that is on or off school grounds during the school day without permission.
- Repeated violations of the motor vehicle / parking policy will result in revocation of a student's permit without a refund and ineligibility to purchase a permit in future years.
- For safety purposes, the riding of skateboards and roller blades on school property is prohibited.

STUDY HALL - A study hall should be a place that is conducive to studying. Therefore, rules have been established to provide such an atmosphere. Your study hall teacher will explain these rules on the first day of class. Card playing is prohibited in study halls.

Closed study hall is held in an auditorium or classroom. Only water may be taken into lecture rooms, classrooms, or the auditorium during study halls. ***Commons study hall*** is held in the commons and provides greater freedom and more responsibility. Because the commons area is used for lunch during third hour, a closed study hall will be held for all students in the small auditorium.

Resource Study Halls for additional academic support and individual student assistance are available most hours of the day (please refer to the high school schedule).

RESPONSIBILITY RELEASE PROGRAM - *The purpose of the Responsibility Release Program is to provide:*

1. A program that is a junior/senior privilege.
2. An increased level of responsibility for juniors/seniors in their use of unscheduled time. The program is intended to help juniors/seniors develop a higher level of self-discipline through making their own decisions.
3. An opportunity for learning through part-time employment.
4. An atmosphere of mutual trust and cooperation.

Privilege: A junior or senior student with a study hall who qualifies for the Responsibility Release Program is given the freedom to be self-directing in the use of their study hall time and go directly to their planned destination (inside or outside the school) without having to report to study hall for attendance.

Responsibility: Participating students are expected to show RESPONSIBILITY by:

1. Setting an example for other students, particularly with regard to behavior in the school and community.
2. Observing all school regulations, especially those concerning hall passing times and the Responsibility Release Program.
3. Using good judgment in their conduct in and around school and community.
4. Participating in meetings about the RESPONSIBILITY Release Program and its evaluation.

Posters: Announcements of out-of-school activities may only be posted in the LMTC. Announcements of in-school activities may only be posted on the vinyl boards located in hallways.

DRUG FREE SCHOOLS - Students are expected to help maintain a tobacco, alcohol and other drug-free environment.

We comply with the following laws:

1. Wisconsin law prohibits the use and possession of tobacco products on school property.
2. State law prohibits possession or consumption of alcohol by persons less than 21 years of age.
3. Wisconsin law prohibits the possession or use of controlled substances, or look alike, and drug paraphernalia by all age groups. Students who violate these laws may be suspended and or expelled. Students in co-curricular activities will have further penalties. (Ask your coach for the co-curricular code).

Students under the influence of drugs or alcohol at school or school events:

1. Will be suspended and/or expelled.
2. Will be referred to law enforcement.
3. Are not allowed to attend co-curricular activities for the season during which the offense occurred
4. Are not allowed to attend the next dance following the offense (Homecoming, Winter Formal, Prom)
5. Second offense = loss of attendance privileges for co-curricular events and dances for one year.
6. Third offense = loss of attendance privileges for co-curricular events and dances for remainder of high school.

Second and third offenses may have their penalties reduced by voluntarily participating in an ATODA assessment and follow-up counseling at non district expense.

Any student may receive help with alcohol, tobacco or other drug use problems from trained school personnel who must keep the information confidential. Students wanting information should contact a teacher, counselor or administrator for referral to ATODA support.

STUDENT DRESS CODE - *School Attire*: Students are expected to dress in neat clothing that shows respect for the school environment. CLOTHING WHICH STAFF AND ADMINISTRATION DEEM INAPPROPRIATE WILL NOT BE PERMITTED:

- 1) Clothing with obscene or objectionable writing and/or pictures is prohibited. This includes, but is not limited to, promoting or advertising tobacco, alcohol, illegal drugs, or sexual activity.
- 2) Attire that attracts undue attention is unacceptable. This includes, but is not limited to: a) baring midriffs or having underclothing visible, tops/shirts must reach the top of pants, excessive amount of legs being visible; b) all tops must have sleeves extending from the shoulder hem except in Phy Ed courses and c) make-up that is distracting or excessive.
- 3) Shoes or sandals must be worn at all times.
- 4) Hats and other headgear/bandanas are prohibited and are to be removed before entering the building.

** The right to establish a dress code may not be restricted even by a dress code arrived at by a majority vote of students.*

CLASSROOM CODE OF CONDUCT - The Waubakee Community School District is committed to maintaining an educational atmosphere of excellence. Teachers are expected to create a positive classroom environment that is conducive to learning and self-discipline. Students are expected to behave in a manner that is based on respect and consideration for the rights of others. Students are to allow teachers to instruct effectively and students to participate in learning activities. Students are further expected to know and abide by the rules of behavior established by the classroom teacher, school administration, and Board of Education.

Parents/guardians should be aware of their children’s activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address any concerns.

Student behavior that is dangerous, disruptive and unruly or that interferes with the teacher’s ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board of Education Policies, school rules, municipal ordinances and state/federal laws and regulations. Removal from class under this code does not prohibit the district from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspension or expulsion, for the conduct for which the student was removed.

For the purpose of this code, a “class” is any class offered as part of the normal schedule of instruction or any extension of such class (i.e., field trip). This excludes co-curricular activities and other school activities that are not typically defined as classes.

A “teacher” is any certified instructor, intern, student teacher, counselor, nurse, administrator, or designee in the employ of the District. A “teacher of a class” means the regularly assigned teacher of the class, or a teacher assigned to teach, monitor, assist in or oversee the class.

1. **Student Removal From Class**: A student may be removed from class for, but not limited to, the following reasons: dangerous, disruptive, damaging, or unruly behavior, behavior that violates expectations set forth in Board of Education Policies and Student Handbooks, behavior that interferes with the ability of the teacher to teach effectively or interferes with the ability of others to learn, and behavior which is inconsistent with class decorum.
When a student is removed from class, s/he will be sent or escorted to the building administrator or designee. The teacher removing the student will notify the building administrator or designee and inform her/him of the reason(s) for the student’s removal. A written explanation of the reason(s) shall be given to the administrator or designee within 24-hours of the student’s removal from class.
2. **Placement Procedures**: This Code of Conduct distinguishes between two, essentially separate kinds of removal from class: short term or temporary removal, and long-term removal. The building administrator or designee shall decide whether a student who has been removed from a class for violating the Classroom Code of Conduct is to be placed in either a long-term or short-term placement. When making placement decisions, the building administrator

or designee shall consider the following factors: the interests of the other students in the class and the teacher, the reason(s) the student was removed from class, the type of placement options available to students in the district, the estimated length and time of placement, the student's individual needs, whether the student has been removed from a class previously and the relationship of the placement to any disciplinary action. The administrator or designee may consult with other appropriate school personnel, as s/he deems necessary when making or evaluating placement decisions. A student's parents/guardians may also be consulted regarding student placement decisions when determined by the administrator or designee to be in the best interest of the student involved or when required by law. All placement decisions shall be made consistent with established Board of Education Policies and in accordance with state/federal laws and regulations.

a) *Short-Term Placement Procedures* - In the majority of cases, a student shall remain in the short-term removal area for at least the duration of the class or activity from which s/he was removed. The building administrator or designee shall inform the student of the reason(s) for removal from class, and shall allow the student an opportunity to present her/his version of the situation. The building administrator or designee shall then, after weighing the interest of the removed student, the other students in the class, and the teacher, determine if re-admission to the class is the best or only alternative. In the event it is not deemed appropriate to return the student in short-term removal, or, where necessary, appropriate and practical, shall take steps to have the student sent home; b) *Long-Term Placement Procedures* - A student warrants long-term removal from class when her/his actions have been severe and serious and/or there have been repeated violations of the Classroom Code of Conduct. Students who are removed long-term from a class will be placed in an alternative educational setting.

This setting may include, but is not limited to, the following:

1. Another instructional setting.
2. Another class or another appropriate place in the school.
3. An alternative education program approved by the Board of Education.
 - State law defines an alternative education program as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs, or offered in place of regularly scheduled curricula programs.
 - In any long-term placement provided, the student must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which s/he was removed. Such program needs not be in the precise academic subject of the student's former class.
 - Long-term removal is an administrative decision not subject to a formal right of appeal. However, the parents/guardians of the student, and/or the student, shall have the right to meet with the building administrator or designee. When possible, such a meeting shall take place within three (3) school days of the request. At the meeting, the building administrator or designee shall inform the parents/guardians and/or student as fully as possible regarding the basis for the removal, the alternatives considered and the basis for the decision. Nothing in this Code shall prevent the building administrator or designee from implementing a removal to another class, placement or setting, prior to any meeting, over the objection of the parents/guardians or student.

3. **Parent/Guardian Notification Procedures:**

a) The teacher who initiated the removal of a student from class will attempt to notify parents/guardians within 24-hours of the incident that caused the student to be removed from his/her class. The classroom teacher shall keep written logs or records regarding all attempts to contact the parents/guardians of the removed student and provide these to the building administrator or designee within 24-hours of the student's removal from class; b) The building administrator or designee shall notify the parents/guardians of the student in writing via the building Disciplinary Referral Form, when a teacher has removed a student from class. This notification shall include the reason(s) for the student's removal from class and the placement decision involving the student. This notice shall be given as soon as possible after the student's removal from class and after a placement determination has been made; c) If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with the District CWD (Children with Disabilities) Handbook, and state/federal laws and regulations; d) If the student removed from a class is also subject to disciplinary action (e.g., detention, suspension, expulsion) for the particular classroom conduct, the student's parents/guardians shall also be notified of the disciplinary action in accordance with policy and legal

requirements.

The District shall not discriminate in enforcing the Classroom Code of Conduct on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

Behavior Expectations: In order for a school to function effectively, everyone must work together. Any disruption to learning is looked upon as behavior that must be changed so that we can get back to our major purpose. Students are expected to use self-discipline by limiting their actions for the good of others. Your behavior should not interfere with the rights and civil liberties of others.

The school administration, along with teachers, is responsible for maintaining the school environment by taking immediate action when a disturbance occurs. We believe that good discipline results from consistent application of the rules to each person. Disobedience and misconduct will be handled through detentions, suspensions, expulsions or other consequences that clearly indicate to students that their behavior is inappropriate and unacceptable.

Detentions can be given by the teacher for classroom disturbances or they can be given by the principal or assistant principal. Detentions can be served with a teacher or with the assistant principal depending on the circumstances and their decision about what will happen. If a student does not serve the time when they promise, then the minutes will double.

Teacher Detentions: 1) Your teacher will inform you of the number of minutes you have been assigned and tell you when you can make up the time and where; 2) Detentions usually are served the day they are given in order to be meaningful to both parties. However, detentions are required to be served by at least the day after they are received; and 3) Failure to report for detention without permission to be excused will result in a doubling of the time for the following two days.

OFFICE DETENTIONS: 1) A copy of each office referral is sent to the student's parent/guardian and one is retained in the student's permanent file; and 2) A conference with the parent/guardian may be requested if the infraction is serious or there have been a number of other incidents which caused a detention to be given.

SATURDAY SCHOOL - Students may be assigned to serve Saturday School from 9:00 a.m. until 12:00 p.m. Failure to serve will result in a two-day suspension.

SUSPENSIONS - The principal or assistant principal has the authority to suspend a student if her/his behavior seriously endangers the health, safety, property, operation or welfare of the school or a member of the school community. **If you are suspended out-of-school, you are not permitted on school grounds and you may not attend any school functions during the suspension.** Students who are in co-curricular activities and receive suspensions or detentions should refer to the co-curricular code to determine additional consequences.

The following offenses are subject to suspension/expulsion while on school grounds, at school events, or while under the supervision of school authorities:

1. Willfully defacing or damaging school or personal property.
2. Possession, selling, distribution or use of illegal drugs, drug paraphernalia, legal drugs used for illegal purposes, alcohol, tobacco or look alike products or any other substance that causes intoxication or results in mind or mood alterations. Included are e-cigarettes and/or vapor devices which release vapors to the user or environment.
3. Fighting, acts of violence or sexual assault.
4. Carrying or using weapons.
5. Use of profanity, vulgarity or obscene gestures.
6. Commission of a serious act of defiance against a teacher or administrator.
7. Refusal or neglect to obey the rules.
8. Unauthorized or unsafe use of a vehicle.
9. Presenting a false note to the attendance office.
10. Threats against property or a person.
11. Stealing.
12. Interference with a school person carrying out his/her duties.
13. Harassment.

Police will be notified whenever physical force is used or weapons are on campus. Students will be subject to the regulations set-up by any co-curricular activity in which they are enrolled. Students who violate local, state or federal law shall also be subject to civil and/or criminal prosecution.

Due Process in a Suspension:

- Before a student is suspended s/he must be advised of the reasons for the suspension, given oral and/or written notice of the charges and evidence, and given an opportunity to give his/her side of the story.
- It must be determined that the student is guilty of non-compliance with a school rule and that the suspension is reasonably justified.

Prompt notice of the suspension and reasons for it will be given to the parent. The police may be requested to come to the building in order to cite a student if the administrator determines that the behavior is serious enough to warrant further consequences than the school can legally administer. If a student is suspended out-of-school, then at no time will the student be permitted to be in school, on school property, or at a school activity unless approved by the principal or assistant principal. Parents may be required to attend a meeting with their child and assistant principal (or principal) before the suspended student will be allowed to re-enter school.

- The student will be given an opportunity to take any quarterly, semester, or grading period exams or make-up any major project, speech, etc., which is missed due to the suspension.
- The student and parent/guardian will be given an opportunity to have a conference with the district administrator or someone he appoints (but not someone from the student’s school) within five school days of the suspension. The purpose of the conference will be for the school official to determine if the suspension was fair, just and appropriate. If it is found that the suspension was unfair, unjust or inappropriate or that the student suffered undue consequences as a result of the suspension, reference to the suspension may be removed from the student’s record. This finding must be made within 15 days after the conference.

GENERAL INFORMATION

BUS SERVICE - The Board of Education provides transportation for all students requiring this service. Buses leave promptly from the high school loading area at 3:25 p.m. Persons missing the bus due to a school schedule conflict should report to the office and arrangements will be made to transport them home. Students who accidentally miss the bus must provide their own transportation. Orderly conduct is expected from each student riding the bus.

Co-curricular trips:

- The above rules and regulations apply to any trip under school sponsorship.
- Pupils shall respect the wishes of a chaperone appointed by the school.
- Pupils riding the bus to an activity must also ride the bus on the way back.
- If a student does not wish to ride the bus back from an activity, s/he must present a written parental request to the assistant principal prior to the trip. Students may only ride with parents or a relative if they are not returning on the bus.

Spectator Bus Policy - Spectator bus tickets will be sold in the office until noon the day of the game or by noon Friday. Refunds will not be made. **Remember, if you ride the bus to an event, you are expected to return home on the bus.**

DANCES - Dances will be held from time to time during the school year. They are usually held in the commons area. All students and guests attending WHS dances will be governed by the following regulations.

1. Students will not be allowed into the dance after half of the dance has occurred.
2. Students bringing a guest to a dance must register the guest in the office prior to the dance. Guests are only allowed at the Homecoming and Prom dances and must be current high school students or one year removed from graduation.
3. Once you have entered the dance you will not be allowed to go outside and then re-enter the dance unless a chaperone approves prior to your leaving.
4. A student may be excluded from a dance for misconduct.
5. Students are expected to dance in an appropriate manner. Dancing that is overly suggestive or physical will be addressed by supervisors.

JUNIOR/SENIOR PROM - Sponsored by the junior class. The dance is open for junior and senior students and their guests. A special area is available for spectators (*parents are encouraged to attend*). Juniors vote for candidates in their class and males and females receiving the most votes are on the Prom Court. Equal numbers of males and females are selected for the Court. The King and Queen are announced as part of the Grand March the night of the dance.

HOME COMING - Activities will be determined by the class officers. Other students are encouraged to help and take part in any of the activities. The Homecoming Court consists of an equal number of male and female senior students and is elected by a vote of the senior class. Students not selected to the Junior Prom Court are eligible. Each year the Class Officers plan which events they want to include during the week, so no two year's events will be exactly the same.

ELECTIONS - Student government (Class officers and Student Council) positions are elected in the spring. Four officers are elected for each class (e.g., a president, vice-president, secretary, and treasurer as well as student council positions). Applications can be obtained in the high school main office.

FEES

- A supplies/textbook fee of \$40.00 will be assessed to all students.
- If a student is going to *participate* in *any* co-curricular activity (excluding clubs and student council), s/he must pay an *annual* participant fee of \$60.00 per activity, with a maximum of \$180.00 for three or more activities.
- **Waiver of fees:** The Wauaukee Community School District charges fees for several purposes. All district fees will be waived for families who qualify for the federal free/reduced lunch program whose form is signed. Applications for the federal free/reduced lunch program are sent to all families prior to the start of the school year. Questions about the program can be directed to Rebecca McDonough, at 849.2491.
- No refunds will be provided after fees are paid.

Note: The Wauaukee Community School charges a supplies/textbook fee. This fee is annually approved by the Board of Education. The fee varies by grade level. The fee is charged to partially offset the district's costs for providing consumable supplies, textbooks, and workbooks to students.

Neither of the above rates includes the following:

- rental of musical instruments \$40, \$50 for percussion or \$100 for large instruments
- band uniform rental fee of \$10
- music books/solo and ensemble books
- solo/ensemble participant fee \$25
- football equipment fee \$20; optional helmet purchase program \$295
- CESA driver education fee of \$400.00 (\$25 more for internet coursework)
- yearbook
- materials for family and consumer education, industrial tech, art for projects to be taken home
- art fees: Elements of Art and Principals of Design \$5; Ceramics, Metals, D&P, Photography, Textiles, Adv Art Workshop \$10
- Tech Ed Metals \$20
- FCE foods courses \$20
- athletic shoes
- physical education (e.g., bowling, etc.)
- electronic transcript - \$3.00, hard copy transcript \$4.25
- admission to home athletic events, spectator bus and away activities
- W.I.A.A. tournaments
- breakage
- abnormal wear of textbooks and workbooks
- school plays and musicals
- vandalism of school property
- purchase of school-approved lock \$5
- daily student lunch fee of \$2.90; milk \$.40; breakfast \$1.50
- parking fee of \$50.00
- Innovation Center fee of \$25.00

FIRE DRILLS - The State of Wisconsin requires schools to have a fire drill once a month. These drills are unannounced. When the first alarm sounds, all students are to leave the building immediately. The exit route for each room is posted near the door. Stay with your class and your teacher.

HEALTH & INJURIES

Minor: First aid will be administered by the classroom teacher or the student will be referred to the school nurse or the office.

Serious: Injuries requiring the attention of a doctor should be reported immediately to the office. Transportation to a doctor or a hospital will be arranged and a call to your parent will be made. An accident report will need to be filled in by the student and the teacher.

Illness: A nurse’s office is available to students who require temporary aid. If you are ill, report to the office for a pass to go to the nurse’s office. If you are very ill, you must have a pass to go home. We must have contact with your parent/guardian before we can give you permission to leave the building.

Medication: A Medication Consent Form must be completed by parent/guardian before school personnel can administer any medicine, including over-the-counter brands. A prescription Medication Consent Form must be completed in order for school personnel to administer prescription drugs. These forms must be updated annually. OTC or prescription medications self-administered by the student must be in the clearly labeled original container.

LOST AND FOUND - Lost & found items can be located in the main office. All losses should be reported there.

DISTRICT GUIDELINES REGARDING PETS IN THE CLASSROOM - District guidelines allow for animals to be kept as pets in the classrooms of Waukeek Community School District. The guidelines and suggestions for management of pets in a classroom are available in the office and are shared with teachers.

LUNCH PROGRAM - Students may purchase ala Carte items for lunch each day in the lunch line. Those with sack lunches may buy milk separately for 40¢. Lunch may be purchased for the regular hot lunch meal that includes one carton of milk for \$2.90 per day. Students who misuse cafeteria equipment, waste food or engage in other acts which take away from the smooth operation of the lunch program, may lose hot lunch program privileges.

WITHDRAWAL PROCEDURE - Students who are withdrawing from school during the regular school year should follow this procedure:

1. Provide written parental permission to withdraw.
2. Notify the principal of their intentions to withdraw and secure a withdrawal form from the guidance secretary.
3. Notify a counselor of withdrawal.
4. Return all library books and obtain check out okay from librarian.
5. Remove personal equipment from gym locker, check in lock to physical education teacher and get signature.
6. Clean out main locker.
7. Return completed withdrawal form to office.
8. Receive refund or unused fees on the following basis:
 - a) during 1st Qtr., receive 75% refund of fees paid; b) during 2nd Qtr., receive 50% refund of fees paid;
 - c) during 3rd Qtr., receive 25% refund of fees paid; and d) during 4th Qtr., no refund
9. Records will not be transferred if the student has any unpaid fees or fines.

WORK PERMITS - Work permits may be obtained in the high school office between the hours of 7:30 a.m. and 3:30 p.m. upon presentation of: 1) a letter from the employer of intent to hire; 2) a signed note from a parent/guardian granting student permission to be employed; 3) a copy of birth/baptismal certificate if the student is not enrolled at Waukeek Community High School (student records will be used for enrolled students); and 4) \$10.00 (processing fee).

STUDENT RECORDS - If you have questions or concerns regarding student records or directory information, please contact the high school office. Student records and directory information procedures are outlined in Board Policy 347.

The Waukeek Community School District has adopted policies and procedures that comply with federal and state law aimed at providing access to information and protecting pupil rights to privacy.

These include:

- Parent/guardian advanced notification of right to inspect and opt his/her child out of the administration of third party surveys which may delve into sensitive subjects.
- Parent/guardian right to inspect any instructional materials used in the curriculum
- Parent/guardian advanced notification of an right to opt his/her child out of any physical screenings the school may administer (vision, hearing, etc.,)

- Parent guardian right to request student directory data information not be released without prior consent
 - A. The Waunakee Community School District identifies the following as directory data:
 1. Name,
 2. Name as part of their participation in officially recognized activities/programs and/or sports,
 3. Weight and height, if a member of an athletic team,
 4. Photographs,
 5. Degrees and awards received,
 - B. Parent/guardians have 14 days, from the date of receiving the annual Pupil Privacy Rights Notification, to inform the district that all or any part of the directory data may not be released without their prior consent.
 - C. Parent/guardians are allowed 14 days to inform the district, in writing, of all the directory data items they refuse to permit the District to release without consent.
- Parents/guardians of secondary school students shall also be notified of their option to request the District not to release the secondary school student’s name, address or telephone listing to military recruiters or institutions of higher education without prior written parental consent.

The Waunakee Community School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap. The Wisconsin Fair Employment Law also prohibits discrimination in employment on the basis of creed, marital status, ancestry, arrest record or conviction record, or sexual orientation. Anyone with a complaint should contact the district compliance office.

Individuals requiring the assistance of auxiliary aids or special accommodations because of a disability are asked to contact the school office at 608/849-2100 at least twenty-four (24) hours prior to the event to arrange for appropriate accommodations.

APPENDIX

STUDENT DISCRIMINATION COMPLAINT PROCEDURES - If any person believes that the School District or any part of the school organization has failed to follow laws and regulations, or in some way discriminates against students on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, s/he may bring or send a complaint to the school district office at: 101 School Drive, Waunakee, WI 53597.

- STEP 1** A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district employee designated to receive complaints. That employee shall send written acknowledgment of receipt of the complaint within 45 days.
- STEP 2** The equity coordinator, upon receiving a written complaint, shall immediately undertake an investigation of the suspected infraction. The coordinator shall review with other appropriate persons the facts comprising the alleged discrimination. S/he shall decide the merits of the case, determine the action to be taken, if any, and report the findings and the resolution of the case to the complainant in writing. Complaints under 20 USC s. 14515 and ch. 115, Wis. Stts. relating to the identification, evaluation, educational placement or the provision of a free appropriate public education of a student with exceptional educational need shall be resolved through the procedures authorized by ch. 115, subch. V, Wis. Stats. Complaints under 20 USC s 123 ie-3 and 34 CFR ss. 76.780-76,782, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.
- STEP 3** If a complainant is dissatisfied with the decision of the Equity Coordinator; s/he may appeal the decision in writing to the superintendent. The superintendent shall meet with all parties involved, formulate a conclusion and respond in writing to the complainant.
- STEP 4** If the complainant is dissatisfied with the decision of the superintendent, s/he may appeal the decision in writing to the Board of Education. The entire discrimination complaint/appeal process in the district should be completed within 90 days of receipt of the original written complaint unless the parties agree to an extension of time.
- STEP 5** If a complainant wishes to appeal a negative determination by the Board, s/he has the right to appeal the decision to the state superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the state superintendent if the District has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Department of Public Instruction, 125 South Webster, PO Box 7841, Madison, WI 53707-7841.
- STEP 6** Discrimination complaints on some of the above bases may also be filed with the federal government at the Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, IL 60606

SEXUAL HARASSMENT - It is the policy of the Waunakee Community High School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of “Section G” of the Policies of the Board of Education for students to harass other students through conduct or communication of a sexual nature.

Definition: Sexual harassment shall consist of unwelcome sexual advance, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education when,
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual or when,
3. Such conduct has the purpose or effect substantially, interfering with an individual's academic performance or creating an intimidating, hostile, or offensive employment environment.

Sexual harassment, as set forth in Section II- may include, but is not limited to the following:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with a sexual or demeaning implication
- unwelcome touching; and
- suggesting or demanding sexual involvement accompanied by implied or explicitly threats concerning ones grades, job, etc.

Students who feel they have been sexually harassed should speak to an adult immediately. Severe situations should be referred to administration. Students may also follow the procedures outlined in the complaint processing procedures outlined above.

Harassment, Disorderly Conduct, Anti-Social Behavior: ***Harassing, disorderly conduct, or anti-social (gang) behavior is not tolerated or condoned.*** Harassment (including sexual harassment), disorderly or anti-social behavior is frequently referred to the police. Harassment is an act or series of acts that creates a threat to another person. It includes striking, shoving, kicking, or any other physical contact or threat of physical contact. It can also be repeated acts that intimidate another person (calling on the phone and hanging up repeatedly). Disorderly conduct includes engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud conduct that causes or provokes a disturbance.

Students shall not be involved in anti-social or criminal activities that disrupt school or school sponsored activities. Gang activities that cause or may cause a disruption of school or school sponsored activities are prohibited. (See Board of Education Policy #443.8).

Hazing: “No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.” [S.948.51 (2), Wisconsin Statutes]. “In this section “forced activity,” means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity.” [S.948.51 (1), Wisconsin Statutes]. S. 948, in Wisconsin criminal code, applies universally.

PROCEDURES FOR DEALING WITH HARASSING BEHAVIOR (Reference Board Policy #411/412) - Students who have been seriously or repeatedly harassed by another student should tell an adult immediately. Severe situations will be referred to administration. Parents/Guardians of students may follow the procedures outlined in the complaint process above if they feel their child has been the victim of sexual harassment (sex discrimination). Students who harass others may be referred to the police.

Students who feel they are being harassed by another student should do the following:

- Respond assertively (tell harasser to stop, or walk away)
- Document the situation (write down the date, time, and location where and when the situation happened. Write down other people who saw/heard it. Write down your assertive response). Keep this document.
- If the harassment is severe, or if it does not stop after you have dealt with it assertively, go to the teacher in charge, or your homeroom teacher and tell him/her about the situation.
- Your teacher may involve others (guidance counselor, principal).
- If you are afraid to speak to your teachers alone, take a friend along to help you.
- Teachers will keep parents informed of more serious situations of harassment.
- Severe situations will be referred to administration.

Referrals: Students who are repeatedly or severely disruptive will receive referrals and will be sent to the administration. The referral will explain the situation and the consequences assigned. Every effort will be made to notify parents/guardians by phone to inform them when a student receives a referral. The referral form will always be sent home after the administrator meets with the student. Parents/guardians may be asked to meet with administration, faculty, guidance, and the student when referrals occur.

Suspensions: Repeated or severe disruptions may result in the student being assigned to Saturday school or an out-of-school suspension. Failure to serve or being asked to leave Saturday school will result in an out-of-school suspension. No student will be released until parents/guardians have been notified. Parents/guardians may be asked to meet with administration, faculty, guidance, and the student when suspension occurs.

STATE ATTENDANCE LAW - Among the major provisions of Chapter 298 are the following:

1. All students must attend school until age 18.
2. Any student who is 16 years of age or over and who has written approval from his/her parent may attend, in lieu of high school or on a part-time basis, a vocational, technical and adult education school. School board approval required.
3. Students and parents may request the school board to provide the student with program and curriculum modifications. These may include but are not limited to: a) modifications in current academic programs; b) school work training or work study programs; c) enrollment in alternative public school programs; d) enrollment in nonsectarian private school or program, located in the school district of residence; e) homebound study (nonsectarian correspondence courses or other areas of study approved by the school board); and f) enrollment in public educational programs located outside the school district.
4. If a request for modification is denied, parents may seek school board review, and if requested, the board must provide a written decision.
5. The attendance office must notify parents about truancy no later than the end of the next day in which school is in session - - notice may be by personal service, mail or telephone call. The attendance officer may initiate proceedings against the child and/or parent in response to truancy.
6. The school board is required to establish a written attendance policy and provide each student with a copy of the established policy. A copy must be on file in each school in the district.
7. Teachers are required to submit to the school attendance officer daily attendance reports on all students in their charge.
8. No public school may deny school credit to a student solely on the basis of unexcused absences.
9. Prior to any legal proceedings in response to truancy, the school must provide evidence that appropriate school personnel have: a) met with the child's parents to attempt to resolve the problem; b) provided an opportunity for educational counseling to determine the appropriateness of the child's educational program; c) determined whether learning problems may be a cause of the child's truancy; and d) determined whether social problems may be a cause of the truancy.

STUDENT RELIGIOUS ACCOMMODATIONS - Religious accommodations for sincerely held student religious beliefs with regard to examinations and other academic requirements will be considered under the guidelines outlined in Board Policy 381.1.

AMERICAN DISABILITIES ACT (ADA) ACCOMMODATIONS - Americans with Disabilities Act accommodations will be made for individuals with disabilities. Individuals requiring the assistance of auxiliary aids or special accommodations because of a disability are asked to contact the school office at 608/849-2100, at least twenty-four hours prior to the event, to arrange for appropriate accommodations.

MEDICATION ADMINISTRATION - Parents/guardians are discouraged from having children take medication at school, unless it is absolutely required under physician's instructions. In the majority of cases, regular doses of medication should be able to be scheduled around the student's school day. Unless a child has an on-going medical condition, it should be a rare circumstance that a student is required to take medication at school.

STUDENT RECORD RIGHTS - Federal law (Family Education Rights and Privacy Act) and Wisconsin State law (Chapter 118.125) affords parents and adult students (over 18 years of age) certain rights with respect to the pupil's education records. They are:

1) *Their right to inspect, review, and obtain copies of pupil records*

Parents/guardians or adult student should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. Should a parent/guardian or adult student ask for assistance in submitting a request to inspect, review or obtain copies of records, the principal (or designee) shall provide such assistance. A response to a request shall be provided as soon as practicable and without delay, but in no case more than 45 days after receipt of the request. An adult student or the parent/guardian of a minor student shall, upon request, be shown and provided with a copy of the student's progress records. An adult student or the parent/guardian of a minor student shall, upon request, be shown the student's behavioral records in the presence of a person qualified to explain and interpret the records. Such a student or parent/guardian shall, upon request, be provided with a copy of the behavioral records.

2) *Their right to request the amendment of the student's pupil records if they believe the records are inaccurate, misleading or otherwise in violation of the student's rights of privacy*

A parent/guardian or adult student who believes that information contained in the student's pupil records is inaccurate, misleading or otherwise in violation of the student's rights of privacy may request the District to amend the records. Such request shall be addressed in writing to the school official having custody of the records. Within a reasonable time after receiving the request, the person having custody of the records shall decide whether to amend the records in accordance with the request and inform the parent/guardian or adult student of the decision.

If the person having custody of the records refuses to amend the records, he/she shall inform the parent/guardian or adult student of the refusal and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or adult student when notified of their right to a hearing.

3) *Their right to consent to the disclosure of the student's pupil records, except to the extent state and federal law authorizes disclosure without consent*

Exception includes the following: Pupil records shall be made available to persons employed by the District who are required by

the state to hold a license and to other District officials who have been determined by the Board of Education to have legitimate educational interests, including safety interests, in the pupil records. A “school official” is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the Board, a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a person serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a “legitimate educational interest” if the official needs to review a pupil record in order to fulfill his/her professional or District responsibility.

4) ***Their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.***

The name and address of the office that administers FERPA is: Family Compliance Office, U.S. Department of Education, Washington, DC 20202-4605

5) **DIRECTORY DATA PROCEDURES**

I. TECHNICAL COLLEGE REQUESTS

If the District has followed the annual directory data notification procedure set forth in Policy 347, and the parent/guardian or adult student does not object to the directory data being released, the Board Clerk or designee shall, upon request, provide the name and address of each student expected to graduate from high school in the current school year to the technical college district board.

II. JUVENILE DELINQUENCY, SAFETY, OR EMERGENCY

If the District has followed the annual directory data notification procedure set forth in Policy 347, and the parent/guardian or adult student does not object to the directory data being released, the Board Clerk or designee shall, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department under sections 46.215, 46.22 or 46.23, a court of record or municipal court with such directory data information relating to any such student enrolled in the school district for the purpose of enforcing that student’s school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the District.

III. MILITARY RECRUITERS & HIGHER EDUCATION INSTITUTIONS

If the District has followed the annual notification procedure set forth in Policy 347, and the parent/guardian or adult student does not object to name, address, and telephone listing being released, the District shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students’ names, addresses and telephone listings. The District shall provide military recruiters the same access to secondary school students and student directory data about such students as is provided to post-secondary schools or prospective employers.

IV. OTHER

1. Except as otherwise specified, the District will not disclose any of the following directory data information (per 118.125 and FERPA) without written consent of parents/guardians or adult students:
2. Address
3. Telephone number
4. Electronic mail address
5. Date and place of birth
6. Dates of attendance
7. Major field of study
8. Name of the school most recently previously attended

V. The District may disclose the following directory data information (per 118.125 and FERPA) upon request unless the parents/guardian or adult student notifies the school to not disclose the directory data in accordance with the annual notification procedure set forth in Policy 347:

1. Name
2. Name as part of their participation in officially recognized activities/programs and/or sports,
3. Weight and height, if a member of an athletic team,
4. Photographs
5. Degrees and awards received

ANTI-BULLYING

School Board Policy 443.9

Introduction

The Waunakee Community School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses, other district owned vehicles and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

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

Bullying behavior can be:

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

Prohibition

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

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or designee.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the building principal or designee.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. The following school district employees have been identified as the investigator:

Arboretum Elementary - Building Principal or designee

Heritage Elementary - Building Principal or designee

Prairie Elementary - Building Principal or designee

Waunakee Intermediate School - Building Principal or designee

Waunakee Middle School - Building Principal or designee

Waunakee High School - Building Principal or designee

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying

The person assigned by the district to conduct an investigation of the bullying report shall, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

Adopted: August 2010 Waunakee Community School District

2017 – 2018 Pupil Transportation Handbook

WAUNAKEE COMMUNITY SCHOOL DISTRICT

STUDENT TRANSPORTATION SERVICES AND POLICIES

The Waunakee Community School District will comply with all state regulations concerning the transportation of regular education students and students with disabilities. All transportation arrangements will be made by Lamers Bus Lines in coordination with the Waunakee Community School District.

This handbook shall be distributed to all students, parents/guardians, teachers, school bus drivers, and school administrators to be used as a quick reference guide on transportation rules and guidelines. More specific information is found in Board of Education Policies (750's) which are available on the district website at <http://www.waunakee.k12.wi.us/admin/boe/policy/WCSD%20Policies.htm>.

ELIGIBILITY FOR TRANSPORTATION SERVICES

The Waunakee Community School District provides transportation for:

1. Students in grades Kindergarten through fourth grade who reside more than 1.0 mile from their assigned school. The district shall provide transportation to students in grades 5-6 who live more than 1.75 miles from the intersection of Aldora Lane and Woodland Drive. The district shall provide transportation to students in grades 7-12 who live more than 1.75 miles from the intersection of Knightsbridge and South Street.
2. Students in grades K-8 will be transported to school from hazardous areas as defined by the Dane County Sheriff. Hazardous areas include: Main Street; Division Street; State Highway Q; south of Woodland Drive, and Highway 113. Please call Lamers at 850.5253 with questions about your home address.
3. Students who are placed in a special education program if the IEP team deems transportation necessary for the safety of the child.
4. Students who participate in the Early Childhood or 4K program.

SCHOOL CLOSING AND CANCELLATIONS

Announcements for closing of schools will be made via local radio, television stations, news websites, and the district website between 6:00AM and 7:00AM or during the day if a storm develops after the students arrive at school. School closings are determined by the District Administrator. Tune to the following stations to learn about emergency school closings:

RADIO	TV	WEB-SITES
WOLX (94.9 FM)	Channel 3 WISC	www.channel3000.com
WMMM (105.5 FM)	Channel 15 WMTV	www.nbc15.com
WYZM (105.1 FM)	Channel 27 WKOW	www.wkow.com
WMLI Lite 96 (96.3 FM)	Channel 47 WMSN	www.fox47.com
WZEE Z104 (104.1 FM)	Cable Channel 98 (local only)	www.waunakee.k12.wi.us
WMAD (92.1 FM)		
WTSO (1070 AM)		
WIBA (1310 AM/101.5 FM)		
WNNO 106, (106.9 FM)		
WBKY (95.9 FM)		
WIBU (1240 AM)		
WDLS (900 AM)		

TRANSPORTATION 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.

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 twenty (20) minutes before the first bell.

1. The bus route number, pick-up time and approved bus stop location will be provided to scheduled riders and their families before school begins.
2. Students must be out at the bus stop location a minimum of five (5) minutes prior to the scheduled pick up time. The bus will not wait or return for students.
3. **Only students who are assigned on the route will be allowed to ride.** Space and liability issues do not allow for additional or unauthorized riders. A bus student who needs to accompany another bus student to/from home or who needs to use a different bus or bus stop must have a note of explanation written by his/her parent/guardian and the parent/guardian of the student whose home s/he are going to/from. The notes must be submitted to the school office no less than 24 hours before the student may ride the bus. This note must be approved by the Principal. The student will then receive a bus pass for a specific date or time period.
4. **Students who are not eligible to ride the bus are not allowed to ride with another student even with a parent note.** Exceptions may be granted by the building principal. See number 3 for the required notes requesting exceptions.
5. Students will be picked up and dropped off only at designated stops along the route that are approved by the School District. **It is the parent/guardian’s responsibility to instruct his/her child where to get on and off and how to get to and from the bus stop locations.** It is strongly suggested that a parent/guardian or a neighbor wait at the bus stop location to supervise younger students.
6. Unless specifically authorized, bus routes will not enter private driveways, cul-de-sacs, dead-end roads and areas that would create an unsafe situation or require the bus to back-up.

7. Elementary (K-4) students will use the District shuttle system when necessary to transfer between the elementary school attendance areas. This service shall be provided for intra-district transfer students, students with disabilities, and students whose approved day care provider is in another attendance area. This service is NOT available for 4K students.
8. A responsible adult must be present to receive a **special education, early childhood student** or **4K student**. In the event that no one is there when the bus arrives, the child will remain on the bus until the end of the route. Attempts to contact emergency caregivers will be made by Lamers Bus Service and school district personnel. 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 Lamers Bus Service will bring the child to the local police and/or contact the appropriate county social services department. Parents will be responsible to pick up their child.
9. Requests for a student to ride a route bus to get on or off at a bus stop near a childcare provider must be in writing on the Request for Alternate Pick Up/Drop Off Form. **This form must be submitted to the bus contractor before the routes are finalized for the start of the school year. These routes are finalized no later than 5 business days prior to the start of the school year. Bus routes and pick up/drop off locations will not change until September 12th for requests received between August 6th and September 5th that have been approved and fees paid.**
10. The District will consider requests only if the route bus can accommodate additional riders and if the ridership will be on a consistent basis. The District will permit only two (2) pick up/drop off locations including home. Route buses will not make additional bus stops along the route to accommodate a childcare provider. **Fees apply when the home is not eligible for transportation or when the childcare provider's location is not eligible for transportation. No refunds will be provided after fees have been paid.** The Waunakee Community School District reserves the right to cancel or revoke the request at any time during the school year.
11. The district contracts for a “double run” transportation system. This means that a school bus first picks up 4K-4th grade students, and then returns into the community to pick up 5th-12th grade students. Delays in the 4K-4th grade routes directly impact students in grades 5-12. The district considers the following morning drop off times to be considered on time.
 - K-4 – 7:15 a.m.
 - Grades 5-6 – 8:15 a.m.
 - Grades 7-8 - 8:05 a.m.
 - Grades 9-12 - 8:05 a.m.The district considers the following afternoon departure times to be considered on time:
 - K-4 – 2:48 p.m.
 - Grades 5-6 – 3:54 p.m.
 - Grades 7-8 - 3:54 p.m.
 - Grades 9-12 – 3:54 p.m.

STUDENT RIDERSHIP EXPECTATIONS

The following section explains student behavior expectations while on the bus. The Waunakee Community School District views transportation as part of the school day. Therefore, behavior expectations of the students riding the school bus shall be no less than what is required in the classroom. From a safety standpoint, the fact that students are on a moving vehicle requires rules that are even stricter than those for the classroom. Each bus driver carries the responsibility of ensuring transportation for students and is authorized to enforce all established rules. The Waunakee Community School District reserves the right to modify the following rules, expectations and consequences at any time. In addition, the District authorizes the use of video cameras on school buses to assist with student management issues.

The following includes most, but not all, of the basic Student Expectations:

1. Students may ride only on assigned routes and vehicles.
2. Students should respect private property while waiting at the bus stop and wait only in designated locations. Students should not move toward the bus until it has stopped and the driver has motioned the students to board. Students should always cross the street in front of the bus. See Appendix A
3. Student should avoid crowding or pushing when getting on or off the bus. The use of the emergency door is restricted for emergency evacuations only.
4. Students should take a seat as soon as they board the bus and remain seated at all times until the bus has stopped completely at the destination or bus stop. Students must share seats with other riders. Students may be required to sit three (3) to a seat and/or sit in assigned seats.
5. The district reserves the right to assign seats to students. Students in grades 5 through 12 will be assigned seats according to a seating diagram. (See “Assigned Seating Diagram” on page 6 of this handbook.)
6. All students are to be seated prior to the bus proceeding on its route. Students should keep arms, legs, head and other objects inside the bus and out of the aisle. Each student must keep arms, hands and legs to him/herself while riding the bus.

7. Students should use quiet and normal voices in conversations with fellow riders. Yelling, screaming or profane language is not acceptable and will not be tolerated. Harassing behavior, disorderly conduct, hazing, or anti-social behavior will not be tolerated. Sexually harassing behavior (obscene language and actions) will not be tolerated.
8. For safety reasons, students are not allowed to carry onto the bus any live reptiles, animals, insects, firearms, explosives, flammable materials, scented items or items that can be sprayed, i.e. breath spray, hair spray, scented markers, etc; slingshots, rubber band guns, water pistols, knives or other sharp objects, any other unsafe items or oversized items that would block an aisle, cause loss of passenger seat space, obstruct the drivers' view or create a safety hazard. If a student needs to bring such items to school, it shall be the parent's or guardian's responsibility to transport.
9. Students shall not turn on or use cellular telephones while being transported in authorized district vehicles to and from school to and from school-sponsored activities or field trips, unless they receive permission from the supervising teacher, coach or bus driver or there is an emergency situation that jeopardizes the safety of students, staff, chaperones or the bus driver.
10. When getting off the bus, the student should immediately move away from the side and never toward the rear of the bus. If a student must cross the street, s/he 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, s/he must wait on the sidewalk until the bus leaves the area and cross at the nearest crosswalk. See Appendix A
11. Students should show respect for all bus drivers, adults assisting students and fellow students riding on the bus.
12. Bus drivers shall be responsible for the orderly conduct of all passengers and will report any behavior problems.
13. Students may not litter. Please help us keep our buses safe and clean.

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 adjusted 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/guardians will be notified by the school or Lamers Bus Service 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 VIOLATION CONSEQUENCES

1ST VIOLATION - The incident will be documented by the driver with copies sent to the parents/guardians, principal and Lamers Bus Lines within 24 hours. In cases involving severe incidents, the driver and school officials reserve the right to start discipline procedures at steps 3 or 4 (see below). A permanent suspension from the bus may be invoked. Law enforcement officials may issue lawful penalties. The school may impose additional consequences.

MINOR VIOLATION CONSEQUENCES

1ST VIOLATION – A verbal warning will be given to the student. The bus company / bus driver will promptly notify parents/guardians of the incident by phone within 24 hours. The incident will be documented by the driver with copies sent to the parents, principal and Lamers Bus Lines within 24 hours. The school 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/guardians, principal and Lamers Bus Lines within 24 hours. A **1-3 day suspension** from the bus will be imposed. Parents will be responsible for transporting the student. The principal will speak with the student and may impose additional consequences. The principal must speak with the parent(s)/guardian(s) before the student will be allowed to ride the bus again.

3RD VIOLATION - The incident will be documented by the driver with copies sent to the parents/guardians, principal and Lamers Bus Service within 24 hours. A **minimum five (5) day suspension** from the bus will be imposed. Parents will be responsible for transporting the student. The principal will speak with the student and may impose additional consequences. A meeting with the student, parent(s)/guardian(s), bus driver/bus company and principal must take place before the student will be allowed to ride the bus again

4TH VIOLATION - The incident will be documented by the driver with copies sent to the parents/guardians, principal and Lamers Bus Service within 24 hours. The student will be **suspended from the bus for the remainder of the year – the decision will be made in conjunction with the school.** Parents will be responsible for transporting the student. The principal will speak with the student and may impose additional consequences. A meeting with the student, parent(s)/guardian(s), bus driver/bus company and principal must take place before the student will be allowed to ride the bus again.

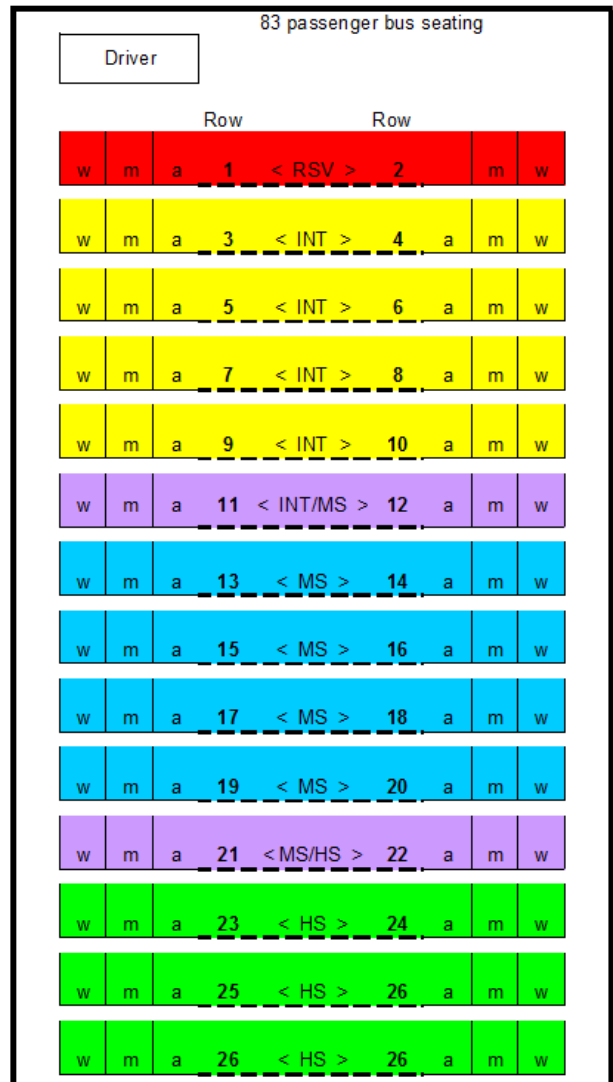
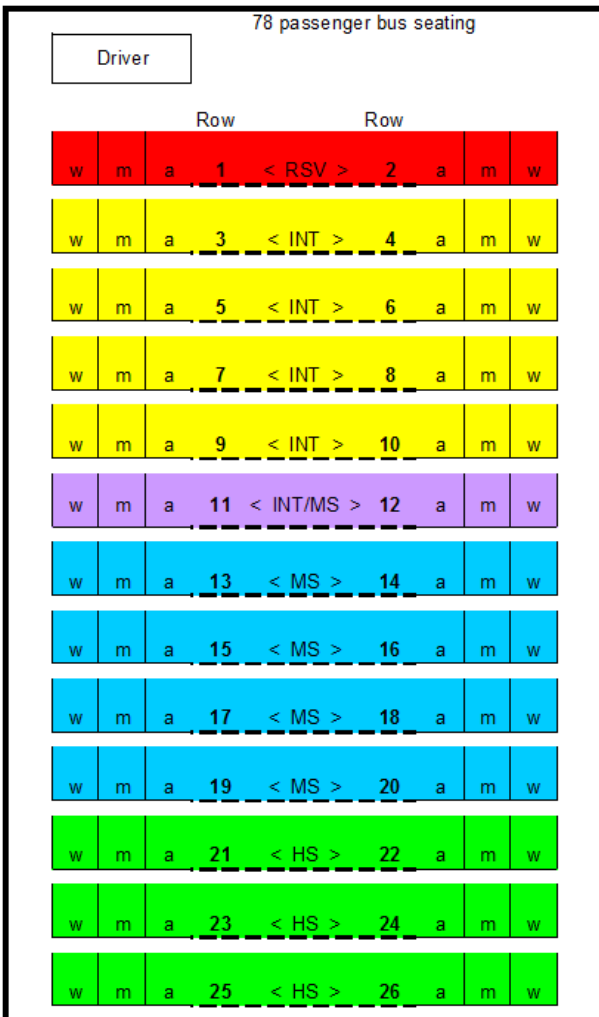
EXAMPLES OF MAJOR RULE VIOLATIONS

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.
3. Vandalizing or damaging bus property (restitution will be required from the offender).
4. Tampering with bus emergency equipment.

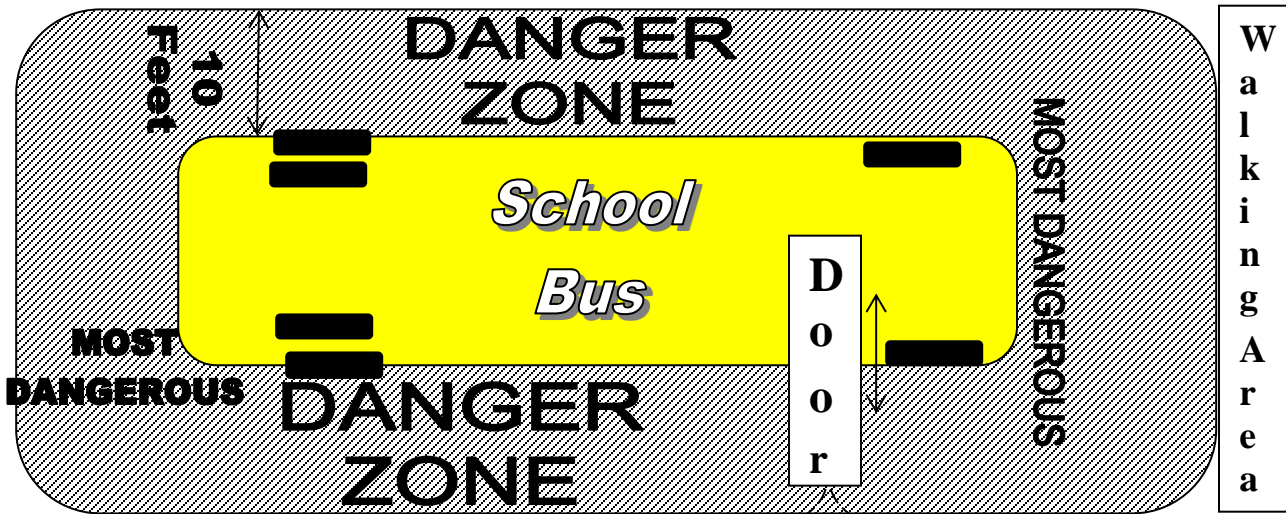
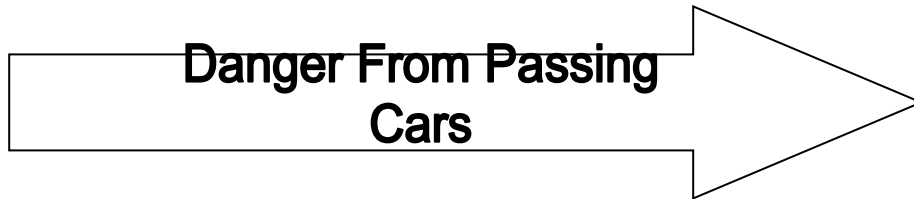
5. Possessing a firearm, knife, explosive, flammable material or other object that may be considered dangerous or could be used as a weapon.
6. Interfering with the safe operation and travel of the bus and/or other motor vehicle.
7. Physically assaulting (hitting, punching, kicking, etc.) physically intimidating or threatening, physically contacting, or verbally intimidating or 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.
10. Using an object as a weapon for intimidation or bodily harm.

EXAMPLES OF MINOR RULE VIOLATIONS:

1. Yelling, screaming, 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.
6. Littering or spitting on the bus.
7. Showing disrespect toward the driver or another person.
8. Riding on another route without approval or a bus pass from the school office.
9. Throwing items in or out of the bus.
10. Failure to share seats.
11. Teasing, name calling, bullying, threatening violence, etc.



THE SCHOOL BUS DANGER ZONE



Walking Area

2017-2018
STUDENT/PARENT/GUARDIAN HANDBOOK

As a student of Waunakee Community High School, I agree to observe the Classroom Code of Conduct, Academic Honesty, Internet Acceptable Use and Transportation Policies as written in the Waunakee Student/Parent/Guardian Handbook.

My signature below validates that I have read and/or reviewed the contents of the Waunakee 2017-2018 Student/Parent/Guardian Handbook:

Student Signature: _____

Printed Name: _____

Date: _____

Current Grade: 9 10 11 12 (circle one)