

WABENO JR/SR HIGH SCHOOL

ROLLERS RISE

STUDENT HANDBOOK

2016-2017



Be Respectful

Be Responsible

Be Safe

THIS IS HOW WE ROLL!

The School District of Wabeno Area does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, including transgender status, change of sex or gender identity, disability, age (except as authorized by law), military status, or physical, mental, emotional, or learning disability or handicap as required by Sec. 118.13, Wis. Stat.

All career and technical education programs follow the District's policies of nondiscrimination. In addition, arrangements can be made to ensure that lack of English language skills is not a barrier to admission or participation.

Our Core Purpose
Personalized Proficiency for All

Our Vision
*We will engage in collaboration, reflection, and application with continuous feedback,
encouraging voice and choice to facilitate learning to proficiency.*

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WABENO JR/SR HIGH SCHOOL
2016 – 2017 CALENDAR

August 18.....	New Staff Inservice
August 25.....	Staff Inservice
August 29.....	Staff Inservice
August 30.....	Teacher Work Day/Open House 4-8 P.M.
August 31.....	Staff Inservice/Teacher Work Day
September 1.....	Students' First Day of Class
September 5.....	NO SCHOOL/LABOR DAY
September 16.....	Picture Day
September 23.....	Grade Check
October 3-7.....	Homecoming Week
October 12.....	School Dismissed at 1:00/P/T Conferences 1:30-7:30 P.M.
October 14.....	Grade Check
October 17.....	Picture Re-take
November 4.....	Grade Check/End of First Quarter
November 18.....	Professional Development/ NO SCHOOL ALL DAY FOR STUDENTS
November 21-25.....	NO SCHOOL/FALL BREAK
November 28.....	School Resumes
December 2.....	Grade Check
December 23.....	Grade Check
December 26-January 1, 2017.....	NO SCHOOL/WINTER BREAK
January 2, 2017.....	School Resumes
January 20.....	Grade Check/End of Second Quarter/First Semester
January 25.....	P/T Conferences 4:00-8:00 P.M.
February 10.....	Grade Check
February 20.....	NO SCHOOL FOR STAFF AND STUDENTS
March 3.....	Grade Check
March 20.....	Professional Development Day/ NO SCHOOL ALL DAY FOR STUDENTS
March 24.....	Grade Check/End of Third Quarter
April 13.....	Grade Check
April 14.....	NO SCHOOL/GOOD FRIDAY
April 17-April 21.....	NO SCHOOL/SPRING BREAK
April 24.....	School Resumes
May 5.....	Grade Check
May 26.....	Grade Check
May 29.....	NO SCHOOL/MEMORIAL DAY
*June 2.....	Last Day of School
June 3.....	HS Graduation Day
June 5-7.....	Professional Development/Teacher Work Day

*If hours of instruction are lost due to inclement weather or for any other emergency, the time will be made up if we are in danger of falling below the state's required number of instructional hours.

*If maximum hours are not used for weather cancellations, the last day of school on June 2 may be a half day.

*If maximum hours are not used for weather cancellations, last day of school on June 3, may be a half day.

2016- 2017 TEACHER ASSIGNMENTS

Mr. Jon Anderson.....	Special Education
Mrs. Carol Bartlein.....	Librarian
Mrs. Michelle Boor.....	Instrumental Music
Mr. Tim Brauer.....	Physical Education/Health
Mrs. Beth Calhoun.....	Special Education
Mrs. Elizabeth Couillard.....	English, Economics
Mrs. Lindsay Dailey.....	Special Education
Mrs. Kristie Gill.....	Family & Consumer Ed.
Mr. Matt Hein.....	Biology/Chemistry
Mr. Eric Hoffman.....	Math
Mr. Dale Keller.....	Art
Mrs. Mary Ellen Keller.....	Vocal Music
Mr. Nick Lowery.....	Social Studies
Mr. Pat Lowery.....	Tech. Ed
Mr. Mike McCann.....	History
Mr. Charles Nygard.....	Mathematics
Mrs. Melissa Peters.....	Physical Education
Mrs. Danielle Peterson.....	Business/Tech
Mrs. Michele Rocola.....	Guidance
Ms. Rachel Sipple.....	English/ Spanish
Mrs. Melissa Sparks.....	Jr. High English
Mr. William Taylor.....	Principal
Mr. John Twardowski.....	Science
Ms. Jennifer Vogler.....	Superintendent
.....	Jr. High Math

CLASS ADVISORS

Senior Class	Mrs. Calhoun & Mrs. Opiela
Junior Class	Mr. McCann & Ms. Sippel
Sophomore Class	Mr. Brauer
Freshman Class	Mrs. Boor
8 th Grade Class	Mr. Hoffman
7 th Grade Class	Ms. Sparks

2016- 2017 EXTRA CURRICULAR ASSIGNMENTS

ACTIVITIES/CLUBS

CONTACT

Athletic Director	Mrs. Palubicki
Band Activities	Mrs. Boor
Baseball	Mr. Brauer
Basketball-Boys JV	Mr. Taylor
Basketball-Boys Varsity	Mr. Chrisman
Basketball-JV Reserve	Mr. Liptack
Basketball-Girls JV	Mr. Hoffman

Basketball-Girls Varsity	Mr. Harrison
Basketball- Jr. High Boys	Mr. Taylor & Mr. Donaldson
Basketball- Jr. High Girls	Mr. Hoffman
Cross Country	Mr. Twardowski & Mr. Sorenson
Drama	Mr. N. Lowery
FCCLA	Mrs. Gill
Football-Assistant Coach	Mr. Kircher
Football-HS	Mr. Moravec
Football-JH	Mr. Dave Seeber
Football-JV	Mr. Liptack
Forensics-HS	Ms. Sippel
Forensics-Jr. High	Ms. Sparks
Golf	Mr. McCann
NHS	Mrs. Keller
SkillsUSA	Mr. Pat Lowery
Softball	Mrs. Peterson & Mr. Tinsman
Student Council	Mrs. Boor
Track	Mr. Twardowski & Mrs. Donaldson
Vocal Music	Mrs. Keller
Volleyball-JH	Mrs. Boor
Volleyball-JV	Ms. Libert
Volleyball-JV Reserve	Mrs. R. Ashbeck
Volleyball-Varsity	Mrs. Boor
Wrestling	Mr. Twardowski
Yearbook	Mrs. Boor

2016-17 BELL ROTATION

<u>REGULAR SCHEDULE</u>		<u>MODIFIED BLOCK SCHEDULE</u>	
(Monday, Tuesday, Friday)		(Wednesday and Thursday)	
1 st Period	8:00-8:59	1 st Block	8:00-9:34
2 nd Period	9:03-9:52	2 nd Block	9:38-11:08
3 rd Period	9:56-10:45	STAT	
STAT	10:49-11:19	Junior High	11:46-12:26
Lunch		High School	11:12-11:56
Junior High	11:19-11:49	Lunch	
High School	12:12-12:42	Junior High	11:12-11:42
4 th Period		High School	11:56-12:26
Junior High	11:53-12:42	3 rd Block	12:30-1:52
High School	11:23-12:12	4 th Block	1:56-3:21
5 th Period	12:46-1:35		
6 th Period	1:39-2:28		
7 th Period	2:32-3:21		

WHAT IS A STUDENT

- *A student is the most important person ever in this school...in person, on the telephone, or by mail.
- *A student is not dependent on us; we are dependent on the student.
- *A student is not an interruption of our work...the student is the purpose of it. We are not doing a favor by serving the student...the student is doing us a favor by giving us the opportunity to do so.
- *A student is a person who brings us his or her desire to learn. It is our job to handle each student in a manner which is beneficial to the student and ourselves.

(Adapted from an L.L. Bean Co. poster: "What is a customer?" by J.M. Eaton.)

Student right - Students have the right to attend school without fear of physical threat and harm, or verbal abuse. Students have the right to learn.

Student responsibility - Students have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety of all individuals. Students have the responsibility to express their thoughts and feelings in a manner that does not offend, slander, or ridicule others. Students have the responsibility to embrace learning opportunities.

In keeping with our District Mission, the Wabeno Jr. /Sr. High School also believes that the following ideals are essential to the educational process:

- Create a safe and positive culture in our school, family, and community-develop a common language for behavioral expectations.
- Develop a common language for behavioral expectations
- Educate families and the community about PBIS

WHAT IS PBIS?

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based practice designed to decrease undesired behaviors in school and promote a safe and positive school climate. At the universal or school level, we will teach positive behavior expectations with follow-up lessons through the curriculum supporting the social and academic needs of our students. Key target areas are attendance, academic achievement, high academic expectations and citizenship. A common language for classroom expectations and establishing the concept that privileges must be earned will be the emphasis for all new programs being implemented.

CLOSED CAMPUS

The School District of Wabeno functions under a closed campus policy. After arrive, students must remain on campus until the close of school at 3:21 P.M Students wishing to leave the campus for any reason i.e. doctor, dental appointments, drivers education tests, illness or injury must report to the high school office and wait until a parent/guardian arrives to sign them out and pick them up. Students found violating this policy are subject to discipline procedures as appropriate.

HOMEROOM

Homeroom is a time to start the school day with reflection and is used to prepare and make arrangements to optimize learning. This time may also be used to help students with transitional issues, study skills, team building, building positive relationships, and additional academic support.

In addition, intervention time has been built into the schedule to accommodate students who need extra assistance in the areas of Math and English.

NONDISCRIMINATION STATEMENT

The School District of Wabeno Area does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, including transgender status, change of sex or gender identity, disability, age (except as authorized by law), military status, or physical, mental, emotional, or learning disability or handicap as required by Sec. 118.13, Wis. Stat.

All career and technical education programs follow the District's policies of nondiscrimination. In addition, arrangements can be made to ensure that lack of English language skills is not a barrier to admission or participation.

RELEASE OF INFORMATION

Information such as the student's name, age, date of birth, courses studied, grade point average, participation in officially recognized activities and sports, weight and height of members of athletic teams, year in school, photographs, awards received, and the name of the school most recently attended by the student shall be considered public information and may be released to appropriate persons and media, unless parents or adult students refuse the release in writing of their own initiation.

STAT

STAT Time (Students and Teachers Achieving Together) and the Homeroom periods are two important resources to support student learning. STAT time is time set aside during the regular school day that will: provide consistent assignment/grade monitoring through individualized attention, assist students in understanding and completing assignments, prepare for upcoming assessments, provide intervention and enrichment, and promote a higher level of achievement. Privileges can be earned by obtaining passing grades, having good attendance and following school rules and objectives.

VIDEO/SURVEILLANCE

The Wabeno Area School District uses video/electronic surveillance equipment in our buildings and on our buses to help provide a safe atmosphere at all times. The video/electronic surveillance system may or may not be monitored.

SECTION 2 SCHOLASTIC POLICIES

The Following policies will govern the 2016-2017 school year and all subsequent school years unless amended by the Board of Education.

I Earning Academic Credit

- A. For grades 9-12 credits will be earned each semester. To receive the required 1 credit for general science, for example, a student must pass both semesters; each semester earns .5 credits. (Exceptions may be made by teacher and principal).
- B. Transfer student records will be assessed on an individual basis and credits listed accordingly.
- C. Students in junior high can take high school classes for credit if state and local assessments indicate a pattern of high aptitude and they have been recommended by junior high teaching staff. Progress will be monitored closely and if the student is not successful in the high school course, they will be placed back in the junior high class. We want students to move at a pace that is appropriate for that student to optimize their learning potential.

II Classification

A. Traditional:

A student in grades 7 or 8 must earn a minimum of 5 credits each year (credits are earned on passing semester grades only) to advance to the next grade level based on the following:

Group I: At least 3 credits from this group.

Science	.5 credits per semester
English	.5 credits per semester
Mathematics	.5 credits per semester
Soc. Studies	.5 credits per semester

Group II: At least 2 credits from this group.

Art	.25 credits
*Band/choir	.50 credits
Computer Literacy	.25 credits
FACE	.25 credits
Grammar A	.25 credits
Grammar B	.25 credits
Phy. Ed.	.50 credits
Spanish	.25 credits
Tech. Ed.	.25 credits
Teen Talk	.25 credits
Weight Training	.25 credits
Wisconsin Geography	.25 credits

* All 7th grade students will be required to take .50 credits of a music component.

B. Non-traditional

A 7th or 8th grade student may be advanced to the next grade based on a recommendation and/or conditions set forth by the Student Assistance/PBIS Team.

Students in junior high can take high school classes for credit if state and local assessments indicate a pattern of high aptitude and they have been recommended by junior high teaching staff. Progress will be monitored closely and if the student is not successful in the high school course, they will be placed back in the junior high class.

We want students to move at a pace that is appropriate for that student to optimize their learning potential.

C. Advancement for grades 9-11

Students in grades 9-11 will advance to the next grade level upon completion of the following earned credits:

9 th Grade	6 credits for 10 th grade status
10 th Grade	12 credits for 11 th grade status
11 th Grade	18 credits for 12 th grade status

12th Grade: Students must have earned a minimum of 18 credits to be considered seniors. Students who start a year with 18 credits will be permitted to accompany their class on the class trip and to participate in class night provided they stay in attendance for the entire year, even if they fail to meet graduation requirements. They will, however receive no diploma until the credit requirements are completed.

III Graduation Requirements

Students must earn **24** credits to graduate

A. The following are the required courses required by the school district for graduation:

Grade 9: English 9, Science, Math, Physical Education, Civics, Health

Grade 10: English 10, Science, Math, Physical Education

Grade 11: English 11, Social Studies, Math, Science, Physical Education

Grade 12: English 12, Social Problems

B. Physical Education and Health are worth ½ credits per year.

C. Every student must be scheduled into a class seven hours per day.

D. As a requirement for graduation and prior to being issued a diploma all students must have their detention and suspension time made up and must have all fines and fees paid.

E. Non-Traditional course offerings.

IV. Early Graduation Procedures

In exceptional cases, a student may arrange to be graduated mid-way through his/her senior year. Interested students should carefully read the following procedures:

A. A student may apply for January graduation during the second semester of his/her sophomore year and all applications must be received no later than June 1.

B. The student must complete a standard request form for early graduation and return it along with two (2) letters, one written by the student and one written by his/her parent(s)/guardian. Both of the letters must state the following: (1) the reason(s) for the request, (2) why they feel greater benefit would be derived from leaving school early, and (3) the anticipated activity during that spring semester when the student is not in attendance. The student must also provide evidence of admission to some post-high school training institution (or program), or a letter from an employer stating the student has been hired for a position following his/her January graduation.

C. The request form, the letters, and the evidence of admission or employment will be reviewed by the high school principal and the guidance counselor.

- D. A conference shall be held with the parents, student, principal, and guidance counselor to discuss the request.
- E. All documentation is presented to the Board of Education, along with a recommendation from the high school principal, for their approval or disapproval. Any denial of the request must be stated in writing and a copy must be provided to the student and/or his/her parent(s) guardian. The parent(s)/guardian and the student may be present when the Board of Education rules on the request.
- F. It is understood that any approval of January graduation is contingent upon the student satisfying all credit requirements, completing the 3 ½ year enrollment requirement and maintaining a B (3.0) average on all coursework taken.
- G. No formal diploma will be issued or commencement exercises held in January. Those January graduates will be permitted to return for regular June commencement activities if they so desire. Their school records will indicate completion of all graduation requirements for the purpose of employment or post high school training.
- H. Those individuals who graduate in January will not be permitted to take part in any organized school activity (such as athletics, clubs, school dances, field trips, etc.), with the exception of June commencement activities. They will, however, be permitted to attend school functions open to the public.

V. Honor Roll

- A. For publication purposes, students with a GPA of 4.0 will be awarded “Highest Honors”. Those with GPA of 3.5 to 3.99 will be awarded “High Honors”. Those students with a grade point average of 3.0 to 3.49 will be awarded “Honors”.
- B. The GPA of Junior High school students will be computed on grades received in English, Math, Social Studies, Science, Physical Education, Band/Choir, and Survey classes. Grade point average is computed by dividing the number honor points (A=4, B=3, C=2, D=1, F=0) by the number of credit courses carried. Grade point average will be rounded to the nearest hundredth.
- C. No student receiving a grade of a “D” or “F” and/or an “I” shall be placed on the Honor Roll.

VI. Grade Checks

Grade checks will be conducted every three weeks. Co-curricular participants privileges depend on grades submitted at each grade check. The student is responsible for ensuring their grades meet the expectations. It is recommended that students turn in all work/tests at least two days before the grade check date to allow instructors time to assess progress and for students to make corrections if needed.

VIII. Academic Letter

- A. Students in grades nine through twelve shall have the opportunity to earn a 6-inch white on purple block “W” academic letter. Winners must show a 3.5 GPA or higher for three out of four marking periods. After earning the letter, bars will be issued for ensuing years. Certificates will be issued every year.
- B. The National Honor Society shall assist with keeping track of potential winners throughout the school year. Awards will be presented at the end of the year.

IX. Class Rank

- A. Class rank will be determined by GPA.
- B. The following point values are assigned to each grade:

A+ = 4.0	B+ = 3.34	C+ = 2.34	D+ = 1.34	F = 0.0
A = 4.0	B = 3.0	C = 2.0	D = 1.0	
A- = 3.68	B- = 2.68	C- = 1.68	D- = .68	
- C. Senior students with a 3.5 or higher cumulative GPA for their four years of high school will be awarded honor cords to wear during the graduation ceremony.
- D. The student with the highest GPA will be valedictorian. The student with the second highest GPA will be salutatorian. If there is a tie (GPA to the hundredths) there will be co-valedictorians and a salutatorian or a valedictorian and co-salutatorians. All class rank will be determined on the full eight (8) semesters of high school work.

The State of Wisconsin scholarship is awarded to the highest GPA after seven (7) semesters, according to Wisconsin State requirements. In case of a tie, the school board has set the following (there must be a tie-breaker)

- 1. GPA
 - 2. Highest ACT score
 - 3. Highest SAT score
 - 4. Number of high school credits earned (approximately 90 hours equal ½ credit).
 - 5. State Assessment results
- A. The senior honor students (See B) will select a member or members from among their ranks to give an address during the commencement exercises.
 - B. The valedictorian and salutatorian will be announced during the commencement exercises or class/awards night.

X. National Honor Society

The National Honor Society is an organization to recognize and encourage academic achievement, character, service, and leadership in high school students. **WHS requires all NHS members to be tutors/assistants for the STAT program.** The Wabeno High School Chapter of the National Honor Society is governed by the Constitution of the national organization and by local by-laws. These are available to interested students from the chapter advisor or principal. For the information of all students, the selection procedures for membership are: From Chapter Constitution - Article III - Selection of Members:

Section 1 The selection of members to this chapter of the National Honor Society shall be by a faculty council, consisting of five members of the faculty. These members will be appointed by the principal to represent the following departments: Math/Science, English/Social Studies, Vocational Education, Music/Art, and others. The members of the council will serve one year terms.

Section 2 Candidates eligible for election to this chapter must be members of the junior or senior class. Candidates eligible for selection to the chapter will have a minimum scholarship average of 3.5 for juniors after four semesters and 3.5 for seniors after six semesters. This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard will be admitted to candidacy for election to membership. Their eligibility shall then be considered on the basis of service, leadership and character.

Section 3 The selection procedure is as follows:

- A. The advisor will request a list of scholastically eligible students before the end of first quarter of the school year. These students will be informed about the National Honor Society and selection procedures by the chapter Advisor.
- B. Scholastically eligible students will be given data sheets for information regarding activities both in and out of school to complete and return to the chapter advisor.
- C. The faculty will be given a list of scholastically eligible students. They will rate these students in the areas of leadership, service and character. This ranking will be from 1 to 4, like grade point average. The criteria for rating the students in character, service and leadership will be made available to eligible candidates.

XI. “In-completes” for a Grading Period

- A. Absence for medical reasons is the only acceptable reason for the issuance of an incomplete. In case of vacation, injuries and unusual circumstances, the principal is authorized to grant exceptions to the above, with previous approval requested.
- B. In case of absences of four school days or less, the makeup work and/or test must be made up within one week (5 school days). For absences of more than four school days the student will submit a petition for make-up time to the principal. When the principal receives the petition he/she will confer with concerned teachers and approve, extend or reduce the requested make-up time and inform the student of the action taken. The request must be made within two days of their return.

XII. Class Schedules

Students must follow their schedules as printed.

- A. Counselors will assist students in the event that problems occur and changes are necessary.
- B. Failure to attend assigned areas may be considered truancy.
- C. Schedule changes will be permitted during the school year only if a sound academic reason exists for such changes. All teachers involved, the counselor and principal will evaluate the reasons given for the requested change and make a determination as to whether the change will be approved. The action should be initiated by getting a request for class change form from the counselor and filling it out and returning it to the counselor. Parents’ approval must be given before any action will be considered.

XIII. Drivers Education

- A. Students must have attained at least sophomore status to be enrolled in Drivers Education.
- B. Sophomores will be placed in the first or second semester class on the basis of age and credits.
- C. If scheduling conflicts occur as a result of students having to make up required classes due to failures, the required classes take precedence and the Drivers Education will be deferred and rescheduled the following year if possible. A \$350.00 fee (pending gas surcharges) will be charged for “behind the wheel” driver’s training. This must be paid before a student begins “behind the wheel” driving.

XV. Student Tutors/Library Aide

- A. Of the credits needed for graduation, not more than two total credits may be earned in the area of student tutoring or library student aide. Any additional credits in this area must be approved by the high school principal and guidance counselor.
- B. A student may be enrolled in only one student tutoring class per year, unless guidance and principal make an exception.
- C. Preference for filling student tutoring vacancies will be on the basis of need, with seniors given first option.

XVI. POST-SECONDARY ENROLLMENT OPTIONS

WHAT IS IT?

The post-secondary enrollment options (PSEO) program permits any 11th or 12th grade pupil enrolled in a public school to attend a Wisconsin institution of higher education for the purpose of taking one or more nonsectarian courses.

If the participating pupil takes a course for post-secondary credit only, then the pupil (parent/guardian) is responsible for paying the costs.

Districts are not required to pay for a post-secondary course if the district offers a comparable course with approximately an 80% match in course content.

Post-secondary options is a separate program and should not be confused with other programs which provide high school students an opportunity to earn college credit, such as College Board's Advanced Placement program, special service contracts with colleges and universities (CAPP), educational television programs, International Baccalaureate programs, UW-Extension courses, or correspondence courses. Nor should this program be confused with other circumstances where high school students attend courses at VTAE institutions to meet high school graduation requirements through contracts or other special arrangements.

Pupils in the 11th and 12th grades of public school who attend VTAE institutions under s.118.15 (1) (b), Wis. Statutes, may not enroll in an institution of higher education under this program.

WHICH INSTITUTIONS OF HIGHER EDUCATION IN WISCONSIN ARE ACCESSIBLE TO PUPILS PARTICIPATING IN THE PROGRAM?

All University of Wisconsin System institutions, including the UW-Center System campuses, are participating in the program.

All 16 colleges in the Wisconsin Technical College System are participating in the program.

All Wisconsin private, nonprofit institutions of high education who wish to participate must formally join the program by September 1 of each previous academic year.

HOW DOES A PUBLIC SCHOOL 11TH OR 12TH GRADER ACCESS THE PSEO PROGRAM?

By March 1 for the fall semester and by October 1 for the spring semester, pupils must notify the school board of their intention to participate in the program. The participating pupil must be enrolled in a public school and be in the 11th or 12th grade.

Pupils must apply to an institution of higher education during the school semester prior to enrollment in the institution of higher education. They must meet admission standards and application deadlines established by the institution of high education for participating in this program. Pupils may be admitted only if space is available. Admission under this program should not be construed as admission to the institution of higher education granted after high school graduation.

In the event that space is not available, the pupil is encouraged to list alternate course selections on Form PI 8700 so that the school board is able to determine the acceptability of the alternative course(s).

HOW DOES A PARTICIPATING PUBLIC SCHOOL 11TH OR 12TH GRADER KNOW IF SELECTED POST-SECONDARY COURSE WORK WILL BE AWARDED HIGH SCHOOL CREDIT?

Pupils who seek high school credit under the program must apply to their school board for approval.

By the end of the semester in which the pupil applies, the school board must notify the pupil if post-secondary course work will be approved for high school credit and how much credit will be awarded.

A pupil participating in the program may appeal the school board's decision not to award high school credit to the state superintendent of public instruction within 30 days of the decision.

The state superintendent has final authority to decide if the pupil should be awarded high school credit for post-secondary course work pursued under this program.

WHAT DOES THE PROGRAM COST?

School boards pay the costs as specified by the program for a participating pupil if the post-secondary course work is approved for high school credit, unless the board has determined that the post-secondary course is comparable (80% match) to a course offered and available to the student in the district.

When a pupil's request to take a post-secondary course for high school credit is approved, the participating school board must pay the institution of high education within 30 days after the end of the semester.

Participating pupils pay the costs, as determined by the higher education institution's payment requirement, if enrolled in the program for post-secondary credit only. If a pupil receives both high school and post-secondary credit, the school district is required to pay the costs.

If the status of Wisconsin residency for attendance at UW system school arises, please contact Ken Brittingham at (608) 266-2829 for further information.

WHAT ABOUT THE COST OF TRANSPORTATION FOR PUPILS WHO PARTICIPATE IN THE PSEO PROGRAM?

When participating pupils have school board approval to take a post-secondary course for high school credit, they may apply to the state superintendent for reimbursement of transportation costs if they are unable to pay.

The state superintendent is required by the program to give preference for transportation reimbursement to participating pupils who qualify for free or reduced price lunch.

Pupils who participate in the program for post-secondary credit only are responsible for their own transportation costs.

WHAT ARE THE RESPONSIBILITIES OF PARTICIPATING INSTITUTIONS OF HIGH EDUCATION?

It is the responsibility of participating institutions of high education to establish admission criteria for participants in this program.

Participating institutions of higher education must admit eligible students under this program only if there is space available.

Each institution of higher education participating in this program must comply with the pupil non-discrimination requirements under s.118.13(1), Wis. Statutes.

Participating institutions of high education have 30 days after classes begin to formally notify the school board when an admitted 11th or 12th grader enrolls in a selected course under this program.

ARE “HOME SCHOOL” STUDENTS ELIGIBLE TO PARTICIPATE IN PSEO PROGRAMMING?

No, Wisconsin statute 118.37(2)(A) states that any public school pupil enrolled in the 11th or 12th grade is eligible. Therefore home schooled students do not meet the public school requirements.

DOES PSEO APPLY TO SUMMER SCHOOL PROGRAMS?

No. The PSEO program does not apply to summer programs.
See your Guidance Counselor at WHS for further information regarding the PSEO Program.

XVII. General Provisions

The board of Education and/or Administration may deviate from these policies when it is deemed that to do so would best serve the interests of an individual student.

SECTION 3

STUDENT ATTENDANCE

All students are expected to attend regularly and to be on time for classes in order to receive full benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance records generally achieve higher grades, enjoy school more, and are much more employable after leaving high school.

- a. If a student is absent, a request for the day's work must be made by 9 a.m. to the office.
- b. Any absence during the school day (other than school sponsored) will count as an "absence". The student would not qualify for perfect attendance

Wisconsin Statute No. 118.15(1)

Compulsory School Attendance Law, states that any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours that the school is in session until the end of the term, quarter or semester of the school year in which the child becomes 18 years of age.

Wisconsin Statute No. 118.16(2c)

School attendance Enforcement Law, states that, "**Truancy**" means **any absence of part of or all of one or more days from school during which the attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of Statute 118.15.**

Legal cause shall be those Excused Absences as determined by the Board of Education.

I. Procedure for reporting absences will be as follows:

- A. A daily absence list will be published by the principal's office indicating students that are absent from first period class for the particular day.
- B. Students are responsible for presenting a written excuse to the principal's office for a previous absence upon their return to classes. If it is not done upon their return, it will not be excused. This excuse written by the parent should be dated, signed, and verified as to reason for the absence. A parent may call the office on the day(s) of the absence for verification. Please contact the office by 9:00am the day of the absence. A follow up call will be made if no contact is made.
- C. A student going to the doctor, dentist, and serious illness/funeral in the immediate family will obtain a passport from the principal's office. Only with proper verification will passports be excused. The passport must be presented to the teacher of the class that the student is in at the appointed departure time for signature. The passport, signed by the doctor or dentist, constitutes the excuse and should be presented the next morning to the high school office to insure that the absence is treated as excused. Students who must leave school for any other reason must bring a written excuse from their parents stating the reason. The excuse must be presented to the principal's office to obtain a passport before leaving school.
- D. **Absence of five (5) consecutive school days will result in the student being requested to present a medical statement from a doctor verifying the medical reason for the excuse and stating that the student may return to classes.**

- E. Students who accumulate **5 unexcused absences will be considered truant**. The student and parent/guardian will be notified. Social services will be contacted. If unexcused absences persist, Social Services will follow their respective counties' protocol.

II. Excused Absences

The following reasons are considered justified absences and the students will be permitted to make-up missed work:

- a. Student illness
- b. Serious illness/funeral in the immediate family
- c. Medical emergency
- d. Religious holidays (pre-plan needed)
- e. A court appearance or other legal procedure which requires the attendance of the student.
- f. A quarantine as imposed by a public health officer
- g. Others pre-approved by the administration

School field trips and co-curricular activities will occasionally cause a student to miss class. These absences will not be considered as missing school. However, all work missed must be made up. A student not excused by the high school office and not present for class may be classified as truant. Truancy may result in a suspension as well as a detention for each hour missed.

- A. **A Pre-planned Absence** shall also be legal cause for non-attendance. A family vacation is a good example. Pre-planned absences will require students to bring a note from their parent or guardian and obtain a pre-plan note from their parent or guardian and obtain a pre-plan form in the office. This form must be completed and returned to the office two (2) school days prior to the scheduled absence. All assignments are the responsibility of the student. If not presented in that time, the absence may not be excused. Pre-plans are allowed for the following reasons: family trips and vacations, college visitation, driving tests, military tests and others approved by administration. Note: A pre-excused absence request may not necessarily be approved by the principal. If absence is for an appointment, a passport for prior permission is required. If this is obtained before the absence, it will be excused if the passport is returned signed by dental/doctor office.
- B. Excused absences for college visits, other post-secondary options, and WIAA State Tournaments.
1. College Visits:
 - a. Two visits allowed under the following circumstances. One during second semester of Junior year. If not taken, two allowed during senior year–1st semester.
 - Visitors should be on track to complete 16 units typically by University of Wisconsin System Schools.
 - Rank in the top 50 percent of their graduating class or:
 - Have an enhanced ACT composite score of 20 or higher.
 - A parental signature assuring proper supervision to the college, along with documentation from the college, (invitation/letter) verifying the proposed visit is legitimate.

2. Other Post-Secondary Options (must also follow 1.(3) above)
 - a. Limited to seniors
 - b. A maximum of two school days will be allowed for seniors to pursue other post-secondary options such as:
 - Military service physicals
 - Vocational/Technical schools
 - Employment opportunities
3. Attendance at WIAA State Tournaments:
 - a. Supervision provided by coaches
 - Coaches recommend players (grades 9-12) that they are willing and able to supervise.
 - Tickets ordered by the school directly from the WIAA must be paid for in full, in advance.
 - A pre-planned form must be circulated to teachers prior to leaving.
 - b. Supervision provided by parents
 - Players can go on a family vacation under full parental supervision by submitting a pre-excused form as described in the Student Handbook.

(SAMPLE)

SCHOOL DISTRICT OF WABENO AREA
 Wabeno, Wisconsin
 Pre-Excused Form

This pre-excused absence form is to be used for planned absences from school of three or more school days. A family vacation would be a good example. Parents are asked to read this form and sign it so that the student may present it to his/her teachers prior to the planned absence.

It should be understood that a teacher's signature does not mean the student's grade will not suffer due to the absence.

The responsibility for initiating a make-up work schedule falls directly upon the student. The student also understands that the make-up work may be different from that required by the students who were present.

Student _____

Date leaving _____ Date returning _____

Parent's signature _____

Signature of teachers: _____

Signature of Principal _____

III. Unexcused Absence

An un-excused absence is an absence that does not fall within the definition of an excused absence or a pre-planned absence. The following are some examples of class absence that will not be considered justified and excusable:

1. Truancy, hair cut appointments, concerts, oversleeping, runaways, leaving the closed campus school anytime during the day (including lunch time), missing the school bus, needed at home, etc.
2. Baby sitting
3. Out of town for vague or unspecified reasons - no pre-planned
4. Deer hunting prior to Thanksgiving vacation

IV. Tardiness

- A. When a student is not in school for part/or all of the school day for any reason other than an excused passport, he/she is not allowed on school properties outside of the regular school day. This includes attendance and practices at any school functions. Exception: if there is a “major event” the principal may allow participation if the student serves a detention before the event.
- B. Tardiness will be treated on a consistent basis throughout the school day for each class. **Every third tardy in a semester (cumulatively throughout all classes) will result in a behavior referral.** If a teacher or office personnel detains a student from reporting to the next class until after starting time, an admittance slip will be issued to that student. Such delays will not be recorded as tardies by the receiving teacher. Students are reminded, however, that once they arrive late to their assigned class, they will not be permitted to leave to obtain a tardy excuse, therefore, students must obtain one beforehand if they anticipate being late.
- C. Tardiness for twenty (20) minutes or longer will be classified as an un-excused absence and truancy.

V. Make-up Work

Make-up work is the process by which credit is earned for those days on which a student was absent.

- A. Any Absence: When the an absence occurs, the school recognizes that make-up work cannot replace all the learning experiences missed; however, the staff recognizes the need in a legitimate absence to provide an opportunity to make up any work missed, as well as a well-balanced educational experience. Two things must be clearly understood:
 1. The responsibility rests with the student for making arrangements with the teacher relative to all make-up work. Separate grades may be given for all make-up work.

2. The make-up assignment may be different from what was required of the students that were present.
3. In case of absences of four school days or less, the makeup work and/or test must be made up within one week (**5 school days**). For absences of more than four school days the student will submit a petition for make-up time to the principal. When the principal receives the petition he/she will confer with concerned teachers and approve, extend or reduce the requested make-up time and inform the student of the action taken. The request must be made within two days of their return.

- B. **Pre-Planned Absence:** To receive credit for days missed due to a pre-planned absence, the following steps must be taken:
1. A pre-excused form is picked up from the principal's office and presented to each of the student's teachers. Students will have parents sign the pre-excused form before presenting it to their teachers.
 2. We ask that students have their teachers sign this form indicating arrangements have been made relative to work that will be missed during the student's absence.
 3. After arrangements have been made with the teacher and student, the pre-excused form must be returned to the principal's office two (2) days prior to school scheduled absence.

VI. Late Work

Late work will be accepted based on the individual teacher. Arrangements must be made with the individual teacher for turning in late work.

VII. Grading Policies

Formative assessments, summative assessments, and the semester final exam will be used for determining a final grade. Formative assessments and summative assessments will determine all quarter grades. These assessments along with final exams will determine the semester grades. Things such as attendance, participation, effort, etc. will not be included in the final grade for any course. Although many of the so called soft skills are important (being on time, attending, meeting deadlines, etc.), these have the ability to mask the grade which should reflect the true learning and understanding in a course. In addition, no extra credit will be allowed for a course.

A. Formative Assessment

1. Formative assessment is work that a teacher will use as a diagnostic tool to inform instruction and to inform students how they are progressing in their learning. This work may take many forms in a class. This could include in-class work, some quizzes, study guides, rough drafts, notebooks, class notes, exit cards, bell ringers, and many other activities. These assessments should be a tool to provide feedback to students so they have a measure of where they are at and can inform them as to their level of understanding, acquired knowledge, and development of abilities and skills in a particular unit and/or course. This feedback may be in the form of a grade and should also be in the

form of comments about suggestions for improvement and inform the students as to their next steps in learning.

2. All formative assessments **MUST** be submitted on or before the due date established by the instructor. Any formative assessment not submitted by the due date will be subject to a grade reduction. The grade reductions are explained in the general information section of this grading policy.
3. **NOTE:** It is the teacher's discretion which practice work will be graded and entered into the gradebook.

B. Summative Assessment

All students may complete a retake/redo, but any student who has not met the minimum standard on a summative assessment **MUST** complete a retake/redo in an attempt to meet the minimum standard. Students will be given one opportunity for a retake/redo of each summative assessment.

1. Summative Assessment Retakes

- a) Any student that does not meet the minimum standard (70% of the possible score) on an assessment **MUST** redo the assessment. A student will be given the opportunity to redo an assessment one time. **If after the redo attempt, the student has still not achieved the 70% proficiency, the percentage earned on the redo attempt will be entered into the grade book.**
- b) If a student wishes to retake a summative assessment, or must redo a summative assessment, the student has 5 days from the initial assessment date to take the retake/redo. The date by which the redo/retake must be completed will be within 5 days of receiving the grade on the original attempt.
- c) **NOTE:** The retake opportunity would not apply to things such as long-term projects, research papers, or final exams. The reason for this is the fact that students have numerous opportunities for feedback and corrections during the process through rough drafts and editing. The time frame for final exams does not allow for student retakes.

2. Scoring Summative Assessment Retakes

If a student retakes a summative assessment, **the grade the student earns on the retake will replace the grade** on the original summative assessment with the following provisions.

When a student has to redo a summative assessment or chooses to retake a summative assessment, the following grading guidelines will be used to issue the grade for redo/retake.

a) Retakes:

- If a student scores 70% on the initial summative assessment and chooses not to retake the test, he/she will receive the score earned.
- If a student scores above 70% on the initial summative assessment and chooses to complete the retake, the maximum score he/she can receive is 100% of the original point value of the summative assessment. Any student taking this opportunity will be given the score he/she earns on that retake attempt.

b) Redos:

- If a student scores below 70% on the initial summative assessment and refuses to redo the test, he/she will receive the original grade earned.
- If a student scores below 70% on the initial summative assessment and completes the redo, the maximum score he/she can receive is 100% of the original point value of the summative assessment.

3. Additional Guidelines

- a. If a student refuses or does not complete a summative assessment at the assigned time, it will be scored as a zero and will be considered the initial attempt at the summative assessment.
- b. If a student does not complete the retake within the 5 day window allowed, then the attempt will be considered missed and the student loses the opportunity to retake the summative assessment, and **he/she will receive the original grade earned on the assessment**

4. Summative Assessment Retake/Redo Study Plan

- a. In order for a student to complete a retake/redo he/she must complete and submit the Summative Assessment Retake/Redo Study Plan form to the teacher.
- b. Any student wishing to retake/redo a summative assessment must complete the Summative Assessment Retake/Redo Study Plan. This plan contains several suggestions about things that should/can be done prior to retaking/redoing an assessment. A mandatory requirement for a student wishing to complete a retake/redo is to meet at least once with the teacher to discuss the plan.
- c. As part of the Retake/Redo Study Plan, a teacher may require additional work to be completed by the student, so the student can show that additional learning has taken place prior to the student completing the retake/redo.

5. Semester Assessments

- a. Unless there is a major change in curriculum, there should not be a change in the end of semester assessments. The semester summative assessments should be based on essential knowledge and the benchmarks that are determined at the start of the course. Students must be expected to learn those benchmarks and demonstrate understanding of the essential learning at the end of the semester. The assessments should be common from year-to-year and should also be common for the same course taught by different instructors.
- b. **End of the Semester Assessments will be counted as 10% of the overall final grade.**

C. General Information

A student may be given an incomplete for a grading period for practice work missed and/or summative assessments that have not been taken, or for not meeting the standard on the summative assessment.

1. Incompletes

- a. If on the date of the semester exam, a student still has missing practice work or summative assessment(s), the grade for the semester will revert to a failing grade. However, if the teacher feels the student is making sufficient progress and simply needs additional time, an extension can be requested by the teacher and granted by administration. **This extension request is at the sole discretion of the teacher.**
- b. Students must turn in all practice work and summative assessments by the due date.

2. **Grading Late Practice Work and Summative Assessments**

- a. All practice work and summative assessments must be submitted on or before the due date established by the instructor. Any practice work or summative assessment that is not submitted by the due date will be subject to a grade reduction as follows.
 - One Day Late = Reduction of one letter grade or 5%.
 - Two – Three Days Late = Reduction of two letter grades or 10%.
 - Four – Six Days Late = Reduction of three letter grades or 15%.
 - Seven – Ten Days Late = Reduction of four letter grades or 20%.
- b. Any student turning in formative or a summative assessment after ten days will have the grade reduced by 50% after the work has been graded. Example: the score would have been an 80%, it would be entered in the gradebook as 40%.
- c. In all cases, if a **summative assessment** would not have met the 70% threshold had it not been late, the student would receive no grade, and **MUST redo the summative assessment**. If the student has to complete the redo, the reduction of the grade still happens based on how late the original assignment was.
- d. The reduced grade earned on formative assessment work that is late will be entered into the gradebook as graded.

“Zeros” will only be entered in the gradebook if a student refuses to complete an assessment

3. **A "zero" will be entered into the gradebook if a student refuses to complete a summative assessment at the assigned time, and will be considered the initial attempt at the summative assessment. If the student does not complete a redo within 5 days, the "zero" will stay in the gradebook.**

4. **Employability Skills**

- a. There is some concern that if we do not give points for things such as attendance, behavior, participation, etc. the students will not see them as important factors toward their success at school or after school. Certainly no one would argue that these are not important

- skills for success, but these should not be included in a grade that is intended to reflect a student’s acquired knowledge and learning.
- b. Students do not attend, behave, or participate because they earn points. They do these things because of other factors and possible consequences. We already have systems in place for many of these things through our school rules for attendance and behavior. As for participation, that can be achieved through engaging classroom activities and discussions. Remember, participation may not always be raising one’s hand and giving an answer; it may be writing an exit card, completing a bell-ringer journal entry, being involved in peer-to-peer instruction, etc. Certainly it can be argued that some students participate because they get points, but those students are most likely the students that would participate anyway. Engaging students through the planned activities is how students should be participating.
 - c. These Employability Skills may eventually be reflected on a student’s final transcript. The reporting of these learning skills will be done using criteria as listed below. When reporting these “scores” and when discussing student progress with a parent, the discussion will revolve around academic skills learned as well as the Skills for Learning Life. This leads to a much better discussion about what the student knows and what the student does without blurring the lines between the two.

EMPLOYABILITY SKILLS RUBRIC

	4 – Advanced	3 – Proficient	2 – Basic	1 - Minimal
Productivity	<ul style="list-style-type: none"> • Always meets deadlines • Always stays on task • Always prepared for learning 	<ul style="list-style-type: none"> • Needs occasional reminders of deadlines • Needs occasional reminder to stay on task • Needs occasional reminder to come to class prepared to learn 	<ul style="list-style-type: none"> • Needs frequent reminders of deadlines • Needs frequent reminders to stay on task • Needs frequent reminders to come to class prepared to learn 	<ul style="list-style-type: none"> • Consistently misses deadlines • Needs constant reminders to stay on task • Needs constant reminders to come to class prepared to learn
Personal Best	<ul style="list-style-type: none"> • Models learning-centered behaviors to others • Produces 	<ul style="list-style-type: none"> • Needs occasional reminder to focus on classroom tasks • Occasionally rushes through 	<ul style="list-style-type: none"> • Behaviors occasionally disrupt the class • Frequently rushes through work just to get 	<ul style="list-style-type: none"> • Behaviors frequently disrupt the class • Refuses to do work

	quality work	work	it done	
Respect	<ul style="list-style-type: none"> Helps others when their own work is completed Shows respect to the teacher and to others 	<ul style="list-style-type: none"> Works on other work when their own work is completed Needs occasional reminder of what appropriate classroom behavior looks like 	<ul style="list-style-type: none"> Frequently needs to leave the room Needs frequent reminders of what appropriate behavior looks like 	<ul style="list-style-type: none"> Consistently off task and/or leaving the room Needs constant reminders of what appropriate classroom behavior looks like
Technology	<ul style="list-style-type: none"> Uses technology appropriately Takes care of school technology properly 	<ul style="list-style-type: none"> Needs occasional reminder to use technology appropriately Needs occasional reminder to take care of technology properly 	<ul style="list-style-type: none"> Needs frequent reminders to use technology appropriately Needs frequent reminders to take care of technology properly 	<ul style="list-style-type: none"> Argues about using technology appropriately Argues about taking care of technology properly

VIII. Transfer Students

Circumstances may make it necessary for a student to transfer from Wabeno Jr/Sr high school to another school. There is a student check out form available in the principal's office that must be used to properly complete the transfer process

SECTION 4 CODE OF CLASSROOM CONDUCT

The District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the School Board, administration, and their classroom teachers.

I. Behavioral Referral

On any type of behavior problem noted by the teacher, a Behavioral Referral form will be filled out and sent to the principal's office. The student will be called in and the behavior will be discussed. Generally speaking (depending on the severity of the action that required the referral)

the first offense will be a warning. Repeated offenses could mean a detention, suspension and/or possible expulsion. There are three (3) things that a student will never be allowed to do:

- A. Keep a teacher from teaching
- B. Keep another student from listening
- C. Interfere with another person's rights (whether a teacher or another student)

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to disciplinary action in accordance with established Board policies and school rules.

This code of classroom conduct applies to all students in grades K-12.

II. Student Removal From Class

A teacher may remove a student from class for the following reasons:

- A. Behavior that violates the District's policies on suspension and expulsion.
- B. Behavior that violates the behavioral rules and expectations in the Student Handbook.
- C. Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes the following:
 - 1. Possessions or use of a weapon or other item that might cause bodily harm to persons in the classroom.
 - 2. Being under (or seemingly under) the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies.
 - 3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment.
 - 4. Behavior that may constitute sexual or other harassment.
 - 5. Fighting.
 - 6. Taunting, baiting, name calling, inciting and/or encouraging a fight or disruption.
 - 7. Disruption and intimidation caused by gang or group symbols, gestures, gang or group posturing to provoke altercations or confrontations.
 - 8. Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching or grabbing.
 - 9. Obstruction of classroom activities or other intentional action taken to attempt to prevent the staff member from exercising his/her duties.
 - 10. Interfering with the orderly operation of the classroom by using, threatening to use or getting others to use violence, force, coercion, threats, intimidation, fear or disruptive means.
 - 11. Dressing or grooming in manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.
 - 12. Restricting another person's freedom to properly utilize classroom facilities or equipment.
 - 13. Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions.
 - 14. Throwing any object, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.

15. Repeated disruption or violation of classroom rules.
16. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other student, presentation by visitor) or during quiet study time.
17. Behavior that causes the teacher or other students fear of physical or psychological harm.
18. Physical confrontations or verbal/physical threats.

D. Other behaviors as outlined below.

1. Willful damage or theft of the property of the school or another student.
2. Defiance of authority (willful refusal to follow directions or orders given by the staff).
3. Repeatedly reporting to class without bringing necessary materials to participate in class activities.
4. Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.
5. Repeated use of profanity.

III. Who May Remove a Student From Class

Any student may be temporarily removed from class under this Code by a teacher of that class. For the purpose of this Code, “student” means any student enrolled in the District, exchange student, or student visitor to the District’s schools.

For the purposes of this code, a “class” is any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of “class” includes, without limitation, regular classes, special classes, resource room sessions, labs, library times, counseling groups, assemblies, study halls, lunch, or recess. “Class” also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

A “teacher” is any certified instructor, counselor, supervisor, nurse, or administrator in the employ of the District.

A “teacher of that class” means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, or group leader. Where there is more than one teacher in a class, any teacher may remove a student from that class, upon informing the other teacher(s) of his/her intent to do so. It is advisable, though not absolutely required, that all teachers of a class assent to the removal of the student.

A “building administrator” means a principal of a school, or other individual duly designated by the building administrator or District Administrator.

IV. Students With Special Needs

Parents, staff members, and administrators must work together to ensure awareness of students with special needs/abilities so that appropriate discipline measures are taken. A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

V. Removal, Placement, and Notification Procedures

A. Short Term Removal

Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

1. Instruct the student to go to the main office for the period of removal. In such case, the teacher should send a note with the student or phone the office.
2. Obtain coverage for the class and escort the student to the main office.
3. Seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.

When the student arrives at the main office, the building administrator or designee should give the student an opportunity to briefly explain the situation.

Within 24 hours or one business day after the removal, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the removal.

As soon as practicable, but definitely within 24 hours of the removal, the building administrator shall inform the student's parent(s)/guardian that the student was removed from class. Such notice may be by telephone. The parents/guardian of the student shall be sent written notice of the removal postmarked within two business days of the removal. The written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The building administrator or designee shall keep written logs or records regarding unsuccessful attempts to contact the parents/guardian in accordance with this provision.

The building administrator shall designate a room or other suitable place where students shall remain during any period of removal from the classroom ("short term removal area"). Students will be supervised and required to do work of an academic nature while in the short term removal area. In no event should the students' time in the removal area be recreation or other free time.

Removal is a serious matter and should not be taken lightly by the teacher or the student. In most cases, a student shall remain in the short term removal area for at least the duration of the class or activity from which she or he was removed. Prior to allowing the student to resume his/her normal schedule, the building

principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in short term removal, or, where necessary, appropriate and practicable shall take steps to have the student sent home.

B. Long Term Removal

Long term removal is an extremely serious step, which should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his or her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long term removal should not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives between the teacher(s) and the building principal or designee. For the same reasons, long term removal should not ordinarily be considered on the basis of a single incident. Where a teacher believes that the best interests of the student and/or class require long term removal, the teacher should so notify the building administrator in writing. Such a statement should set forth as clearly and completely as possible (a) the basis for the removal request; (b) the alternatives, approaches and other steps considered or taken to avoid the need for the removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Upon receipt of such statement, the building administrator will consult with the teacher and/or other District staff as well as with the parents/guardian of the student and the student involved in the request for the long term removal. The appropriate educational placement for the student who has been removed from a class will be discussed during these consultations/conferences.

Following consideration of all pertinent information, and being consistent with established Board policies and in accordance with state and federal laws and regulations, the student who has been removed from a class may be placed in one of the following alternative settings:

1. An alternative education program as defined by law.
2. Another class in the school or another appropriate place in the school.
3. Another instructional setting.
4. The class from which he or she was removed or proposed to be removed if that is the best or only alternative.

Long term removal is an administrative decision not subject to a formal right of appeal. However, the parents of the student, and/or the student, shall have the right to meet with the building administrator and/or the teacher(s) who made the request for removal. Where possible, such meeting shall take place within three (3) business days of the request of the meeting. At the meeting, the building administrator shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any

decision. However, nothing in this Code shall prevent the building administrator from implementing a removal to another class, placement or setting prior to any meeting, and notwithstanding the objection of the parent(s) or student.

If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

VI Co-Curricular Activities

The policies for co-curricular activities are contained in a separate Co-Curricular Handbook and Code of Conduct documents. Copies of both may be obtained from the high school office or on-line at www.wabeno.k12.wi.us.

SECTION 5 STUDENT DISCIPLINE

Misconduct or behavior problems on the school premises could result in any of the following actions:

1. Conference with student and notification of parents
2. Detention assigned
3. Conference with parents
4. In-school suspension
5. Out-of-school suspension
6. Referred to legal authorities
7. Expulsion hearing in front of the school board

I. BEHAVIOR TRACKING FORMS (BTF)/DISCIPLINARY REFERRALS:

Behavioral Tracking Forms/Disciplinary Referrals are given for failure to follow school rules or after multiple detentions have been issued. Disciplinary referrals will be dealt with in the following manner:

1. First referral - will be handled at the discretion of the principal as circumstances merit as outlined in student handbook
2. Second and Third Referral - will result in a 1 week restriction for all students and a 1 contest penalty for athletes (Conduct Unbecoming of an Athlete). For group 2 activities (drama, forensics, etc.), the consequence is five hours of school service.
3. Fourth and Fifth Referral - will result in a 2 week restriction and a Saturday School for all students and a 2 game contest penalty for athletes (Conduct Unbecoming of an Athlete). For group 2 activities (drama, forensics, etc.), the consequence is ten hours of school service.

4. Sixth referral – On the sixth referral the student will be required to meet with the principal, guidance counselor, district administrator and parent(s) for pre-expulsion meeting to develop a pre-expulsion plan for the student.

Depending on circumstances suspension up to five days or expulsion could be recommended.

II. Suspension Policy

Students may be suspended for the following violations of school rules and state statute. These actions may cause the offender to be turned over to the Forest County Sheriff's Department.

A. School policy/regulations - Inappropriate behavior, both physical and verbal, shall not be permitted in school or school-sponsored functions. Such behavior includes, but is not limited to:

- Verbal abuse
- Fighting which includes participating in, encouraging, instigating, threatening, coercing, intimidating, annoying either singly or in groups.
- Possession or use of any article or look-a-like as a weapon to threaten or injure other.
- Possession or use of potentially dangerous, illegal or disruptive articles or missiles (including fire crackers).
- Profanity or obscene behavior. Any profanity or other severe act directed at a teacher or other personnel by a student will be an automatic suspension for that student. The student also may be referred to the police for disorderly conduct and a possible fine.
- Possession or use of electronic paging or two way communication devices (** see policy below).
- Use and/or possession of any tobacco product or look-a-like on any school property during the regular school day or during extra-curricular activities.
- Vandalism and/or theft of school and/or personal property. This action may cause the offender to be turned over to the Forest County Sheriff's office for prosecution.
- Bomb threats and/or setting off a fire alarm that is not warranted. This action will cause the offender to be turned over to the Forest County Sheriff's office for prosecution.
- Criminal and/or gang activity. This action will cause the offender to be turned over to the Forest County Sheriff's office for prosecution.

B. Range of consequences: Students violating this section shall be subject to, but not limited to: notification of parents, referral to other district personnel and/or police dept., suspension from classes or school, parental conference required, and/or expulsion.

C. Violations of electronic devices are as follows:

1. **Detention and the device will be held in the office the remainder of the day.**
2. **Detention and the device will be held until parental pick-up.**
3. **In-school suspension and the device will be held until parental pick-up.**
4. **Out-of-school suspension and the device will be held in the District office until the end of the school year.**

SCHOOL DISTRICT OF WABENO AREA

Electronic Devices

5136

Electronic devices may be used at the discretion of the teacher and/ or administration for instructional purposes. Students who choose to bring electronic devices to school can use them prior to the beginning of the school day, after students have been released for the day, or with special consent of a building administrator. At all other times, the devices must be turned off and out of sight. **In addition, students shall not use electronic devices in any restroom or locker room while at school or while at a school-sponsored activity at any time.** Using electronic devices to take photos is prohibited at all times. This includes on the bus, in restrooms, and in locker rooms.

The School District of Wabeno Area shall not be responsible for the safety or securing of personal electronic equipment that students choose to bring to school. The District may examine the electronic devices and search their content if there is a reason to believe that school policies, rules or regulations have been violated.

Students who violate this policy shall be subject to disciplinary action in accordance with established procedures.

Students will be notified of this policy on an annual basis through the student handbooks.

Electronic devices in the classroom:

The students are expected to place the electronic device in a common location to start class. They will be allowed to use them when the instructor feels it is appropriate. This allows the instructor to start class without electronic distractions. Students are encouraged to use electronic devices to supplement learning in the classroom but staff still has control and the final say in when/if electronic devices are used in the room.

Electronic Devices in the Hallway:

Student should not have the device out as they walk from class to class. Students can listen to music and have ear buds/headphones in /on in while they move from class to class as long as the

use of the device does not cause a problem. The administration has the right to change/remove this privilege on a case by case basis.

Electronic Devices During Lunch:

Students are allowed to use electronic devices during lunch but not during detention as long as the use of the device does not cause a problem. The administration has the right to change/remove this privilege on a case by case basis.

General procedures for electronic device violations in addition to loss of privilege (the administration may handle each case on an individual basis):

1. **Detention and the device will be held in the office the remainder of the day.**
2. **Detention and the device will be held until parental pick-up.**
3. **In-school suspension and the device will be held until parental pick-up.**
4. **Out-of-school suspension and the device will be held in the District office until the end of the school year.**

I. In-school suspension

- a. Students assigned an in-school suspension will serve this suspension from 8:00 a.m. to 3:21 p.m.
- b. Assignments for the duration of the confinement will be provided by the student's regular teacher. The supervisor will convey these assignments to the student. The completed assignments will be returned to the respective teacher's mailbox when completed.
- c. All students are required to bring their books, pencils, paper and/or any necessary educational materials to the assigned room.
- d. Emergency washroom needs will be met only during the middle of the regular classroom period.
- e. Regular breaks will last no longer than 5 minutes beginning at 10:00 a.m. and 2:00 p.m. At this time, the supervisor will escort the student to the washroom.
- f. Lunch will be brought to the student in the assigned room. Students will not be allowed to eat in the cafeteria while assigned an in-school suspension.
- g. Behavior - there will be no horseplay, talking, walking around or leaving the assigned area without the consent of the supervisor. Contact will be made between the student and the supervisor, not student to student.
- h. Students who write on walls or desks, or damage school property will make restitution. All students will sign in and out of the suspension room to ensure that it is clean before and after usage.
- i. Eating - there will be no food (school lunch only), pop or candy allowed in the assigned room.

II. Out-of-school suspension

Any student assigned to an in-school suspension is subject to an out-of-school suspension for the following reasons:

1. Non-compliance to rules and regulations set up for the in-school suspension room.
2. Repeated violations set forth in the School policy/regulations section listed above.
3. Other serious misconduct
4. Repeated suspensions will be referred to a board hearing for possible expulsion

****When a student is suspended from school (in-school and out-of-school), he/she is not allowed on school properties to attend and/or participate in any school sponsored functions.**

III. Student Alcohol/Drug Abuse Guidelines

A. When a student is found to be under the influence of illegal drugs or alcohol while on school grounds, during school sponsored activities, or in school owned or approved vehicles, he/she will be referred to the office. If this is the first time the student has been found to be under the influence of illegal drugs or alcohol, the procedure will be as follows:

1. The student's parents will be notified.
2. The local authorities will be notified.
3. The student will be suspended for up to 5 days.
4. The student may be referred for a possible Board Review and/or other disciplinary action.
5. The student will be referred to the guidance counselor and/or AODA Coordinator for a screening to determine the extent of the problem. Based on those findings, the student may be referred to the Student Assistance Program and/or to an outside agency for counseling/treatment.

B. If a student is found to be in possession of illegal drugs or alcohol, the procedures will be as follows:

1. The student's parents will be notified.
2. The local authorities will be notified.
3. The student will be suspended for up to 15 days pending an Expulsion Hearing.
4. Procedures for an Expulsion Hearing will be initiated by the administration.

IV. Use and Possession of Tobacco Products

Wisconsin Act 209 created state statute section number 120.12(19) prohibiting the use and possession of tobacco products on school district premises. The Town of Wabeno, Forest County, Wisconsin, created ordinance number 11-5-9, 11-5-10, prohibiting use of tobacco products on School District of Wabeno Area property. Students reported to be in violation of this ordinance will be referred to Forest County Sheriff's Department. Those found guilty will be subject to Forest County penalties as follows.

- First offense:** Fined plus court costs, out of school suspension the day of plus one additional day
- Second offense:** Fined plus court costs, three day out of school suspension.
- Third offense:** Fined plus court costs, and subject the student to a 5 day suspension and a possible expulsion hearing before the Wabeno School Board of Education.

**Use and possession of tobacco products is also prohibited at any and all school sponsored events.

V. Alcohol and Other Drug Abuse Policy

A. Introduction

The Wabeno Board of Education recognizes that drug abuse is a growing problem within the elementary and secondary schools of the nation. The Board recognizes that drug abuse is a behavioral/medical problem, as are problems associated with or resulting from abuse of alcohol.

Communication and cooperation with home are viewed as critical. Parents are invited to contact the school with concerns in this area. The schools will be contacting parents.

Section I - The goal of the school is to provide help, guidance and referral for treatment within a student shows indication of a possible behavioral/medical problem. The Student Assistance Program (SAP) has been established to help students in this area as well as other areas. It includes working with community resources as well as school resources. Specific information can be found in the SAP brochure. An equally important goal is to provide for every student a healthy and appropriate atmosphere in which to seek an education. The Wabeno Public Schools become concerned when an individual student's welfare and performance are affected during a school related activity. Specific problems dealt with in this policy shall be defined as follows:

1. Alcohol abuse problem - anyone under the influence of alcohol while on school premises or while involved in any school related activity.
2. Drug abuse problem - anyone under the influence of drugs who is not under valid medical direction of a licensed physician while on school premises or while involved in any school related activity.
3. Anyone in violation of the Wisconsin State Statutes regarding the possession or sale of drugs, alcohol, and dangerous substances.

** No student shall possess or be under the influence of illegal drugs or alcohol while on school grounds, during school sponsored activities, or in school owned or approved vehicles.

Section II - Students are reminded that local, state and federal laws provide for a variety of legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines. The Federal Controlled Substance Act provides penalties of up to 15 years

imprisonment and fines of up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Wisconsin law provides that any person who violates the criminal statutes on controlled substances by processing or distributing opiates, narcotics, hallucinogenics, depressants, or stimulants may be punished by a fine of up to \$25,000 and/or 15 years imprisonment. Distribution to a person under age 18 may be punished by up to twice the fine and imprisonment. Distributing controlled substances within 1,000 feet of any private or public school building may increase the maximum term of imprisonment by 5 years. Possession or consumption of alcoholic beverages on school grounds may be punishable by fines.

Wisconsin Statutes also provide penalty for an adult who knowingly permits or fails to take action to prevent consumption of alcoholic beverages by underage persons on premises owned by, or under the control of, the adult.

Any student exhibiting a continuing problem or suspected of being under the influence of drugs or alcohol is to be referred to the designated administrative guidance or health personnel.

B. Teacher Referral of Suspected Problem

1. The teacher suspecting a problem will refer the individual to the principal or his/her designees. The referral may need to be made immediately in which case the teacher will send a student to the office to get an administrator to escort the individual to the office, or get another staff member to cover his/her class; or the referral may be made at the end of the hour. The teacher will escort the student to the office.
2. The principal or his/her designee may notify the parents and determine if a counselor should see the individual. If drug or alcohol use is established, the parents will be notified.
3. When a student is found to be in possession or under the influence of illegal drugs or alcohol while at school, he/she will be referred to the office. If this is the first time the student has been found to be in possession or under the influence of illegal drugs or alcohol, the procedures will be as stated on in this handbook.
4. A student who refuses to participate in counseling shall have an opportunity for a hearing with the school principal upon written request of the parents within seven (7) school days of the offense to discuss any appropriate alternatives. Until the hearing process is completed, the student shall not be allowed in or at school activities outside of the normal school day. Should alternatives to participation in counseling not be arranged, the student will be prohibited from being in or at any school activities outside of the normal school day for a period not to exceed one (1) year from the date of the offense.

An appeal of the results of the hearing with the school principal can be made to the school board by the student upon written request of the parents within seven (7) days of the initial hearing in the event the initial hearing has not led to a satisfactory resolution of the problem. The decision of the board shall be final.

5. At school sponsored events, chaperons, upon recognition of a problem, will call the student's parents. He/she may also initiate other steps in this policy.

C. Student Self-Referral

1. A counselor sought out by a student will seek to help the individual.
2. Those district employees designated by the school board or its designee, the district administrator, up to and including the school guidance counselor, school social worker, and school psychologist, who engage in alcohol or other drug abuse program activities, shall keep confidential information received from a student that he/she or another student is using chemicals or is experiencing problems resulting from the use of alcohol or other drugs. If the staff member, however, has reason to believe there is serious and imminent danger to the health, safety, or life of any person and that sharing that information will alleviate the danger, then the information shall be disclosed to the principal. No more information than is required to alleviate the serious and imminent danger may be disclosed.

Any designated staff that, in good faith, discloses or fails to disclose information regarding serious and imminent danger is immune from civil liability for such acts or omissions. This does not apply to information required to be reported under the child abuse and neglect statute.

In addition, no records of any student who voluntarily participates in the SAP will become part of their permanent record. The fact of their participation as well as their conversations will be held strictly confidential, as required by federal confidentiality regulations and Wisconsin Statute.

D. The Seller, Dealer or Pusher

If a student is strongly suspected or found exchanging, possessing or selling illegal drugs or alcohol on the school grounds or during any school related event, police will be called.

Section III - The Wabeno Public School system will continue developing its instructional program to meet present and future needs related to drug and alcohol abuse education. Basic attitudes that lead to drug and alcohol abuse will be dealt with along with the facts regarding legal, physical and psychological results arising from abuse.

A copy of this policy will be made available to all professional staff members. School personnel will be encouraged to develop increasing awareness of the problem. They will be involved in in-service programs to develop their

competency in dealing with drug and alcohol problems and to make them aware of available community resources and of the school.

SECTION 6 DISTRICT POLICIES

SCHOOL DISTRICT OF WABENO AREA Student Harassment and/or Bullying Policy

5517/5517.01

It is the policy of the School District of Wabeno Area to provide a working and learning environment that is free from all forms of harassment, bullying and intimidation toward and between students. Therefore, the District will not tolerate harassment, bullying or intimidation in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders.

Students who believe they have been subjected to harassment, bullying or intimidation or any parent/guardians who believe their students has been subjected to harassment, bullying or intimidation should report the incident(s) to the principal, guidance counselor, or any other adult employee.

Examples of Harassment and/or Bullying

Harassment and/or Bullying is not limited to these examples:

1. Physical, verbal, and psychological abuse.
2. Repeated remarks to a person using inappropriate language or jokes.
3. Verbal comments or other expressions which insult, degrade, stereotype, offend any person or group because of sex, race, religion, national origin, or physical, mental, emotional or learning disability.
4. Inappropriate gestures or touching.
5. Repeated display of offensive graphic materials.
6. Repeated commentaries about a person's body.
7. Cyber bullying.

PROCEDURE:

1. Report harassment and/or bullying to principal/guidance counselor or other adult employee either orally or in writing.
2. An investigation will take place.
3. Parents and/or guardians of each student involved in the report will be notified.
4. The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Policy #5517 and 5517.01 are available in its entirety in the office or on the website.

PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

It is the policy of the School District of Wabeno Area that no person shall, on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, including transgender status, change of sex or gender identity, disability, age (except as authorizes by law), military status or physical, mental, emotional, or learning disability or handicap as required by Sec. 118.13, Wi. Stat

All career and technical education classes and programs are offered regardless of race, color, national origin, sex or disability.

Inquiries, questions or complaints concerning nondiscrimination shall be referred to the building principal and processed in accordance with established procedures.

Legal Reference: Section 504: 34 CFR 104.8

Title IV

Title VI

Title IX: 34 CFR 106.9

Sections of 111.31111.39 Wisconsin Statutes

118.13

118.19

118.20

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School Medication Policy

No prescription medication will be administered by school personnel without the Request by Parent to Administer Medication Form and the Physician Order For Medication Administration Form being filled out and returned to the individual(s) administering the medication forms available in office.

The Request by Parent to Administer Medication form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication. Medication to be given in the school must have the following information provided with it:

1. Child's full name
2. Name of the drug and dosage
3. Time to be given,
4. Physician's name

Medication will be taken by the child at the designated time administered by the individual who has been identified to do so. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time.

Only limited quantities of any medication are to be kept at school. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place in the principal's office. The length of period for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage time it is to be administered is changed from the original instructions. An accurate and confidential system of record keeping shall be established for each pupil receiving medication. No non-prescription medication may be administered to a student unless a Request by Parent to Administer Medication form is filled out by the parent or legal guardian and addressed and returned to individual(s) administering the medication.

School Wellness Policy School District of Wabeno Area

The School District recognizes that students and staff who practice wellness increase the potential for a positive learning environment. The district therefore supports good nutrition and regular physical activity as part of the total learning environment.

It is acknowledged by the Wabeno Board of Education that the primary responsibility for proper nutrition, wellness and regular physical activity belongs with each individual and his/her parents/guardians. As such, this policy will address wellness in two primary areas: **(1) education for individual responsibility for self-wellness** and **(2) providing a healthy environment through modeling and supporting nutritional meals/ food while at school.** It is believed that the school's primary role is to help individuals develop personal responsibility for their wellness and personal well-being. This will be done by developing Role Models, Health Education, Physical Education, Family and Consumer Science Education, Interscholastic Athletics, Family Activity Opportunities, Guidance and Counseling Programs all of which will be accompanied by a quality school lunch program that will meet the guidelines as established by the USDA Food and Nutrition Program. However, Board members realize that serving lunch and breakfast is a small part of a student's wellness. We cannot promote wellness by just providing a nutritious meal; we must provide the education background for healthy lifestyles.

Locker Room RELATIONS 9151

USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS

The Board of Education recognizes the importance of protecting the privacy interests of the District's students and is committed to safeguarding students' privacy in the locker room facilities.

As required by law, the Board establishes the following locker room privacy policy.

To protect the privacy of students, non-staff access to locker rooms for the purpose of interviewing or seeking information from any student in the locker room is prohibited.

No images of a nude or partially nude person in the locker room may be captured, recorded, or transferred under any circumstances by an individual.

To protect the privacy of the District's students, parents, other adult residents of the community and any public that may utilize the locker room facilities, no person may use a cell phone to capture, record, or to transfer a representation of a nude or partially nude person in the locker room.

Furthermore, the Board believes that safety is of utmost importance. Therefore, notwithstanding the provisions of this policy, if necessary, emergency rescue personnel will be permitted into the locker room and will be given access to any tools necessary to do their job.

District officials may refer any violations of this policy to law enforcement for possible criminal prosecution who violate State law.

175.22, 942.08, 942.09, Wis Stats.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- I. The right to inspect and review the student's education records within 45 days of the day the Wabeno School District receives a request for access.
Parents or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The School Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- II. The right to request the amendment of the student's education records that the parent or eligible student believes inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise

them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- III. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- IV. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District of Wabeno Area to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is as follows:

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

Student Records

Student records are maintained to assist students, parents, guardians, and the school in achieving the student's educational goals. Such records are accumulated, maintained, released, transferred, and eventually destroyed by the building principal or his/her designee in accordance with state and federal law. Only those individuals or agencies specifically authorized by state and federal law shall be granted access to a student's records.

The school district does forward records to other schools that have requested the records and in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer.

An adult student or the parent/guardian of a minor student may inspect the student's records in accordance with administrative policy and established procedures and may challenge the content if he/she believes the records are inaccurate or misleading. Such a complaint would be filed with the building principal. If not satisfied with the decision, an appeal avenue is available through the Family Policy and Regulations Office of the U.S. Department of Education.

Religious Accommodations

The district will provide for the reasonable accommodation of a students' sincerely held religious beliefs with regard to examinations and other academic requirements. If a student and or parent/guardian believe that religious accommodations are not adequate the principal should be contacted. For more information refer to the Board of Education Bylaw 0147 (copies of all Board policies are in the school library).

SECTION 7

SCHOOL BUS REGULATIONS/PROCEDURES

GENERAL RULES

1. School bus transportation is a privilege to the student, not a right.
2. Misbehavior, on the bus will not be tolerated. Students who misbehave may be suspended from the privilege of riding the bus.
3. Students involved in the following types of behavior will be referred by the bus driver for disciplinary action:
 - a. Fighting or provoking a fight
 - b. Profanity or vulgarity
 - c. Defiance of the bus driver's authority
 - d. Willful disobedience of the bus driver
 - e. Possession or use of tobacco in any form
 - f. Possession or use of alcohol
 - g. Late for bus pick up
 - h. Damage to seats or other parts of school bus
 - i. Throwing articles from windows
 - j. Leaving the bus without the bus driver's permission
 - k. Disruptive behavior such as loud talking, pushing, and throwing things in the air.

REFERRAL PROCESS

- a) The initial phase of discipline for non-critical situations shall be between the bus driver and the rider.
- b) If the bus driver is unsuccessful on a one-on-one basis with the rider, he/she will fill out a behavioral tracking form on the rider. This report may involve making a personal contact with the guardian. This contact shall be documented on the report and filed for possible future use.
- c) If the discipline problem persists, the driver shall be required to complete a report which will be attached to the initial report containing the results of the parent/guardian contact. Both reports shall then be immediately forwarded to the Transportation

Director and Building Principal who will in turn contact the parent/guardian for follow up.

d) If disciplinary issues persist, the Transportation Director or Building Principal will review the reports and forward them to the student's principal for appropriate action.

NOTE: Any single incident of a very serious nature, which threatens the health, safety, and welfare of other individuals on the bus or a school district employee, may be referred to the district/administrator/designee for action and/or hearing.

4. Missing the bus in the morning is not an acceptable excuse for missing school.
5. Consumption food or beverages, or possession of beverage containers is not allowed on regular bus runs. **Note:** These rules may be amended at the discretion of the bus driver. This includes regular bus runs, activity runs and extra-curricular runs.
6. Students must have permission to ride another bus; signed by parent/guardian and school designee.

A. Previous to loading (on the road and at school)

1. Be on time at the designated school bus stops—keep the bus on schedule. Leave home in time so you do not have to rush to catch your bus.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter the bus.
4. Line up in orderly fashion in single file. Do not rush to get on the bus.
5. Do not move toward the bus at the school loading zone until the buses have been brought to a complete stop.
6. Be courteous. Don't take advantage of younger children in order to get a seat.
7. If there is no sidewalk or path, it is recommended that you walk to the side of the road facing traffic to get to the bus stop.
8. Use the grab rail and watch your step when getting on the bus.

B. While on the Bus

1. Keep the hands and head inside the bus at all times.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as valuable furniture in your own home.
5. Never tamper with the bus or any of its equipment.
6. Leave no books, packages, lunches or other articles on the bus.
7. Keep books, packages, coats and all other objects out of the aisles.
8. Remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.
9. Do not throw anything out of the bus window.
10. Always remain in your seats while the bus is in motion.
11. Be courteous to fellow pupils, the bus driver, the driver's assistants and to passers-by.

12. Keep absolutely quiet when approaching a railroad crossing stop. The bus driver will be listening for any approaching trains.
13. Parents will be notified if there is misconduct on the bus.
14. The driver is responsible for controlling the bus riders. Bus riders must obey the driver and driver assistants, promptly.
15. Inform driver, if possible, when a rider will be absent.

C. After leaving the bus

1. Cross the road, when necessary, after getting off the bus (at least 10 feet in front of the bus) but only after checking to be sure no traffic is approaching and after receiving the signal from the driver.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver.
4. Riders are not permitted to leave the bus at other than regular stops unless pre-authorization has been given in advance by parent and school officials.

D. Extra-Curricular Activity Trips

1. The above rules and regulations will apply to any trip under school sponsorship.
2. All participants attending out-of-town school events will travel to and from the event via school transportation. Upon advanced written notification from a parent or legal guardian, and completion of the school approved form which must be on file in the office no later than 3:20 p.m. the day of the event, a coach or supervising teacher may allow a student to ride home with the parent or legal guardian. The coach or supervising teacher may not necessarily agree to the request. There will be no exception to the requirement of going to the event via school transportation.
3. The pupils shall respect the wishes of chaperones appointed by the school officials to accompany bus riders.
4. The number of people needed for a student spectator bus will be 20.
5. All participants attending practices or contests within the school district but which require transportation shall only be permitted to travel to and from these activities via school transportation. Upon advanced written notification from a parent or legal guardian, a coach after consulting with the principal, may consider exceptions to the above.

SECTION 8

MISCELLANEOUS POLICIES AND PROCEDURES

I. CLOSINGS

Emergency School Closings

Listed below are the radio stations which will be called on days of inclement weather or during emergency situations when school will be canceled or when school may start later than the normal time.

	AM	FM	
Rhineland	WOBT 1240	WRHN	100

Wausau	WSAU	55	WIFC	95.5
Antigo	WRLO	900	WATK	104.5
Marinette	WMAM	570	WLST	95

Generally a decision is made regarding the closing of school by 6:00 a.m. The announcement should be broadcast between 6:05 a.m. and 6:45 a.m. There is no magic temperature mark that influences our decision to close school. Many factors, such as velocity of wind, condition of roads, ice, drifting snow, etc. are considered before the decision is made. If you do not hear the announcement or receive a call, then consider school to be in session.

II. DANCES/PROM

A. SCHOOL DANCES

Planning

1. The student council and the administration must approve of all dances two (2) weeks in advance.
2. Request for dances must include: time, date of dance, pre-audit, names of clean-up committee and names of five chaperons (four parents from the class, organization sponsoring the dance, or the community and one teacher).
3. A \$50.00 deposit must be turned into the student council along with the request for the dance. This will be forfeited if the procedure is not followed
4. The clean-up must be done before the first school day following the dance. In-service days are counted as school days.
5. Wabeno/Laona Homecoming Court - Preparation, distribution, and counting of ballots shall be the responsibility of the student council at each school, under the supervision of their advisors.

Election of king, queen and court

1. A senior king and queen
2. One male and female representative for each class, 9-12
3. Each class votes for the their own representatives
4. Seniors select 2 males and 2 females, the top vote getters will be named king and queen

Eligible voters for Homecoming king and court:

1. Correct number of credits to be eligible for class and in good standing (membership, truancy, and conduct unbecoming).

The senior class at Wabeno shall be responsible for planning the dance and securing appropriate crowns for both kings and queens. The Homecoming game and dance shall be rotated annually between Laona and Wabeno, 2014-Laona, 2015-Wabeno. When Wabeno hosts, juniors and seniors will share in all costs and revenues.

B. PROM

*****All Proms will be held in the high school gym unless School Board approval is obtained.*****

Time may not exceed twelve midnight.

A. Exceptions

(1) The student council reserves the right to make any exceptions to the preceding rules if good cause can be shown and it is in the best interest of the student body. All exceptions must meet the approval of two-thirds of the student council. Changes to the financial guidelines can only be made by the school board.

(2) Dress code - an appropriate dress code will be set by the council for each dance. It may include: no jeans, boys must wear dress pants and shirt (no T-shirts) and girls must wear dress slacks or a dress.

III. DRESS CODE

Student Right - Each student has the right to determine personal dress within guidelines.

Student Responsibility - Parent(s), guardians, and students have the responsibility to see that students are dressed and groomed appropriately for school. Students have the responsibility for wearing safety or special purpose equipment whenever it is required.

School Policy/Regulation - The school has a responsibility to establish dress standards that promote a positive, healthy and safe learning environment. Rules pertaining to appropriate student attire are necessary in order to maintain a favorable academic atmosphere.

A. Students are not permitted to wear clothes that are distracting, cause classroom disruptions, inappropriate for the school setting, unsafe, unclean, or anything that displays racism, profanity, drug/alcohol captions, or anything else that is indecent.

B. Shoes must be worn in and around the school at all times. Special requirements may be necessary in certain areas such as physical education, art, band, driver's education, science labs and shops, i.e. safety glasses, aprons, etc.

C. Hats are inappropriate in school and are not to be worn during regular school hours.

D. Articles of clothing that cause excessive maintenance problems, i.e., cleats on boots, shoes that scratch and/or mark floors and trousers/jeans with metal rivets that scratch furniture are unacceptable.

E. Shoulders must be covered (sleeveless blouses/shirts are acceptable.)

1. Tops must be long enough so that midriff does not show.

2. No halter tops, crop tops, tube tops or spaghetti strap, no bare backs.

3. Garments that reveal the sides of the body are prohibited.

4. Undergarments must be covered.

5. Pants must be worn at the waistline (no sagging).

6. Skirts and shorts should not be excessively revealing (no miniskirts or short shorts). Appropriate shorts are considered to be of fingertip length when student's arms are hanging down at sides.

*****Range of Consequences** - Students violating this section will be subject to, but not limited to: Conference with school officials and clothing changed, parental conference, suspension, expulsion. ***

IV. FIRE DRILL

There is no such thing as a minor fire hazard in a school building. It is impossible to exaggerate the importance of any hazard that may exist in our school.

- A. Signal - Fire drills are signaled by the operation of the fire buzzer which sounds until the building is entirely cleared.
- B. Behavior - No talking is permitted in fire drill lines while leaving the building. In the event of a real fire, talking might prevent you from hearing instructions. Students are to walk, not run.
- C. Correct Procedures - Students must leave the classroom and building as quickly and orderly as possible. Doors and windows must be closed. Proceed in a double line from the classroom to the exit that your room has been instructed to use. In the event of a real emergency, halls or doors may be blocked due to fire or heavy smoke. In such cases, students must use another exit. If you are first in line and an area is blocked do not try to turn the line of students around. The line leader should make a “U” turn and continue to lead the line to another exit. If the hall has heavy smoke in it stay low, but do not push or shove.
- D. Re-entry - The all-clear signal will permit teachers to signal students to return to their assignments. The all-clear signal will be three (3) short blasts on the fire alarm.

V. GUIDANCE COUNSELOR

- A. The guidance office is the place to seek assistance with problems, personal, academic, vocational or of some other nature.
- B. While the administration of discipline is not within the scope of the counselor’s duties, the counselor is available to assist individuals in making adjustments in life style and attitude that may improve their ability to live within the school policies. In classes too, the teacher has the authority to teach and discipline as the administration permits, but the counselor may assist the student in forming work habits, teacher relationships and classroom behavior that enable her or him to improve his academic success.
- C. The guidance department is run with an “open door” policy. Students should feel free to come in without appointments to discuss problems. Every effort, however, should be made to avail you of the counseling service without missing classes. Come in during a study hall or at some other free time. It is our aim to “make the good students better, the successful students more successful, and to alleviate any problem that it is within our power to alleviate.”
- D. It is the function of the counselor to arrange the class schedule of each individual and to maintain the academic record of each student.
- E. The counselor is available to provide information relative to various careers. This information will include types of tasks performed, training needed, employment opportunities and financial rewards.

- F. Information on post-secondary schools is also available from the guidance office. Catalogs are on file from most of the state universities and technical schools, as well as catalogs from any private colleges and trade schools. Application forms and assistance are available to those students seeking to apply for admission to a school or to apply for financial aids and/or scholarships.

Crisis Intervention team - The School District of Wabeno Area has a crisis intervention team and plan that is activated whenever there is a serious injury or death of any employee or student in the district. If a student dies, a team member consults with the family to offer support and appropriate follow-up. Team members are also available for counseling for students who are experiencing grief because of a death, serious illness, or serious injury of someone close to them. If parents have a concern about one of their children, they should contact the school counselors, Michele Rocole.

V. GUM

Gum chewing is allowed within the building at the discretion of individual classroom staff. The library, computer labs, auditorium, and gymnasiums are under a no gum chewing policy.

VII. HALL CONCERNS

We ask that students observe the following rules and regulations relative to passing through the hall ways.

- A. You must have a hall pass while classes are in session.
- B. Walk at all times. Do not run in the halls.
- C. Good manners and consideration for others should help ease traffic in crowded corridors.
- D. Food is not allowed in the halls at any time.
- E. Profanity or foul language will not be tolerated in the hallways and/or classes or related activities sponsored by the school.
- F. Observe noon hour rules and regulations.
- G. We ask the students to use good judgment in the halls relative to personal behavior. Excessive displays of affection will not be tolerated in school. The Wabeno Student Council has defined excessive displays of affection as: “anything more than hand-holding”.

VIII. Injury or Illness

If you injure yourself in school, be sure to report this to your teachers and principal immediately. If illness or injury necessitates, obtain permission from your teacher to report to the principal’s office. Only first aid will be given to injured or ill students while in school. Students will be given first aid, depending on the extent of the injury, will either be returned to class or sent home. More serious cases will necessitate notification of parents and possible hospitalization.

IV. Insurance Program

Students who are participating in school sponsored activities under the supervision of school personnel are covered with insurance under the Student Assurance Services, Inc.

This includes all pupil general coverage and group athletic coverage. When claims must be filed, school personnel will complete part A of a three part form and pass along to parents who will be responsible for completing the procedure. This insurance is a secondary insurance and also has a \$250 deductible. This insurance will not cover any injury that is not treated within sixty (60) days.

X. Lockers, Keys and Locks

Lockers are provided for the convenience of all students. The locker does not become the personal property of the student. School personnel reserve the right to inspect lockers at any time. Students who check out elevator keys for personal use must make a \$10.00 deposit (refundable on return). Students will be issued school locks for placement on their assigned locker. All locks must be school issue. There is no fee associated with this service, however the student is responsible to pay a replacement cost of \$5.00 for lost locks.

XI. Phone Usage

Students will not be allowed to use the office phone for personal calls without permission. In the event a student receives a call, he/she will not be called out of class but will be given a message between periods. Emergency call will always take precedence.

XIII. Purchase Orders

Purchase orders must be used for all purchases made for classes or organizations. The purchase order must have the signature of both the class or organization and advisor and the high school principal. The purchase order forms are available in the office. If no purchase order is used, the individual making the purchase will be held responsible.

Taking Care of Money Officers in charge of class funds and individuals collecting money for fund raising projects are responsible for its safekeeping. Cash should be quickly given to appropriate school personnel for safe deposit.

XIV. Tornado Drills

Tornado drills may be conducted at least once a month during the months of September, March, April, and May. One of the drills shall be conducted in cooperation with the simulated tornado emergency exercise planned by the Forest County Division of Emergency Government.

The building principal and teachers shall provide necessary information to students to insure safe and quick access to designated shelter areas in the basement.

A. Specific Instructions

1. When directed to do so over the P.A., move to the designated areas.
2. Each faculty member has been assigned to a specific area in the basement where their class is to go for shelter.

3. Follow your teacher to the assigned location.
4. Remain standing.
5. Face away from any windows.
6. Stay away from any doors as they could flap violently during a tornado.
7. Once in your shelter area, it is extremely important to remain as quiet as possible in order to hear further instructions.
8. If you are not with a teacher, and you are not sure where to go—go to the art room.

XV. Vehicle Usage

All vehicles in the student parking lot must be registered in the high school office and have a parking decal placed on the rear view mirror. The cost for registering and parking is \$10.00 per semester/\$20.00 per school year. However if the initial decal is lost, the replacement cost is \$10.00 per decal. Each student will receive an assigned parking stall. Vehicles must always remain in their assigned stall.

Students who drive to school may do so under these conditions:

1. Use of the upper parking lot is school property and thus subject to be searched. Parking here is a privilege.
2. Operating a vehicle during school hours is prohibited, unless a passport is issued.
3. Students are not to be in or near any vehicle at any time during the regular school day unless authorized by the high school office or principal.
4. Cars with profanity or vulgar stickers/messages will not be allowed to park in school parking lots.

Consequences for violations:

Detention, temporary loss of parking privileges, suspension, and/or permanent loss of parking privileges.

**** Snowmobiles or all-terrain vehicles are not allowed on school grounds at any time. ****

XVII. Visitors

Upon entering the building, visitors must immediately report to the office for registration, a visitor's tag, and permission to remain in the building. Persons in a school building without permission are subject to legal action. No student may bring friends to school to spend the day.

XVIII. Work Permits

- A. Work permits are available in the district or counselors offices. In order to obtain a work permit, you must show:
 1. Proof of age
 2. A letter from the prospective employer

3. A letter from your parents
 4. Pay the fee of \$10.00
- B. Any minor seeking employment must have a work permit/

SECTION 9

LIBRARY/COMPUTER LAB PROCEDURES

I. LIBRARY RULES

The library has print and non-print materials available to further the educational and individual interests of students and staff.

RULES PERTAINING TO STUDENTS

1. The library is open from 9:30 a.m. to 3:30 p.m. during the regular school day. Any student who wishes to use the library after school should ask in advance.
2. All students must have a signed pass from a faculty or staff member to come into the library. Upon entering the library, this pass is to be placed at the circulation desk. The pass will be signed by the librarian or the substitute, and when the student leaves the library, the time will be written on the pass. This pass will be returned to the person who wrote it. Any student who gets a pass from study hall or a classroom to go to the library, or a pass from the library to return to study hall or a classroom, must go there immediately. Failure to do so will result in loss of library privileges.
3. Students should whisper while in the library.
4. Reading a magazine quietly is an individual act.
5. Homework which does not require the use of library materials (this includes all mathematics) must be done in study hall.
6. Taking any material from the library without checking it out, or without the permission of the librarian, is theft and will be dealt with accordingly.
7. Any student who mutilates materials, including tearing out pages from or writing in books or magazines, will also be dealt with accordingly.
8. Do not bring backpacks, water bottles, or headphones into the library. Leave them elsewhere.

RULES PERTAINING TO MATERIALS

1. No materials may be taken from the library without being checked out or without permission of the librarian. When materials are returned, they should be placed on the circulation desk underneath the black sign that reads, "Please Return Books Here".
2. Books are checked out for a two week period; vertical files and magazines are checked out for a one week period; and reference books are checked out overnight, due back the following school day. All of these materials can be renewed, unless there is a reserve on

- it. If you cannot find a book on the shelf, ask about it. Any book can be placed on reserve for you.
3. The library does not have all materials which are available statewide for educational or recreational reading. Our library can use Wisconsin Valley Library Service, in the Marathon County Public Library, to borrow additional materials. Anyone who wants to order materials through interlibrary loan can ask at the circulation desk for help in doing this. These materials are usually lent out for a three week period, and cannot be renewed. You do not have to pay for borrowing from other libraries, but if you lose anything, you have to pay for it.
 4. Fines for over-dues are five cents per day per piece of material. Fines do not have to be paid when the book is returned; save money and return it as soon as possible.
 5. Students who have over-dues and/or fines may not check out additional material.
 6. Overdue lists are made out and posted often. It is your responsibility to check the bulletin boards by Mr. Hein's and Mr. McCann's rooms for these lists.
 7. Material which is 20 days overdue results in a library suspension; students will receive a notice explaining what this entails.
 8. Near the end of each semester, students must clear their library record of fines and over-dues in order to continue using the library during their study hall. The date will be announced well in advance, during morning announcements.
 9. During the last week of each school year, the library is closed for inventory. All materials must be returned by this time. Students who keep library materials over the summer will be charged for them.

II. COMPUTER LAB RULES

1. Students using the computer lab should first check in at their study hall and then go directly to the lab.
2. Students must already have a signed pass from a teacher indicating what they are to be working on, when they enter the lab. Students cannot leave the lab to go get a pass from a teacher.
3. Students must sign their name in a lab use book and indicate the number of the computer they will be using.
4. Students using the computer lab are to remain in the lab the entire hour. They are not allowed to leave to go to their locker, to the bathroom, to get a drink of water, or any other place unless it is an emergency. If the assigned computer work is finished early, the student is to remain in the lab and work or read quietly until the end of the hour.
5. Music in the computer lab is allowed only if it is a necessary part of the assigned work. Students must use headphones, (self-provided), so as not to disturb others.
6. Students who forge a pass to the lab will lose lab privileges for a specified time.
7. The computers in the computer lab are for educational purposes, not for playing games, personal e-mail, or chat room.
8. Students who misbehave or misuse the lab will be referred to Mrs. Peterson and Mr. Taylor.
9. Sign and return acceptable use policy.

**Wabeno Area School District
Acceptable Use Policy**

**OFFICE OF DISTRICT ADMINISTRATOR
SCHOOL DISTRICT OF WABENO AREA**

**PROPERTY
7540.03**

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability (see Sec. 943.70, Wis. Stat. (Computer Crimes) and Sec. 947.0125, Wis. Stat. (Unlawful Use of Computerized Communication Systems)). Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. A minor student must also have the permission of his/her parent or guardian before accessing the Internet at school.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet.
- B. Students may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the network.
- D. Students may not use the Internet to engage in "hacking" or other unlawful activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Students are expected to abide by the following generally-accepted rules of network etiquette:
 - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.

2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher and unless expressly authorized by your parent or guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
 4. Never agree to get together with someone you "meet" on-line without prior parent approval.
 5. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- H. Use of the Internet to access, process, distribute, display, or print child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors is prohibited. For example, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.

To ensure that the Board's computer resources are not used for inappropriate purposes and consistent with the Children's Internet Protection Act, the Board has implemented technology protection measures on all computers with access to the Internet and World Wide Web that protect against access to visual depictions that are obscene, child pornography, and/or harmful to minors. These measures are operating at all times, and enable the Board to monitor and protect against access to the aforementioned visual depictions. We have additional and extensive systems and security mechanisms in place to ensure the security, integrity, and appropriateness of the data on our networks. We also rely on and respect each family's right to decide whether to allow their children access to the Internet and World Wide Web.

- I. Malicious use of the Board's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Board's computers/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- K. Students are prohibited from accessing or participating in on-line "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher or technology coordinator. All such authorized communications must comply with these guidelines.

- L. The Board has software and systems in place that monitor and record all Internet, World Wide Web, and computer usage. The Board wants users to be aware that security systems are capable of recording, for each and every user, each World Wide Web site visit, the amount of time spent actively using the World Wide Web, each chat, news group access, e-mail message, and every file transfer into and out of our internal networks to the Internet. No District student or employee should have any expectation of privacy as to his/her Internet or World Wide Web usage, or the privacy of any electronic mail message, file, download, note, or other data stored on or transmitted or received through any Board computing facility. The Board reserves the right to review computing activity and analyze usage patterns, and may choose to publicize this data to assure that

the Board's computing resources are devoted to maintaining the highest standards of educational benefit and employee productivity. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password.

- M. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- N. Disclosure, use, and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- O. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.

943.70, Wis. Stats.

947.0125, Wis. Stats.

Family Educational Rights and Privacy Act of 1974, as amended

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
as amended

18 U.S.C. 2256 18 U.S.C. 1460

18 U.S.C. 2246

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STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The Board of Education’s Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school’s computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board’s computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Please complete the following information:

Student User’s Full Name (please print): _____
School: _____ Grade: _____
Parent/Guardian’s Name _____

Student

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and may result in the revocation of my privilege to access and use the District’s network, including the Internet, and that disciplinary action may be taken against me. As a user of the Board’s computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student’s Signature: _____ Date: _____

Teachers and building principals are responsible for determining what unauthorized or inappropriate use is. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board’s Student network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

Parent/Guardian

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I agree to indemnify and hold harmless the School, the School District and the Board of Education and any of its employees, administrators or officers from any and all claims, damages, losses and costs, of whatever kind, that may result from my child’s use of his/her access to the District’s networks or his/her violation of the District’s policies and guidelines. In addition, I agree not to hold the School, the School District, the Board of Education and any of its employees, administrators or officers responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet – i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may result in the revocation of my child’s privilege to access and use the District’s network, including the Internet, and that disciplinary action may be taken against my child.

To the extent that proprietary rights in the design of a website hosted on the Board’s servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please check each that applies:

- I give permission for my child to use and access the Internet at school and for the Board to issue an Internet/e-mail account to my child.
- I give permission for my child’s image (photograph) to be published on-line, provided only his/her first name is used.
- I give permission for the Board to transmit “live” images of my child (as part of a group) over the Internet via a web cam.
- I authorize and license the Board to post my child’s class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child’s first name will accompany such class work.

Parent/Guardian’s Signature: _____ Date: _____

Release of Information

(If you do not wish to restrict any of your child's student directory data, please DO NOT return this form.)

Dear Parents/Guardians:

The following are considered student directory data:

- Student Name
- Participation in recognized school activities
- Degrees and Awards
- Pictures in Yearbooks
- Pictures on School Webpages
- Printed School Programs
- Student Work
- Student name, address and telephone listing to military recruiters, Department of Public Instruction, or institutions of higher education

This directory data shall be considered public information and may be released to individuals or organizations, subject to approval by the Administration, unless the parent/guardian or adult student informs the district that all or part of the directory may not be released without prior consent of parent/guardian or adult student.

Please check any of the items below that you do NOT want to be released as student directory data:

- _____ Student Name
- _____ Participation in recognized school activities
- _____ Degrees and Awards
- _____ Pictures in Yearbooks
- _____ Pictures on School Webpages
- _____ Printed School Programs
- _____ Student Work
- _____ By request, access to high school student's name, address and telephone listing to military recruiters, Department of Public Instruction, or institutions of higher education purposes.

If you do not wish to restrict any of your child's student directory data, please DO NOT return this form.

Student Name: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

WABENO JR/SR HIGH SCHOOL STUDENT HANDBOOK 2016-17

The Student Handbook and Reference Guide have been officially adopted by the Board of Education of the School District of Wabeno Area on July 6, 2016.

The Student Handbook and/or Reference Guide is presented to each student and briefly covered the first week of each school year.

This agreement is to be returned to the high school office with the required signatures. The signatures indicate that we (the student and/or parent/guardian) have received the Student Handbook and/or Reference Guide and fully understand that we are responsible to follow all rules, regulations, and policies included in it while enrolled in the School District of Wabeno Area. Failure to do so **does not** release responsibility.

I have read and received the Student Handbook Reference Guide. The Student Reference Guide and the Student Handbook can also be obtained at the Wabeno High School Office and on-line at www.wabeno.k12.wi.us.

Date: _____

Parent/Guardian (Please Print): _____

Parent/Guardian Signature: _____

Student Signature (Please Print): _____

Student Signature: _____

**PLEASE RETURN TO THE HIGH SCHOOL OFFICE BY
SEPTEMBER 9, 2016**

August 11, 2016