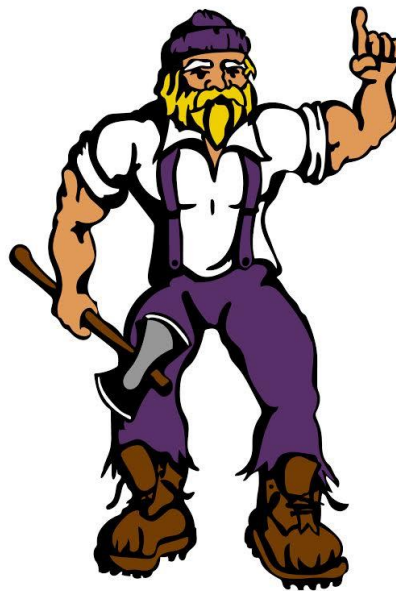


WABENO JR/SR HIGH SCHOOL
STUDENT REFERENCE GUIDE

ROLLERS RISE

2016-17



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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INTRODUCTION

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.

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.

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.

WABENO JR/SR HIGH SCHOOL
2016 – 2017 CALENDAR

August 18.....	New Staff In-service
August 25.....	Staff In-service
August 29.....	Staff In-service
August 30.....	Teacher Work Day/Open House 4-8 P.M.
August 31.....	Staff In-service/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.

SCHOLASTIC POLICIES

The Following policies will govern the 2016-17 school year and all subsequent school years unless amended by the Board of Education. Every student must be scheduled into a class seven hours per day.

JUNIOR HIGH

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.

Any 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 class 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 and the high school score will not be recorded. We want students to move at a pace that is appropriate for that student to optimize their learning potential.

HIGH SCHOOL

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

9th Grade 6 credits for 10th grade status

10th Grade 2 credits for 11th grade status
 11th Grade 18 credits for 12th 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. The 2016-17 requirements are a minimum of **24** credits which include the following from the core:

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

CLASS SCHEDULES

Students must follow their schedules as printed. Counselors will assist students in the event that problems occur and changes are necessary. Failure to attend assigned areas may be considered truancy. 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.

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		

DRIVERS EDUCATION

Students must have attained at least sophomore status to be enrolled in Drivers Education. Sophomores will be placed in the first or second semester class on the basis of age and credits. 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.

GRADE CHECKS

Grade checks will be conducted every three weeks. Co-curricular participation depends 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. Grade Check dates for 2016-17 are: **September 23, October 14, November 4, December 2, December 23, January 20, February 10, March 3, March 24, April 13, May 5 and May 26.**

GRADUATION CEREMONY PARTICIPATION REQUIREMENTS

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.

Attendance Clause: Any graduating senior that would be considered truant at any time during the school year under the School District of Wabeno attendance policy will forfeit their eligibility to participate in the graduation ceremony.

HONOR ROLL

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”.

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. **No student receiving a quarter and/or semester grade of a “D” or “F” and/or an incomplete shall be placed on the honor roll.**

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.

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.

- If a student is absent, a request for the day's work must be made by 9 a.m. to the office.
- 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.

PROCEDURES FOR REPORTING ABSENCES

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.

- A. 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.

- B. A student leaving for a medical appointment or for a funeral in the immediate family, or for a family emergency should notify the principal's office. A note signed by the doctor or dentist, should be presented the next morning to the high school office to insure that the absence is treated as excused. A note from a parent or guardian is acceptable for a family emergency or funeral. Students who must leave school for any other reason must bring a written excuse from their parents stating the reason.
- C. **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.**
- D. 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.

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

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

PRE-PLANNED ABSENCES

- A. Pre-planned absences 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:
 - c. Military service physicals
 - d. Vocational/Technical schools
 - e. 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.

UNEXCUSED ABSENCES

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:

- Truancy, hair cut appointments, concerts, oversleeping, runaways, leaving closed campus school anytime during the day (including lunch time), missing the school bus, needed at home, etc.
- Baby sitting

- Out of town for vague or unspecified reasons - not pre-planned.
- Deer hunting prior to Thanksgiving vacation.

TARDINESS

- A. When a student is not in school for part/or all of the school day without an approved excuse it will be counted as an unexcused absence and he/ she is not allowed on school properties outside of the regular school day. This includes attendance of any school functions including practices. 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 and a mandatory lunch detention.** 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 before entering the class.
- C. Tardiness for twenty (20) minutes or longer will be classified as an un-excused absence and truancy.

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. Three 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 makeup 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.

2. **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 as well as any other consequences that may be imposed.

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.

FORMATIVE ASSESSMENT

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.

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.

NOTE: It is the teacher's discretion which practice work will be graded and entered into the gradebook.

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.

Summative Assessment Retakes

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.**

If a student wishes to retake a summative assessment, or must redo a summative assessment, the student must be complete the redo/retake within 5 days of receiving the grade on the original attempt.

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.

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.

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.

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.

Additional Guidelines

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.

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**

Summative Assessment Retake/Redo Study Plan

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.

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.

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.

Semester Assessments

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.

End of the Semester Assessments will be counted as 10% of the overall final grade.

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.

Incompletes

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.**

Students must turn in all practice work and summative assessments by the due date.

Grading Late Practice Work and Summative Assessments

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%.

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%.

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.

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

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.

EMPLOYABILITY SKILLS

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.

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.

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 quality work 	<ul style="list-style-type: none"> Needs occasional reminder to focus on classroom tasks Occasionally rushes through work 	<ul style="list-style-type: none"> Behaviors occasionally disrupt the class Frequently rushes through work just to get it done 	<ul style="list-style-type: none"> Behaviors frequently disrupt the class Refuses to do work
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

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.

While our number one goal as a school district is to provide a sound academic experience for all of our students, co-curricular activities provide unique opportunities for students to promote their mental, physical, social and emotional development. By providing a combination of high academic standards and strong co-curricular programs, the Wabeno Jr. /Sr. High School extends the privilege of enriching the mind and body to all students.

The goals of the Jr. /Sr. High school are to promote and reinforce the following concepts:

Integrity, character, respect, community, and privilege. All programs and changes in the building will be based on these ideals!

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. All minor referrals are recorded in our data and consequences are handled by the instructor or staff writing the referral. For all major referrals the student will be called to the office and the behavior will be discussed. Consequences are specific to the student and the behavior in each unique circumstance and will be determined on an individual basis.

There are three (3) things that a student will never be allowed to do:

- Keep a teacher from teaching
- Keep another student from learning
- Interfere with another person's rights (whether a teacher or another student).

REMOVAL

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 which may include short-term removal, long-term removal and out of school placement as in accordance with established Board policies and school rules. Any school district employee has the obligation/authority to remove students from situation specified by the criteria list above.

STUDENT DISCIPLINE

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

Conference with student and notification of parents, detention assigned, conference with parents, in-school suspension, out-of-school suspension, referred to legal authorities and expulsion hearing in front of the school board.

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.

SUSPENSION POLICY

Inappropriate behavior, both physical and verbal, shall not be permitted in school or school-sponsored functions. 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. 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, language, threats and AODA issues. A complete list can be found in its entirety within the complete student Handbook.

IN-SCHOOL SUSPENSION POLICY

Students assigned an in-school suspension will serve this suspension from 8:05a.m. to 3:20 p.m. Assignments for the duration of the confinement will be provided by the student's regular teacher. All students are required to bring their books, pencils, paper and/or any necessary educational materials to the assigned room. Students will be given the opportunity to eat Lunch but will not be allowed to eat in the cafeteria while assigned an in-school suspension.

OUT-OF SCHOOL SUSPENSION

Any student assigned to an in-school suspension is subject to an out-of-schools suspension for the following reasons: Non-compliance to rules and regulations set up for the in-school suspension room, repeated violations set forth in the School Policy/Regulations and 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.**

MISCELLANEOUS POLICIES AND PROCEDURES

CELL PHONE PRIVACY

It is the practice of the School District of Wabeno Area to ensure the privacy of all individuals during the time they occupy locker room facilities at school and during school sponsored events. All cell phones are prohibited in any school locker room. If a cell phone is found, all and any staff has the right to confiscate the phone. If compromising photos are found to be taken with the phone, it may result in immediate removal from the co-curricular activity and a referral to local authorities.

CLOSING

Local media will broadcast and the school reach system will be launched for days of inclement weather or during emergency situations when school will be canceled or when school may start later than the normal time.

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 counselor, Michele Rocolle.

DRESS CODE

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

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

- Tops must be long enough so that midriff does not show.
- No halter tops, crop tops, tube tops or spaghetti strap, no bare backs.
- Garments that reveal the sides of the body are prohibited.
- Undergarments must be covered. Pants must be worn at the waistline (no sagging).
- Skirts and shorts should not be excessively revealing (no mini-skirts or short shorts). Appropriate shorts are considered to be of finger- tip 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.

ELECTRONIC DEVICES

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.

General procedures for electronic device violations **SEE BEHAVIOR TRACKING FORMS (BTF)/DISCIPLINARY REFERRALS** (the administration may handle each case on an individual basis)

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. 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.

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.

HALL CONCERNS

We ask that students observe the following rules and regulations relative to passing through the hall ways. You must have a hall pass while classes are in session. Students use good judgment in the halls at all times 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”.

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: A senior king and queen, one male and female representative for each class, 9-12, each class votes for their own representatives and the seniors select 2 males and 2 females, the students earning the most votes will be named king and queen. Eligible voters for Homecoming king and court: 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, 2016- Laona, 2017 - Wabeno. When Wabeno hosts, juniors and seniors will share in all costs and revenues.

INJURY AND 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.

LOCKER, 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.

PHONE USAGE

Students will not be allowed to use the office phone for personal calls. 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 calls will always take precedence.

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. All exit plans and information can be found in every classroom.

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 driver's side window. The cost for registering and parking is \$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:

- Use of the upper parking lot is school property and thus subject to be searched. Parking here is a privilege.
- Operating a vehicle during school hours is prohibited, unless permission has been given by the administration.
- 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.
- 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.

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.

**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 EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

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

Use of the Education Technology is a privilege, not a right. The District’s Education Technology, including its Internet connection and online education services, is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.

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. 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 Education Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of the District’s Education Technology.

Please complete the following information:

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

Parent/Guardian

As the parent/guardian of this student, I have read the Student Education Technology 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 Board-owned or leased 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 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: _____

Student

I have read and agree to abide by the Student Education Technology 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 Education Technology, including the Internet, and that disciplinary action may be taken against me. As a user of the Board’s Education Technology, I agree to communicate over the Internet and through the Education Technology 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. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board’s Student Education Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

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**