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**I. INTRODUCTION**

***WELCOME TO WAUTOMA HIGH SCHOOL***

*“Home of the Fighting Hornets”*

Welcome to the 2023-2024 School Year at Wautoma High School. Our goal is to create an emotionally and physically safe environment so all students can learn and enjoy their high school journey. We intend to provide our students with a rigorous and relevant educational experience strongly connected to their future plans of being college and/or career ready. We will communicate and follow through with high expectations for student behavior, attendance, and work ethic while they attend our school. A great emphasis will be placed on respect and responsibility in all aspects of the school setting. We are proud of our school, and we want that pride to be incorporated in everything we do.

*Mrs. Jennifer Johnson – Principal*

*Mr. Michael Nompleggi - Assistant Principal*

***WAUTOMA AREA SCHOOL DISTRICT MISSION STATEMENT***

***"Building Positive Foundations for the Success of Our Children"***

Listed below are the Character Traits valued by our staff and our community, and we will infuse the message from these traits into all curricular and extracurricular programming.

### ***WAUTOMA AREA SCHOOL DISTRICT CHARACTER TRAITS***

**Cooperation**--Working and acting with others to achieve a common goal; collaborating, problem solving, and using shared knowledge and experiences in a common effort; being a team player.

**Determination**--Having a fixed purpose to overcome obstacles; focusing and working hard towards goals and desires; persevering.

**Empathy**--Identifying with the state of another person; putting yourself in another person's shoes; using emotion to take perspective; caring about others.

**Integrity**--Being honest and truthful in your actions; standing up for your knowledge of what is right.

**Leadership**--Having a clear sense of direction and a positive influence on others; being trustworthy, confident, motivating, and respectful; making positive decisions.

**Respect**--Creating a caring environment through consideration of others; to honor and hold others in high esteem

**Responsibility**--Being dependable, punctual, and prepared; holding yourself and others accountable; taking ownership for your actions and decisions.

### ***WAUTOMA HIGH SCHOOL SONG***

Wautoma we're loyal to you,  
Wautoma we know you're true blue.  
We'll back you to stand against the best in the land,  
'Cause Wautoma we know you have sand.  
Wautoma show what you can do.  
Wautoma your players are true.  
Your players are fame protectors.  
Come, team, for we can expect a victory,  
Wautoma, from you.

# Wautoma High School

## 2023-2024 Bell Schedule

FOUR MINUTES BETWEEN BELLS



MONDAY, TUESDAY, FRIDAY	PERIOD	WEDNESDAY	PERIOD	THURSDAY	PERIOD
7:50 - 8:10	START	7:50 - 8:23	FlexTime	7:50 - 8:23	FlexTime
8:14 - 9:06	Period 1	8:27 - 9:33	Period 1	8:27 - 9:33	Period 2
9:10 - 10:02	Period 2	9:37 - 10:07	RTA 2	9:37 - 10:07	RTA 1
10:06 - 10:58	Period 3	10:11 - 10:41	RTA 4	10:11 - 10:41	RTA 3
11:02 - 11:32	<i>A Lunch</i>	10:45 - 11:51	Period 3A	10:45 - 11:51	Period 4A
11:02 - 11:54	Period 4 B	10:41 - 11:11	<i>Lunch A</i>	10:41 - 11:11	<i>Lunch A</i>
11:36 - 12:28	Period 4 A	11:15 - 12:21	Period 3B	11:15 - 12:21	Period 4B
11:58 - 12:28	<i>B Lunch</i>	11:51 - 12:21	<i>Lunch B</i>	11:51 - 12:21	<i>Lunch B</i>
12:31 - 1:23	Period 5	12:25 - 1:31	Period 5	12:25 - 1:31	Period 6
1:27 - 2:19	Period 6	1:35 - 2:05	RTA 6	1:35 - 2:05	RTA 5
2:23 - 3:15	Period 7	2:09 - 3:15	Period 7	2:09 - 2:39	RTA 7
				2:43 - 3:15	FlexTime

## **II. ATTENDANCE INFORMATION**

### **WAUTOMA HIGH SCHOOL ATTENDANCE GUIDELINES AND EXPECTATIONS**

*STUDENTS NEED TO BE IN CLASS BY 7:50 AM, THEY WILL NEED*

*TO BE AT SCHOOL BY 7:45 AM. Dismissal time is 3:15 PM.*

- **Excused Absences:** Students are allowed **10 excused absences** in a school year.
  - **Medically excused absences** - do not count against the ten excused absences as long as a medical note with exact dates is provided to the office.
  - **Family emergency situations and/or other extenuating circumstances** need to be addressed with a school administrator.
  - **If your student is ill** - please call the school at **920.787.3354 before 9 AM.**
  - **If you know your student is going to be absent in advance** - please contact the school office. If a student has an appointment (i.e. medical, dental, driver's examination, legal) that is known in advance, the parent or guardian must send a note with the student. Students are responsible for requesting work they will miss for absences. It is recommended that these requests are made as soon as the student knows of the planned absence. Before leaving school for an appointment, the student must always SIGN OUT at the Office. Upon arriving back to school after the appointment, the student must turn in a note from the doctor verifying the appointment and SIGN IN. Many doctor's offices will provide a receipt verifying the appointment upon leaving the office. **If possible, all appointments should be scheduled for BEFORE or AFTER SCHOOL – NOT DURING.**
  - If a student has an appointment (i.e. medical, dental, driver's examination, legal) **that is not known in advance**, the parent or guardian must send a note or phone call prior to the appointment for the student to leave school. Before leaving school for an appointment, the student must always SIGN OUT at the Office. Upon arriving back to school after the absences will provide a receipt verifying the appointment upon leaving the office.
- **Unexcused Absences:** Students are allowed **5 unexcused absences and/or tardies to school per semester.**
  - A warning letter will be sent home after **2 unexcused absences and/or tardies to school.**
  - A certified letter will be sent home after **5 unexcused absences**

**and/or tardies to school.** A meeting will be held with the parent and/or student, a school administrator, and the Police Liaison Officer.

- o The next unexcused absence and/or tardy will result in the filing of truancy or the issuance of a truancy citation.
- Students who have an unexcused absence on the day before and/or the day of an event will not be allowed to attend the event.
- If truancy has been filed on a student and there have been unexcused absences following this filing, a student may not attend upcoming extracurricular events.

### ***PARENT-TEACHER CONFERENCE ATTENDANCE***

Students are required to attend Parent-Teacher Conferences, as it does count as a day of attendance. If your student does not attend the conferences and you do not contact the school, their absence will be marked as unexcused.

### ***HABITUAL TRUANCY AND OPEN ENROLLMENT***

The Wautoma Area School District can deny open enrollment if the student was habitually truant in the nonresident school district during any semester of attendance in the current or previous school year. The Wautoma Area School District can terminate open enrollment rights if the student in the succeeding semester or school year was habitually truant during either semester in the preceding school year.

### ***SENIOR ATTENDANCE FOR GRADUATION CEREMONY***

Students are required to have regular attendance during the school year in order to participate in the commencement ceremony. Any student who misses more than 10 school day/90 class periods for the school year, even if parent permission is granted, will not be allowed to participate in the commencement ceremony with the only exceptions being medical excuses, family emergencies, school related, and/or college visits—these exceptions are to be reviewed by the building administrator and/or their designee. All appeals must be made to the building administrator within ten (10) school days of the student and parents/guardians receiving notification that the student will not participate in the commencement ceremony. The building administrator may reinstate the privilege of participating in the ceremony for a good and sufficient reason(s).

**PLEASE READ BELOW FOR MORE DETAIL ON THE WAUTOMA AREA  
SCHOOL DISTRICT ATTENDANCE POLICY**

**ATTENDANCE - POLICY 5200**

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays, excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays accepted, during the full period and hours that kindergarten is in session until the end of the school term.

**WISCONSIN AND WAUSHARA COUNTY ATTENDANCE LAWS**

Wisconsin Statutes, Section 118.15 - Compulsory School Attendance –(1) (a) Except as provided under paragraphs (b) to (d) and subsection (4), unless the child is excused under subsection (3) or has graduated from high school, any person having control of a child who is between the ages of 5 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age. §118.15 (3) (c), Wisconsin Statutes, provides in part that compulsory attendance does not apply to any child excused in writing by his or her parent or guardian before the absence. A child may not be excused for more than 10 days in a school year under this provision.

Parents and Students Take Note. The above statutes can be difficult to interpret. In essence, section 118.15 states that students between the ages of 5 and 18 must attend school on a regular basis to avoid truancy charges. Also, students MAY ONLY miss 10 excused days of school per school year under section 118.15. This includes absences for illness, vacations, and family business. This is extremely



important to remember. In the event that a student must miss more than 10 days of school in a school year, the student must get special permission from the administration. Parents are strongly encouraged to call the Principal or Assistant Principal to inform them of the circumstances.

Wisconsin Statutes, Section 118.16 (1)(a) and (c) - Truancy A student is considered truant if he or she is absent without acceptable excuse for all or part of 1 or more days during which school is held. A student qualifies to be habitually truant when he or she is absent without an acceptable excuse all or part of 5 or more days in a school semester.

Waushara County Truancy Ordinance Please note that a student may receive a ticket from any police officer for missing any part of one day of school without a proper excuse. The first time that a student receives a ticket, he/she will be required to go to court and will receive a \$50.00 citation. Fines will increase with each offense. This ordinance applies to all students in Waushara County no matter what their age, and parents can be ordered by the court to pay the fine.

Parents and Students Take Note. If a student is habitually truant from school, a truancy meeting date will be set, which is mandatory. If truancy persists, paperwork will be filed with the Waushara County Corporation Counsel.

### **III. STUDENT RIGHTS AND RESPONSIBILITIES**

#### ***STUDENT/PARENT RIGHTS - POLICY 5780***

The Board of Education recognizes that students possess not only the right to an education but the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time the Board recognizes that no student may be deprived of the basic right to equal access to the educational program and his/her constitutional right to due process and free expression and association as appropriate for the school environment.

#### ***STUDENT CODE OF CLASSROOM CONDUCT - POLICY 5500***

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Wautoma Area School District is committed to maintaining classrooms conducive to learning. Teachers are expected to create a positive learning environment for students in their classrooms and to maintain proper order. Students are expected to conduct themselves in a manner that allows the teacher to effectively carry out lesson plans and allow students to participate in classroom learning activities. Students are also expected to abide by all the rules of behavior established by the Board of Education, the administrator, and the classroom teacher(s).

Student behavior that is dangerous, disruptive, unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from the classroom and placement as outlined in this policy. In addition, the student may be subject to disciplinary action in accordance with all established Board policies and school rules.

#### ***SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES - POLICY 5605***

In matters relating to the disciplining of students with disabilities, the Board of Education shall abide by Federal and State laws. The District Administrator shall establish administrative guidelines and ensure they are properly implemented when disciplining any student with disabilities.

#### ***SUSPENSION AND EXPULSION - POLICY 5610***

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

#### ***IN-SCHOOL DISCIPLINE - POLICY 5610.02***

It is the purpose of this policy to provide an alternative to out-of-school suspension. The availability of in-school discipline options is dependent upon the financial ability of the Board of Education to support such a program.

In-school discipline will only be offered at the discretion of the building administrator for offenses found in the Student Code of Conduct.

## ***DRESSING AND GROOMING - POLICY 5511***

The purpose of the Wautoma Area School District (WASD) Student Dress Code is to protect the health and safety of all individuals associated with the school-sponsored events; to assist in promoting educational goals; and to remove interference with the educational mission of the Wautoma Area School District. Accountability for student appearance in the WASD is the responsibility of students and parents. This accountability will create a safe, respectful, and positive learning environment; and will foster the modeling of good citizenship.

All clothing should be appropriate to the student's age, the school community, and for weather conditions. Students are required to use good judgment, to respect themselves and others, and to demonstrate modesty in the school community.

The WASD Student Dress Code will accommodate students whose legitimate religious beliefs require or encourage certain types of dress or accessories.

The WASD administrative staff will perform enforcement of the WASD Student Dress Code. All staff are responsible for referring to violations of the student dress code.

### **The WASD Student Dress Code Applies To All Time – Including But Not Limited To: Where Individuals Are Bending, Standing, Sitting, Etc.**

- A. The wearing of pant-type garments:
  - 1. All pants have to be secured above the undergarments or where undergarments should be.
  - 2. Belts are defined as a strip of flexible material appropriate for school worn through the belt loop to secure and support pants-type garments and cannot hang down. If worn as an accessory, belts also cannot hang down. Shoulder straps must be worn in the manner of their intention.
  - 3. The length of pants-type garments cannot drag on the floor causing a safety issue.
  - 4. Pajamas are not allowed to be worn.
  - 5. Shorts and skirts-type garments must be worn in a manner that does not reveal undergarments and/or areas that should be covered by undergarments.
- B. Holes in clothing:
  - 1. Kindergarten through 5<sup>th</sup> grade – no holes in clothing above the knee.

1. Grades 6<sup>th</sup>-12<sup>th</sup> – no holes in clothing revealing skin, undergarments, and/or socks. All clothing must cover chest area and below; entire shoulder area; entire back area; and all undergarments. All shirts must be in constant contact with pant-type garments.
- C. Overly tight and improperly fitting garments viewed, as a distraction, will not be allowed.
  - D. Overly loose and inappropriately fitting clothing viewed as a safety concern, will not be allowed.
  - E. Developmentally appropriate undergarments must be worn at all times. Undergarments must be worn in the manner of their intention
  - F. If shoes are determined to be a safety concern due to use difficulty and/or structural integrity, they may be determined to violate the dress code. Laced shoes must be tied at all times. An additional pair of non-marking gym shoes will be worn at all times on the gym floor surface during physical education and/or extracurricular programming.
  - G. Clothing, apparel, and/or expressions which are obscene, representative of illegal behavior (promotion of substance use and abuse), demeaning to others (racial, religious, sexist or ethnic inscriptions), contain sexual references/double meanings; apparel/signs, symbolic of gang-related activity, or sexually suggestive material are not permitted.
  - H. Chains and similar items are not to be worn or carried at any time in the school community.
  - I. Hats may not be worn in the building as per Wisconsin Statutes 120.13. Bandanas, scarves, hoods, and other headwear are also not allowed to be worn in the school building. Administrative Exceptions. Extenuating circumstances may dictate the need for headwear in the school building.
  - J. All coats, jackets, will be housed in the student lockers or designated areas throughout the school day.
  - K. Jewelry, Accessories, Piercings, and Tattoos on the body cannot pose a safety concern to the individual or others; and/or pose a distraction to the educational environment.
    1. Accessories will include but not be limited to: purses, sunglasses, safety pins, hair clips, and cologne/perfume.
    2. WIAA rules will be applied to physical education, technology education, and other physical activities.
  - L. Hairstyles and/or makeup, which are determined by the building administrator/designees to interfere with the educational process, are prohibited. Kindergarten-8<sup>th</sup> grade students will dress in appropriate outerwear for the current weather conditions.

- M. All interpretations are at the discretion of the Building Administrator or their designee.
- N. Blankets are prohibited. Students are encouraged to dress warmly based on the weather.

Listed below are the consequences for students who choose not to follow these guidelines:

- 1st Violation: Teacher and student conference.
- 2nd Violation: Administration and student conference.
- 3rd Violation: Parent contact and lunch detention.
- 4th Violation: Lunch detention.
- 4th Violation: One Day of In-School Suspension
- 5th Violation: One Day of Out-of-School Suspension: Parent Meeting.

***The administration reserves the right to send students home who are not dressed appropriately and this will be marked as an unexcused absence.***

#### ***PUBLIC DISPLAYS OF AFFECTION***

The inappropriate public display of affection is frequently embarrassing to adults and students. Students are expected to exercise self-control and respect for the reputation of others. Specifically kissing and physical contact deemed inappropriate by staff are not allowed on campus grounds at any time. Holding hands is the only allowable form of PDA. Students failing to respect this rule will be disciplined accordingly:

- 1st Incident: Verbal warning from administration.
- 2nd Incident: Detention and Parent Contact
- 3rd Incident: In-School Suspension and Parent Meeting

#### ***SKIPPING CLASS AND TARDY TO CLASS GUIDELINES AND EXPECTATIONS***

*Students are expected to be in their assigned class and to arrive to classes on time. Listed below are the guidelines for those students who choose not to follow these guidelines.*

**SKIPPING CLASS - A student may be considered as skipping class when he/she arrives five or more minutes after class is scheduled to begin. Any student who is not in their assigned class without permission will receive the following consequences:**

- First Incident: 1 Day of In-School Suspension - Parents will be contacted.
- Second Incident: 1 Day of Out of School Suspension - Parents will meet with school administrator(s) on student's return to school. Students cannot

return to school until parents meet with the school administrator(s).

- Third Incident: 2 Days of Out of School Suspension - Parents will meet with school administrator(s) and Police Liaison Officer on student's return to school. Students cannot return to school until parents meet with the school administrator(s) and the Police Liaison Officer.
- Fourth Incident: 2 Days of Out of School Suspension and a Truancy Citation.
- Fifth Incident: 3 Days of Out of School Suspension - Parents will meet with the school administrator and the district administrator to discuss the possibility of alternative placement and/or expulsion. Students cannot return to school until parents meet with the school administrator(s) and the district administrator.

### **TARDY TO CLASS - Tardiness to class disrupts the learning environment.**

- Students are expected to arrive at class on time.
- The students will have 4 minutes to pass in between classes.
- Students will be allowed to carry backpacks so they can arrive to class on time with their materials.
- Tardiness to class will be accounted for on a class by class basis per semester.
- Any student who does not arrive to class within the first five minutes will receive the following consequences:
- **First Tardy:** Teacher documented; Teacher meets with the student.
- **Second Tardy:** Teacher documented; Teacher contacts parents/guardians.
- **Third Tardy:** Teacher documented; Student will serve a detention.
- **Fourth Tardy:** Teacher documented; Student will serve a detention.
- **Fifth Tardy:** Behavioral Referral submitted; Student will serve a 1-day In-School Suspension.
- **Sixth Tardy:** Behavioral Referral submitted; Student will serve a 1 day Out-of-School Suspension.
- **Seventh + Tardy:** Behavioral Referral Submitted; Parent will meet with administration to review and/or change the plan of action to eliminate tardiness. Consequences at the discretion of the administrative team.

### ***TOBACCO USE BY STUDENTS - POLICY 5512***

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

### ***DRUG PREVENTION - POLICY 5530***

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

For purposes of this policy, "drugs" shall mean:

- A. All dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. All chemicals which release toxic vapors
- C. All alcoholic beverages
- D. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy
- E. "look-alikes"
- F. Anabolic steroids
- G. Any other illegal substance so designated and prohibited by law

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

### ***Possession of Vaping/JUULing Paraphernalia***

- **1st Violation:** 1 Day In-School Suspension, Referral to Police Liaison Officer and information provided to students on Waushara County's Substance Abuse Resources.
- **2nd Violation:** 1 Day of Out-of-School Suspension and Referral to Police Liaison Officer and County's Substance Abuse Resources.
- **3rd Violation:** 3 Days of Out-of-School Suspension and parents will meet with administration regarding possibility of expulsion. Students cannot return to school until the student and parent meet

with school administration or district administrator. Students will also be referred to the Police Liaison Officer and the County's Substance Abuse Resources.

### ***PERSONAL COMMUNICATION DEVICES - POLICY 5136***

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extracurricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. The use of a PCD to engage in non-education- related communications is expressly prohibited.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., Smart watches, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not



permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in “sexting” - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building and/or central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

**Consequences for the Violation of the Student Electronic Device Guidelines and Expectations**

- 1st Violation - Warning - Behavioral Referral will be submitted for documentation.
- 2nd Violation - Electronic Device will be confiscated; Loss of privilege for the remainder of the day; Student will pick up Electronic Device from the office at the end of the day - Behavioral Referral will be submitted for documentation.
- 3rd Violation - Electronic Device will be confiscated; Loss of privilege for the remainder of the day; Parent/Guardian will pick up Electronic Device from

the office at their convenience - Behavioral Referral will be submitted for documentation.

- 4th Violation - Electronic Device will be confiscated; Student will be suspended In-School for insubordination; Parent/Guardian will pick up Electronic Device from the office at their convenience - Behavioral Referral will be submitted for documentation.
- 5th Violation - Electronic Device will be confiscated; Student will be suspended Out of School for insubordination and cannot return to school until Parents and School Administration can meet; Parent/Guardian will pick up Electronic Device from the office at the meeting time; Student will be issued a loss of electronic device privilege for an assigned period of time determined in the parent meeting - Behavioral Referral will be submitted for documentation. Any further violations will result in a meeting with parents, school administration, and the district administrator.

**STUDENT REFUSAL TO SURRENDER THE ELECTRONIC DEVICE TO ANY FACULTY AND/OR STAFF MEMBER WILL RESULT IN 3 DAYS OF OUT OF SCHOOL SUSPENSION.**

***ACADEMIC DISHONESTY***

Wautoma High School expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited. Wautoma High School’s expectations cover all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. The purpose of these expectations is to encourage the character trait of integrity and encourage students to work on assignments collectively.

- **Collaboration** is to work together (with permission) in a joint intellectual effort.
- **Plagiarism** is to commit literary theft; to steal and pass off as one’s own ideas or words, and to create the production of another.
- **Cheating** includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology, during an exam or project.
- **Forgery or stealing** includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or

grade-book records, or forging signatures for the purpose of academic advantage.

The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from others.

Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic and extracurricular penalties.

1st Violation: Conference with teacher.

2nd Violation: No evidence score, WPS of 1 and lunch detention.

3rd Violation: In-School Suspension

4th Violation: Meeting with parents, student, teacher and administration to include consequences.

#### **IV. EDUCATIONAL PROGRAMMING** ***GRADUATION REQUIREMENTS - POLICY 5460***

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

The Board directs the District Administrator to prepare a list of specific criteria for granting a high school diploma which includes the student's academic performance, the recommendations of teachers, the statutory credit requirements, and any additional Board-approved credit requirements.

The Board permits students in 7th or 8th grade to earn credit towards a high school diploma in any class taken that is approved by the Board for such purpose, provided that the student is academically prepared based on performance on approved pupil assessments. Any course designated for high school credit at the middle school level must be taught by a teacher with high school certification in the subject matter and must be taught using curriculum and assessments equivalent to those used in the subject at the high school level.

Credit may be earned in any of the core required course areas of English, social studies, mathematics, science, physical education, or health.

Courses taken by middle school students for high school credit shall appear on the students' high school transcript, along with the grade received; however the

grade and class will not be factored into the students' high school grade point. The Board directs the District Administrator to develop appropriate courses after determining annually whether sufficient student interest and appropriate staffing justifies offering such course(s). The District Administrator shall establish procedures to determine whether a middle school student is academically prepared to take any course approved for high school credit.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board as provided by State law.

Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. Committee may participate in graduation activities and may be awarded a diploma (provided the student satisfied the District's high school graduation requirements).

The principal of the high school shall prepare a report describing the District's policies on high school graduation standards, including a list of courses required under State law and the number of hours in each school term required to earn one (1) credit for those courses. Additionally, any change to the District's policies shall also be reported to the Department of Public Instruction or other appropriate agency after it has been approved by the Board and signed by the Board president, the District Administrator, and the principal. A student may be denied participation in graduation activities for disciplinary reasons and for non-payment of fees.

The Board may approve a course or courses in career and technical education that it determines may satisfy up to a total of one credit of mathematics and/or science credit.

#### ***MERIT DIPLOMA***

- 4.0 Credits English (must take required courses as listed above)
- 4.0 Credits Social Studies (must take required courses as listed above)
- 4.0 Credits Math
- 4.0 Credits Science
- 1.5 Credits Physical Education
- 2.0 Credits Foreign Language
- 1.5 Credits Practical Arts (Business & Info Tech, FCS, Tech Ed)
- 1.5 Credits Fine Arts
- 0.5 Credit Health
- 0.5 Credit Career Planning
- 4.0 Credits Electives

**28.0 Credits Total for Merit Diploma**

20 Hours Community Service (Must be documented)

### **GRADING - POLICY 5421**

The Board recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District's program.

WASD Philosophy of Target-Based Grading: We believe the purpose of grades are to communicate student achievement, identify areas of strength, and guide improvement. Target-Based Grading: 1. Creates and communicates a strong connection among learning targets, classroom learning activities, and classroom assessment; 2. Provides specific and ongoing feedback related to a student's progress; 3. Provides students multiple opportunities to demonstrate proficiency; and 4. Shifts the conversation to a focus on learning.

The issuance of grades is the prerogative of the respective teacher. The system of grading and the format of report cards remain under the authority of the Board of Education. In order to bring uniformity to the grading and reporting procedures, the Board hereby adopts the following numerical and letter grading system using a Target Based Grading Framework.

#### **What is Target-Based Grading compared to a traditional grading system?**

A traditional grading approach looks at the accumulation of points over a period of time, compared to target-based grading approach, where each learning target is assessed per a consistent proficiency scale (see below) based on the collection of student evidence.

#### **When will my student receive a letter grade?**

Students in ninth through twelfth grades will continue to receive a letter grade. All students will receive a nine week progress report and an official report card at the end of each 18-week grading period. The 18-week grade serves as the official grade on a student's transcript. Finally, 18-week letter grades and GPA will still be calculated and communicated on the student's transcript.

#### **How will my student's extracurricular eligibility be determined?**

Students involved in extracurricular activities will have their grades and Work & People Skills reviewed at identified checkpoints. These check-points are set at the following weeks throughout the school calendar: 3 (*Only WPS Scores*), 6, 9,

12, 15, 18, 21, 24, 27, 30, 33 and 36. Students with one or more failing grades and/or two or more Work & People Skills scores of one (1) from two different teachers at any check-point will be ineligible until the next checkpoint. (Please see chart below.)

<b>Report Cards Mailed (WASD Learning Targets and Work &amp; People Skills Scores)</b>	<b>Eligibility Check-Points (WASD Learning Targets and Work &amp; People Skills Scores)</b>
Week 9 (In Progress)	Week 3*, 6, 9
Week 18 (On Transcript)	Week 12, 15, 18
Week 27 (In Progress)	Week 21*, 24, 27
Week 36 (On Transcript)	Week 30, 33, 36

*\*Week 3 & 21 semester eligibility will only consist of Work & People Skills scores.*

**Where will I be able to find my student’s progress grades throughout the semester?**

Infinite Campus will be the only tool used to track and report grades for all students in grades 6-12. Schoology will still be utilized for learning activities and feedback.

**How can I see how my student is progressing?**

Parents and students have access to evidence of student learning via our student information system, Infinite Campus.

**Can my student retake a summative assessment?**


Yes. A summative assessment can be retaken to allow a student to demonstrate his/her learning and improvement. Students may reassess on target(s) after they have demonstrated new evidence of learning on that target and completed any

other reassessment requirements communicated by the teacher. Limits will be placed on the timeframe and number of opportunities for reassessments.

### How will letter grades be determined?

An average of the most recent proficiency score for each target in the course will be used to determine the overall course grade. The letter grade will be determined based upon the following conversion scale:

<b>3</b>	<b>2</b>	<b>1</b>
<b>Proficient (Got it)</b>	<b>Approaching (Almost got it)</b>	<b>Beginning (Not quite yet)</b>
<p>Student has fully demonstrated content proficiency of the learning target at this point in the school year.</p> <p>Student has no gaps in understanding and application at this point in the school year.</p>	<p>Student has partially demonstrated content proficiency of the learning target.</p> <p>Student has gaps in understanding or application.</p>	<p>Student has minimally demonstrated content proficiency of the learning target.</p> <p>Student has large gaps in understanding and application.</p>
<p><b>NE: No Evidence</b>  <b>Student has not attempted to demonstrate the learning target.</b></p>		

 <b>Wautoma 6-12 TBG Grading Scale</b>		
Scale Score Average	Letter Grade	GPA
2.850-3.000	A	4.0
2.710-2.849	A/B	3.5
2.570-2.709	B	3.0
2.430-2.569	B/C	2.5
2.280-2.429	C	2.0
2.150-2.279	C/D	1.5
2.000-2.149	D	1
1.99 or below	F	0



## **Why are Work and People Skills and WASD Learning Targets communicated separately?**

Reporting Work and People Skills scores separately from WASD Learning Targets allows teachers to identify and address specific behavior issues that may impact student learning. The fundamental belief is that academic grades should only communicate student achievement at that moment in time.

## **How will my students be honored for academic success?**

Students will be recognized for academic excellence using the Laude System. You can find more information on the Laude System in the high school course and student handbooks.

## **Will there be Valedictorian and Salutatorian?**

Yes, Valedictorian will be the student with the highest GPA at the end of seventh semester. The Salutatorian will be the student with the second-highest GPA and/or is positioned 2nd after the Tiebreaker Procedure at the end of the seventh semester.

## **When will the Laude System go into effect at WHS?**

We will begin the Laude system for the Class of 2024.

## **What are the Laude Distinctions within the Laude System?**

Students can earn the distinction of Cum Laude - “with honor”, Magna Cum Laude - “with great honor”, or Summa Cum Laude - “with highest honor”.

## **Even though class rank is no longer reported, will it be available upon request?**

No, class rank will no longer be available.

## **How will my student’s GPA be impacted during this transition?**

The Class of 2023’s GPA will not be impacted during this transition. The Classes of 2024 and beyond, all grades will be converted to the new scale and a cumulative GPA will be calculated using the new grading scale.

### **A. A student must earn credits in the following curriculum areas:**

- |                       |              |
|-----------------------|--------------|
| 1. English            | 4.00 credits |
| 2. Social Studies     | 3.00 credits |
| 3. Science            | 3.00 credits |
| 4. Mathematics        | 3.00 credits |
| 5. Physical Education | 1.50 credits |
| 6. Health             | .50 credit   |
| 7. Career Planning    | .50 credit   |
| 8. Electives          | 8.50 credits |

**B. Within each curriculum area, there are specific courses that are required as listed in the Academic and Career Planning Guide.**

**C. Child with a Disability**

1. A Child with a Disability (CWD) must complete the same minimum graduation requirements, but the program will include a combination of regular and specially designed courses based upon each student's Individualized Education Program (IEP).

**D. Additional Credit Information/Options:**

1. Transfer of credits earned by District students:
  - a. Credits for use in meeting specific graduation requirements, such as English, math, science, and social studies can only be awarded if approval has been given by the building principal and, in the judgment of the counselor, the content is either equivalent or more advanced than the specific high school course or requirements that it will replace. This will apply to both resident and non-resident requests for credit approval under all opportunities to earn credits away from Wautoma High School.
2. **To earn credits at alternative education institutions that can be used to meet high school graduation requirements.**
  - a. The student must have the educational institution granting the transfer credits send an official transcript or records to the high school that shows the course title with number, if any, the letter grade earned, and the number of credits earned.
    - 1) Credits earned through correspondence courses (such as the Quest Program) will count toward the completion of required courses at the high school.
  - b. Students successful in testing out of college courses may be granted high school credits by checking with the school counselor to determine that an official copy of transfer records has been received and that official high school records have been properly revised. In general, the following amounts of credit will be allowed.
    - 1) Each credit (1) earned for a college-level course will count as .25 credits at the high school level.
    - 2) Interactive courses originated from colleges.
    - 3) A minimum of 60 hours of off-campus instruction is required to qualify for one-half (.50) credit for high school graduation.
    - 4) Any student in good standing who is selected to spend a year abroad under the auspices of A.F.S. or other such organizations and successfully completes the approved course of study, shall be granted up to 5.5 credits. A diploma

will be issued when the Wautoma Area School District's graduation requirements are met. Wautoma High School students who attend school in a foreign country for at least one (1) semester will have their rank in class determined by their cumulative grade point average in courses taken at Wautoma High School in grades 9, 10, 11, and 12.

- c. A student may earn the Specific Graduation Requirements (as stated in Policy 5460) through course completion at Wautoma Area School District's Alternative Education Programs. Upon successful completion of the required courses, students will have demonstrated proficiency and will earn a Wautoma Area School District High School Diploma.
3. Foreign exchange students may elect to complete a fourth year of study at Wautoma High School.
4. Students who attend summer school in the district will earn credit only for courses that are designated for credit and only when the course content approximates coursework the student has been scored as beginning or with no evidence. Any other course must have administrator/counselor approval.
5. Students who are identified as exceptional or gifted and who are enrolled in accelerated programs.
  - a. Students may be granted credits in the elective area for high school level courses taken in advance of the normal curriculum sequence, i.e. algebra in eighth grade.
6. Any student permanently excused from physical education will be expected to earn a physical education requirement from other electives.
7. Work Study Programs for Seniors.
  - a. Students will be awarded credit at the rate of one-half (.50) credit for every 68.5 hours of documented work during a semester.
  - b. A maximum of one and one-half (1.5) credits may be earned each semester.
8. Enrichment experiences will be recorded on the permanent record, but credit will not be granted.
9. Students must carry a minimum of seven course periods for each semester. Accommodations will be made, as stated in the IEP, for CWD students as they relate to these requirements.

#### ***EARLY GRADUATION - POLICY 5464***

The Board of Education acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class.

The following rules apply to requests for early graduation:

- A. The student, along with his/her parents/legal guardian, must submit the Early Graduation Request form to the Wautoma High School Building Administrator thirty (30) days prior to the beginning of the last semester of attendance.
- B. Within ten (10) days of receiving a request for early graduation, a meeting with the parent/legal guardian, student, and a building administrator or their designee will be scheduled to review the request and to provide the parent/legal guardian and student with counseling regarding the impact of the request.
- C. The Wautoma high School Building Administrator or their designee will meet to review the request based upon the following facts:
  1. Substantial proof of extenuating circumstances.
  2. The student will have completed all graduation requirements by the end of the seventh semester.
  3. The student possesses a 3.5 cumulative grade point average or higher at the end of the sixth semester and there is reasonable assurance that this quality of academic success would continue for the seventh semester and/or student demonstrates that early graduation would be beneficial to their continued success in their future career or educational plans.
  4. The student's post-high school education plan.
  5. None of the credits taken during the seventh semester can be from full-year courses taken only for that semester.

The student may participate in the graduation ceremonies with his/her designated class.

All courses taken for credit will be included on the official high school transcript. Pass/fail courses will be included on the transcript if taken for credit, but will not be included in the grade point average. The student can make credit requests for courses taken away from Wautoma High School, but grade points will not be transferred in.

Students seeking the Wisconsin Academic Excellence Award must complete the following course work:

- A. Four (4) credits of English that must include College Prep English
- B. Three (3) credits of Social Studies
- C. Two (2) credits of Science that must include Chemistry I
- D. Two (2) credits of Math that must include Geometry
- E. Meet all other academic graduation requirements

## **ACADEMIC STANDING**

SENIORS must have 18 academic credits JUNIORS must have 12 academic credits  
SOPHOMORES must have 6 academic credits

## **SALUTATORIAN AND VALEDICTORIAN REQUIREMENTS**

The honor of being Valedictorian or Salutatorian at your class' graduation ceremony is dependent upon your grade point average and the length of time you have been enrolled at Wautoma High School. The Valedictorian is the student with the highest cumulative grade point average within her/his class who meets the requirements below, and the Salutatorian is the student with the second highest cumulative grade point average who meets the requirements below. Valedictorian and Salutatorian are selected based on cumulative grade point average at the end of the students' 7<sup>th</sup> semester in high school. To be eligible for Valedictory or Salutatory honors, a student must have met the following requirements:

1. Students must have been enrolled at Wautoma High School for at least four consecutive semesters prior to selection.
2. Complete all graduation requirements as outlined in the school board policy.

## **COMMENCEMENT CEREMONY**

It is the policy of the Wautoma Area School District to hold a commencement ceremony with the following guidelines:

1. Students are eligible to participate in the commencement ceremony when they have met the graduation requirements of the Wautoma Area School District.
2. Students with a disability are eligible to participate in the commencement ceremony if they meet graduation requirements and with consent of the IEP Team, even though the student may continue enrollment up to age 21.
3. Students are required to have regular attendance during the school year in order to participate in the commencement ceremony. Any student who misses more than 10 school day/90 class periods for the school year, even if parent permission is granted, will not be allowed to participate in the commencement ceremony with the only exceptions being medical excuses, family emergencies, school related, and/or college visits—these exceptions are to be reviewed by the building administrator and/or their designee. All appeals must be made to the building administrator within ten (10) school days of the student and parents/guardians receiving notification that the student will not participate in the commencement ceremony. The building administrator may reinstate the privilege of participating in the ceremony

for a good and sufficient reason(s).

4. Students who wish to participate in the commencement ceremony must have resolved/paid all fees and fines.
5. Students who wish to participate in the commencement ceremony must not have 2 or more failing grades on the final semester grade report, during the last semester in which they attend. Students with a disability may be eligible to participate in the commencement ceremony with consent of the IEP Team.
6. Students who wish to participate in the commencement ceremony must wear the cap, class tassel, and gown selected by the senior class for that year. Students will purchase/rent the cap, class tassel, and gown based upon class decision.
7. Students suspended whose suspension time is concurrent with the commencement ceremony will not be allowed to participate in the commencement ceremony.
8. Students must participate in the practice activity to participate in the commencement ceremony.
9. The commencement ceremony will be held in the High School Gym or other on-site location as determined by administration.
10. Due to a limited seating capacity, students will be provided for family use. The Board of Education reserves the right to further restrict admission at any time.
11. Only Board of Education Members will be chosen to present diplomas.
12. Commencement is a school-sponsored activity and all school rules of behavior and dress attire will remain in effect.
13. The High School administrator shall employ additional staff and security personnel as is necessary to maintain order at the commencement ceremony.

### ***HONOR ROLL***

To be eligible for attaining High Honor Roll status at WHS, a student must maintain a grade point average of 3.7 or higher based on the current grading scale system. Students who maintain a 3.3 to 3.69 grade point average will receive honors status. Students earning honor roll recognition both semesters of a year are entitled to an academic letter award. The minimum scholastic requirement for extra-curricular participation is no more than one "F" for any nine-week period.

### ***GRADUATION HONORS***

To receive gold honor cords at graduation, a student must maintain a cumulative grade point average of 3.5 or above at the end of the seventh semester.

***INTERSCHOLASTIC ATHLETICS AND EXTRACURRICULAR CODE  
POLICY 2431 - INTERSCHOLASTIC ATHLETICS AND EXTRA-CURRICULAR CODE***

The Board recognizes the value to the District and to the community of a program of interscholastic athletics for as many students as feasible and in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. The Board believes that it is the purpose of an interscholastic program to provide the benefits of an athletic experience to as large a number of students as feasible within the District.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone.

The Board believes that it is the purpose of an interscholastic program to provide the benefits of an athletic experience to as large a number of students as feasible within the District.

Since the primary purpose of the extra-curricular program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship, team play, and fair competition. All Wautoma High School students who participate in Extracurricular activities will be held to School Board Policy 2431 in regards to Academic, Behavioral and Attendance Expectations. Any violation of this code will result in consequences outlined in Board Policy 2431.

**Extra-Curricular Participation Code Philosophy**

The following information has been prepared for the benefit of the participants, the parents/legal guardians, and the coaches/advisors, in an effort to keep the extra-curricular program a contributing and worthwhile part of the total school program. All coaches/advisors of the extra-curricular activities desire that participation be an enriching and healthful experience in which physical, mental, and social growth shall be stimulated through interscholastic competition. A better understanding of the aims, objectives and educational values of the program and the training rules will be realized by a careful reading and discussion of this material by the student and parent/legal guardian.

The extra-curricular code is enforced twelve (12) months a year.

### **INFORMATION FOR ATHLETES –NCAA**

If you are thinking about playing sports in college, your high school planning is extremely important. The NCAA has minimum requirements that you must meet in order to be eligible to play college sports at any Division I or II college. The individual school sets eligibility at Division III schools. You must meet both academic eligibility requirements, based on a combination of your grade point average and your ACT or SAT I score, as well as completing NCAA approved Core Courses in subjects such as English, Math, Social Sciences, and Physical Sciences, and approved elective credits.

The NCAA publishes a booklet called “Guide for the College-Bound Student-Athlete.” Student Athletes are encouraged to access the NCAA web site at [www.ncaa.org](http://www.ncaa.org) to download a copy of the Guide, or for more information, including a list of NCAA approved courses offered at Wautoma High School. To be eligible to play sports at a division I or II school in college, you must register with the NCAA Clearinghouse, and complete the student release form during your Junior year in high school at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

### **WAUTOMA CHAPTER NATIONAL HONOR SOCIETY**

1. The Faculty Council is made up of a confidential five member voting team appointed by the Principal. The Council members serve one year and may be appointed for a second year.
2. The NHS advisor receives student cumulative GPA's. The advisor reviews all eligible students who meet the first criteria of scholarship, which is a GPA of 3.4 or above. All students are notified of their eligibility in person and by letter. One meeting is set with the candidates to discuss the selection process and to help with any questions they may have. It is a privilege to continue the process from here. Students who wish to be considered for selection will provide the Faculty Council with information pertaining to the other three qualities in a timely manner – a listing of their activities, two paragraphs explaining why they would be a good NHS member, and two letters of recommendation from a community member, coach, employer, or teacher.
3. The entire high school faculty will use educationally and professionally sound judgment to describe the student's character, leadership, and service qualities. This information is confidential and will help the Faculty Council with their selection process.
4. One week before voting, the Faculty Council receives all student information that the advisor received from the students wishing to be selected. The Council reviews the information in each student's file prior to the final voting date.
5. The advisor is a non-voting member of the Council. The advisor is present at



the final selection process to make sure that national and local guidelines for procedures are being followed. The advisor serves as a facilitator of the discussions, keeping the Council focused on the objective date used to review each case. The advisor also shares the faculty's comments about each student's character, leadership, and service.

6. The advisor asks if further discussion of an individual student is needed before taking a vote. The advisor then takes a majority vote for or against the selection of a particular candidate. The five Faculty Council members are the only voting parties.
7. Once the selection is made, the advisor notifies the students in writing and personally talks to each student. The students who are selected will also receive a letter inviting them and their families to the induction ceremony.

### ***SPANISH NATIONAL HONOR SOCIETY***

The purpose of the Society is to recognize high achievement in Spanish by students of secondary schools and to promote continuity of interest in Hispanic language and culture.

To be eligible for the Society, students must meet all of the following criteria.

- A. Student must be actively enrolled in a Spanish class and have a B.
- B. Student must be enrolled in a Spanish course and have junior standing.
- C. Transfer students must have spent one full semester in the program before eligibility.
- D. Student must have a cumulative GPA of 3.4
- E. Student must have a grade of a B or higher in every semester of Spanish courses taken from grade 9<sup>th</sup> to present.
- F. Student who has an in-school or out of school suspension will be automatically placed on probation or removed from the SHH chapter.

### ***EARLY COLLEGE CREDIT PROGRAM - POLICY 2271***

The school shall pay for the actual course fee, books, fees, equipment, and materials required for the course that will not become the property of the student of courses taken for both high school and college credit. Should the student drop the course or receive a failing grade, the parent/legal guardian or adult student will be required to reimburse the school. Students need to be in good academic standing to participate in this program.

### ***START COLLEGE NOW PROGRAM - POLICY 2271.01***

The District will permit resident high school students who have completed the 10th grade and who meet eligibility criteria, to take courses at a technical college in the Wisconsin Technical College System for the purpose of earning both high school and postsecondary credit. Students who wish to attend a technical

college under this policy can pick up an application from their school counselor. This form will need the signature from the student, parent, and school district. Students need to be in good academic standing. IF a student drops or fails the course, they will need to reimburse WHS in full. Students must request such attendance from the student's resident School District, if attending the District as a non-resident.

#### Tuition Payments for Technical College Attendance

The District shall pay to the technical college the cost of a student's tuition for attendance, including any additional costs associated with a student's special services if applicable (Should the student drop the course or receive a failing grade, the parent/legal guardian or adult student will be required reimburse the school), if attendance is permitted, except as follows:

- A. For any course that the Board determines does not meet high school graduation requirements or the Board determines the District provides a comparable course. The student may appeal an adverse decision to the Department of Public Instruction. The Board shall notify the student no less than thirty (30) days prior to the start date of the proposed course if it finds that the course either does not meet high school graduation requirements or is comparable to a course offered in the District.
- B. The student has already completed eighteen (18) postsecondary semester credits.

### **V. GENERAL INFORMATION**

#### ***PASSES***

Students may not leave any room to which he/she is assigned without obtaining a pass from the teacher in charge. Passes can ALSO be found in the student agenda or a student can use a physical pass from the classroom.

Students may not leave the building or grounds without a pass from the office. Any infringement of this rule will be considered skipping school and the student will receive the associated consequence.

A permit to leave the building will be issued only from the Office and will also get you back into the building when you return. See attendance procedures.

#### ***HALL MOVEMENT***

A FOUR minute passing time is provided between classes. Students are to go to their lockers and use the restrooms during this passing time. All students are expected to be in their assigned class prior to the tone. After passing time, no one is allowed in the halls without a proper pass from a teacher, staff member, or

administrator.

### ***STUDENT LOCKERS***

Lockers are furnished to all students for the safe-keeping of textbooks and personal belongings. Avoid unnecessary losses by keeping your locker locked and keeping your locker combination to yourself. We are not responsible for lost or stolen articles. All lockers must remain locked. If you have trouble with the locker, get help in the office. Periodic inspections will be made of the lockers. Do not change lockers with another student.

School lockers are subject to inspection at any time. Items found in lockers, which violate the law, will result in police referrals. (Reference policy #5771)

- Students must keep coats and hats in their locker. Sweaters or sweatshirts are advised.
- Students can transport backpacks from class to class.
- Any item displayed within a locker must be in good taste.
- Glass or breakable items are not to be kept in student lockers.

### ***COMMUNICATION***

You will not be called to the office for a telephone call unless it is an emergency. The message will be taken by one of the secretaries and your name will be put on the office message board.

### ***SCHOOL PROPERTY***

Please be respectful of and responsible with school property at all times. The less money we spend on repairs and replacement of items allows us to spend more money on positive initiatives for students.

### ***STUDENT FEES***

Should a canceled fee result in a surplus balance, that surplus will apply to any unpaid fees/fines and/or low lunch account balances.

Student fees for the 2023-2024 school year are as follows:

General Registration	\$15.00
Lock Deposit (refundable)(If not returned)	\$5.00
Class Dues	\$10.00
Replacement Student Agenda	\$5.00
Instrumental Rental	\$20.00
Parking Permit Year Long	\$20.00 Parking Permit
– 2 <sup>nd</sup> Semester Only	\$10.00

Interscholastic Athletics & Extra-Curricular

(\$25 per season/maximum of \$50 per student/maximum of \$100 per family)

### ***WEATHER-RELATED INFORMATION***

In the event of adverse or hazardous weather conditions or other emergencies that present a threat to the safety of students, the procedure listed below will be

followed.

The District may, during inclement weather, start school later than normal, dismiss school earlier than normal, or cancel school. In the event any of these circumstances occur, the district will, as soon as possible, contact the media stations listed below and ask them to broadcast the school closing immediately.

***Website – the best source for school closing information!***

\* [www.wautomasd.org](http://www.wautomasd.org) provides a link to [cancellations.com](http://cancellations.com) where you can sign up for email notifications and Mobile SMS text alerts!

***Radio Stations***

- WAUH 102.3 FM
- WDUX 800 AM and 92.7 FM
- Midwest Communications:
  - WNFL: 1440 AM • 101.9 FM
  - WTAQ: 1360 AM • 97.5 FM
  - WIXX: 101.1 FM

***Television Stations***

- Local Cable 4
- NBC TV 26, Green Bay
- WAOW TV 9, Wausau
- WBAY TV 2, Green Bay
- WFRV TV 5, Green Bay
- WLUK Fox TV 11, Green Bay
- WSAW TV 7, Wausau

After the media has been notified, calls will be made to the principals and supervisors. They, in turn, will attempt to notify as many employees as possible with the telephone tree, including scheduled substitute personnel. Because of busy telephone lines or disruptions of these lines, one or more of the media stations may not be contacted.

***WORK PERMITS***

Work permits are issued in the office under the following regulations set up by the Department of Workforce Development. Applicant provides:

1. Birth certificate, baptismal certificate, or driver's license for proof of age.
2. Social Security card for proof of number.
3. Written request from the employer for his/her services.
4. Written consent from the parent to work at the job.
5. Payment of a \$10.00 fee. (Employer should provide or reimburse)

### ***GUEST STUDENTS***

Students are not allowed to bring visitors to school. Parents and students who wish to visit Wautoma High School while classes are in session for the purpose of determining whether to enroll should contact the school office to set up a tour. Former students, who would like to shadow a student for the day, need to contact the school administrator at least five days in advance to set up the visit.

### ***SCHOOL DANCES***

All dances are open to students presently enrolled at Wautoma High School. Proper dress is mandatory. Once admitted to the dance, a student may not leave and then re-enter the building or loiter on school premises. Participation in school sponsored dances and selection to a dance "court" is an extra-curricular privilege. Any student receiving an Extracurricular Classification I, II or III Participation Code Violation as defined by Board Policy will no longer be eligible to be elected and/or serve on a dance "court." Students must also meet the academic standards as defined in the Extracurricular Participation Code Handbook to be eligible to serve on a dance "court."

If a student wishes to bring a student from a high school outside the district, he/she must obtain permission by filling out the proper form through the school office. A guest of a Wautoma High School may not be younger than 9<sup>th</sup> grade or older than 19 years of age and must have an ID with them to enter the event. The school dance guest form must be turned in advance of the dance.

### ***TRANSPORTATION INFORMATION***

Safety is a major concern when students are transported to and from school by buses. The rules of conduct listed below must be followed by all students to insure their safety:

1. Wait for buses well off the roadway, and while waiting, respect the property of others.
2. Enter the bus in single file fashion.
3. Follow all instructions given by the bus driver. Driver will assign seats as necessary and have the right to change seating around.
4. Remain seated at all times when the bus is in motion.
5. Keep bus windows closed unless permission is given by the driver to open windows. When allowed to open windows, do not extend head, arms, hands, or any object out of windows.
6. When leaving the bus, always cross in front of the bus.
7. Be courteous to the driver and other passengers.
8. All students are required to ride the bus to which they have been assigned. They may not ride other busses or get off at other bus stops unless permission is granted by the Principal or Assistant Principal. A

note must be submitted by the student from the parent before consideration will be granted. This is for liability reasons.

9. Transportation will not be provided for parties, visiting friends, scout meetings, doctor's appointments or other non-school related reasons.
10. Late bus is provided daily with 5 or more students. Late bus will not be offered for those serving detention.

Disruptive behavior of any kind can distract the driver and contribute to an accident, and therefore will not be tolerated. Serious or continued inappropriate behavior on buses may result in the suspension of a student's bus privilege. In such cases, it becomes the parent's responsibility to provide transportation. Suspension from bus riding privileges may occur if the student:

1. Uses foul language directed at the bus driver or in general.
2. Is disrespectful or inconsiderate of others and/or their proper
3. Brings items onto the bus that will be dangerous or disruptive.

### ***LATE BUS – POLICY 8600***

The District will provide a late bus route as a service to those students involved in after-school-related activities, with the exception of students serving detention. A minimum of five (5) students, outside of the city limits of Wautoma, are needed to justify running the route. Drop-off points will be evaluated and revised as needed so total route time will remain approximately one-hour. Drop-off points and times are included as a part of this policy.

#### **WAUTOMA HIGH SCHOOL**

- A. Students must sign up with the school office by 1:00 PM on the day they will ride the bus.
- B. If the student is not on the sign-up sheet that student will not be able to ride the bus, no exceptions, even if a sibling is on the list.
- C. If the bus does not have enough students to run, the school office, prior to the end of the day, will notify students. It is the student's responsibility to contact their parent/guardian.
- D. The student listing will be forwarded to the Bus Garage prior to the route start time.

### ***STUDENT DRIVING/PARKING LOT***

All students using the parking lot must register with the Main Office and obtain a permit. The cost is \$20.00 for the whole year or \$10.00 2<sup>nd</sup> semester only. OLD PERMITS WILL NOT BE HONORED.

Permits are to be visibly displayed on the rear-view mirror. Use of the school

parking lot is a privilege and any abuses, such as driving too fast or incorrectly parking, could result in a loss of parking privileges and/or suspension. Cars parked in the school parking lot can be legally searched. The parking spaces closest to the building are reserved for visitors and staff, and students cannot park there. Drivers are to use extreme caution when entering and leaving school grounds. Violations could result in your vehicle being towed at YOUR expense.

### ***ACTIVITIES AND ATHLETICS***

#### **Activities**

Pep Band (with Band)

Marching Band (with Band)

Fall Musical (with Choir)

Pro-Start (with Pro-Start)

#### **Activities – Clubs/Organizations**

Forensics Student Council

National Honor Society Class Officer

Spanish National Honor Society

Math Team

Key Club

Family, Career & Community Leaders  
of America

Link Crew

Future Business Leaders of America

Art Club

Sources of Strength Peer Leader

#### **Athletics-Extracurricular**

Football

Cheerleading

Volleyball

Cross Country

Basketball

Soccer

Trap Shooting Club

Wrestling

Baseball

Softball

Track

Golf

eSports

### ***STUDENT ACTIVITY ATTENDANCE REQUIREMENTS***

For a student to participate in a school sponsored activity/event, the student must be in attendance at school the ENTIRE day of the activity/event unless the student has a medical excused absence or excuse approved by administration. Should the activity/event take place on a weekend, the student must be in attendance at school preceding the activity/event. If any part of the day is unexcused, the student will be prohibited from participating in any activity.

### ***USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS –***

## ***POLICY 9151***

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 any 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 the 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.

### ***SENIOR YEARBOOK PHOTO REQUIREMENTS***

The portrait requirements are:

- Head to hip shot only; no extreme close-ups
- Hands are allowed if they are in a natural pose.
- No props such as caps, hats, hobby paraphernalia, or pets
- Plain, subdued, or natural outdoor background
- No text or special effects in the background
- School-appropriate clothing (All student attire must conform to the school dress code. No deeply-cut necklines, off-shoulder shirts, or inappropriate messages)
- Vertical format

Should the student select a portrait that does not meet these specifications, we reserve the right to reject it, and the school identification photo will be used.

### ***CAMERAS/SURVEILLANCE***



The Wautoma Area School District has authorized the use of district operated surveillance cameras and recording devices in and around district buildings to provide a safe school environment. It is the object of the Wautoma Area School District to provide a safe and secure environment for all students, staff, and visitors on its premises and to protect District property. To ensure this objective, the District utilizes video surveillance equipment to monitor school facilities, and video and audio surveillance on all district transportation.

### ***SEARCH AND SEIZURE - POLICY 5771***

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

#### **Use of Dogs**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

#### ***FALSE ALARMS***

State Statute – 941.13 states that whoever intentionally does any of the following may be fined not more than \$500 or imprisoned not more than one year in the county jail or both:

1. Interferes with the proper functioning of a fire alarm system; or
2. Interferes with, tampers with, or removes, without authorization any fire extinguisher.

Students, who improperly use the 911 emergency systems, call in false bomb threats, or active false fire alarms will be prosecuted to the fullest extent of the law.

#### ***SAFETY DRILLS***

School safety drills will be held throughout the school year. Safety drills will be completed based on state requirements. These drills include fire, severe weather and school violence.

### **VI. GENERAL DISTRICT POLICIES AND NOTICES** ***CONTROVERSIAL ISSUES in the CLASSROOM - POLICY 2240***

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflict with his/her

religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specific reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences.

***NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY -  
POLICY 2260***

The Board of Education is committed to providing an equal educational opportunity for all students in the District.

The Board 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), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students.

***PARENTS RIGHT to INSPECT INSTRUCTIONAL MATERIALS  
- POLICY 2416***

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specific reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences.

***STUDENT HARASSMENT - POLICY 5517***

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

**District Compliance Officers**

Caitlin Richter  
Redgranite- Principal  
Wautoma Area School District  
556 South Cambridge Street  
Wautoma, WI 54982  
(920) 787-7112  
richter@wautoma.k12.wi.us

Jennifer Johnson  
Wautoma High School Principal  
Wautoma Area School District  
556 South Cambridge Street  
Wautoma, WI 54982  
920-787-7112  
johnsonj@wautoma.k12.wi.us

### ***BULLYING - POLICY 5517.01***

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

### ***DUE PROCESS RIGHTS - POLICY 5611***

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

#### **A. Students subject to suspension:**

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension,

have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

**A. Students subject to expulsion:**

Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

The District Administrator shall establish procedures to ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights should be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

***USE OF SECLUSION AND PHYSICAL RESTRAINT WITH STUDENTS - P  
POLICY 5630.01***

It is the policy of the Board of Education to permit the use of seclusion and restraint only when a student's behavior presents a clear, present and imminent risk to the physical safety of the student or others, it is the least restrictive intervention feasible and it is performed in a manner consistent with this policy and law. All students, including students with disabilities, must be treated with dignity and respect. Behavior interventions and support practices must be implemented in such a way as to protect the health and safety of the students and others.

***ANNUAL REPORTS - POLICY 8145***

Pursuant to State law the School District Clerk, after the end of the school year and no later than September 1st shall file an annual report and budget and membership report with the Department of Public Instruction each year.

The Annual District Report and Budget shall include the following:

- A. the school count, consisting of school-age persons residing in the District as described by State law;
- B. the number of children between the ages of four (4) and twenty (20) taught in the District during the school year, which shall include

the number of students enrolled on the 3rd Friday in September and the 2nd Friday in January of the previous school year as described in state law. Or on alternative dates established by DPI in the event school cannot be held on either of those count days;

- C. the number of children below the age of four (4) and above the age of twenty (20) who attended school in the District;
- D. the number of school days taught, including holidays, and the number of hours of direct student instruction provided in each school by teachers legally qualified to teach;
- E. the names of all teachers employed by the District during the school year, including specifically the number of teachers employed by the school district on the 3rd Friday in September of the previous school year, the number of days taught by each, the monthly salary paid to each, and the time allowed each teacher to attend an educational conference for which no wages were deducted;
- F. the amount of money received during the school year, designating separately the amount received from the school fund income, from taxes levied by the County Board, from taxes voted by the District, and from all other sources; the manner in which funds were expended, showing separately the expenditure of school money received from the State;
- G. the amount and character of District debts;
- H. payroll and related benefit costs for all District employees in the previous school year, which shall be amended to reflect any increase cost through collective bargaining agreement that occurs after the annual report is filed and before October 1st;
- I. a description of the educational technology used by the District, including the uses made of the technology, the cost of the technology and the number of persons using or served by the technology; and
- J. the estimated budget for the current school year which shall be based upon the uniform accounting system prescribed by the Department;
- K. the number of students for whom contracts with private education services are entered into under s. 120.13(26);
- L. other facts and statistics in relation to the District as the Department of Public Instruction requires.

### ***STUDENT RECORDS - POLICY 8330***

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

### ***WISCONSIN QUALITY EDUCATOR INITIATIVE - POLICY 3125***

The Board of Education is committed to having a quality teacher in every classroom and a strong leader in every building. The Board encourages the use of best educational practices to improve instruction and increase student achievement. To this end, the Board requires that the District hire the most qualified and experienced staff available and that all staff be licensed as required by law.

Attaining and maintaining proper State licensure under P.I. 34, which describes the requirements for attaining and maintaining educator's licensing for practicing in the State, is primarily the licensee's responsibility. However, the Board recognizes its responsibilities under P.I. 34 and supports efforts that promote the effectiveness of staff through career-long preparation and learning and performance-based assessment.

Under P.I. 34, the Board is required to develop a licensure support plan providing for, at a minimum, ongoing orientation, support seminars and a qualified mentor for initial educators. Accordingly, the Board directs the District Administrator to develop a licensure support plan consistent with the requirements of P.I. 34.

The District Administrator shall also designate an administrator, subject to approval by the School Board, to serve on each Initial Educator Professional Development Plan Review Team.

The Board authorizes the District Administrator to investigate the use of inter-district agreements, the use of other agencies and the use of in-district resources in the design and implementation of the licensure support plan.

The licensure support plan shall be submitted to the District Administrator. Upon approval, the plan shall be submitted to the Board for review and approval.

### ***WEAPONS - POLICY 5772 and 7217***

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons.

Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by the District Administrator, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved);
- C. theatrical props used in appropriate settings.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

### ***DISORDERLY CONDUCT - POLICY 5520***

The Board of Education recognizes the right of each student to attend school for the purpose of receiving an education. The disruption of the educational program of the schools by disorder or any other purposeful activity will not be tolerated.

For purposes of this policy, disorder shall be any deliberate activity by an individual or a group, whether peaceful or violent, which is reasonably likely to disrupt the normal operation of the school. The Board, having the responsibility for providing an educational program for the students of this District, shall have the authority to preserve order for the proper functioning of that program.

Students shall not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that such exercise does not infringe on the rights of others and does not interfere with the operation of the schools.

### ***ADMINISTRATION OF MEDICATION/EMERGENCY CARE- POLICY 5330***

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

Before any prescribed medication may be administered to a student, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to a student with prior written consent of the parent/guardian. A stock supply of ibuprofen, acetaminophen and diphenhydramine will be available at school to administer to students. A personal supply of medication may be indicated with frequent use of stock supply. Parents are responsible for supplying and delivering any other nonprescription medications.

Substances which contain aspirin or are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent/guardian.

Prescription medications must be delivered to school in the original pharmacy container and include: child's name, name and dosage of medication, time to administer, practitioner's name and pharmacy name. Nonprescription drugs must be delivered to the school in the original manufacturer's package with ingredients and recommended therapeutic dosage in a legible format. Any dosage of nonprescription medication other than listed on the medication's packaging, must be authorized in writing by a medical practitioner.

All medication shall be kept in a locked storage case in the school office, unless the medication is an emergency medication which the student is authorized to carry and self-administer by the parent/guardian and practitioner.

### ***IMMUNIZATION - POLICY 5320***

The Board of Education requires that all students be properly immunized pursuant to the provisions of the State Health Department regulations. All students shall be required to provide records establishing that they meet the State Health Department's immunization requirements or sign a waiver of those requirements no later than the 30th school day from the beginning of the school year or initial enrollment in the District.



## **5340 - STUDENT ACCIDENTS/ILLNESS/CONCUSSION**

The Board believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

### **Accidents**

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care. The District Administrator may provide for an in-service program on first aid and CPR procedures. The administrator in charge must submit an accident report to the school office on all accidents.

### **Illness**

School personnel shall not diagnose illness or administer medication of any kind except in accordance with Policy 5330.

### **Concussion**

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping.

At the beginning of a season of any athletic sport, the Athletic Director shall distribute a concussion and head injury information sheet to each coach and to each student participant. No student will be permitted to participate in any athletic activity unless that student, or if the student is under age nineteen (19) his/her parent, has returned a signed concussion and head injury information sheet. A student is only required to return one (1) signed sheet per school year in order to participate in athletics.

A coach shall remove from competition or practice any student that the coach determines is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury or who the coach suspects has sustained a concussion

or head injury. Any student removed from participation under this section may not return to participation until a written release to participate from a healthcare professional is provided.

Parents who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

# WAUTOMA HIGH SCHOOL



514 South Cambridge Street  
PO Box 870  
Wautoma, WI 54982  
Phone: 920-787-3354  
Fax: 920-787-1513

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*Wautoma Area School District • Building Positive Foundations for the Success of our Children*

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## **2023-2024 ADDITIONAL POLICY NOTICES**

### **8330.01 - UNAUTHORIZED ACQUISITION OF STUDENT PERSONAL INFORMATION**

The Board of Education is responsible for maintaining records of all students attending schools in this District. If the District becomes aware of the unauthorized acquisition of "Personal Information" the District shall make reasonable efforts to notify each affected student, and if a minor, the parents, that their personal information has been accessed. "Personal Information" includes the individual's social security number, driver's license number, State identification number, the number of financial accounts or access codes, the individual's deoxyribonucleic acid profile, or the individual's unique biometric data including fingerprint, voice print, retina or iris image, or any other unique physical representation.

### **2240 - CONTROVERSIAL ISSUES IN THE CLASSROOM**

The Board believes that the consideration of controversial issues has a legitimate place in the instructional program of the District. Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

### **2270 - RELIGION IN THE CURRICULUM**

As a public entity, the District must comply with the U.S. Constitution's First Amendment requirement that the District neither establishes religion in the schools nor prohibit students' free exercise of religion according to pertinent interpretation and application of those Constitutional provisions by the Courts. Accordingly, no Board employee will promote religion in the classroom or in the District's curriculum, or compel or pressure any student to participate in devotional exercises. Displays of a religious character must conform with Policy 8800. Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally. Teachers shall forward requests for religious accommodation in instruction to the principal.

### **2451 - PROGRAM OR CURRICULUM MODIFICATIONS**

The Board recognizes that the regular school program may not be appropriate for all students. Some students may need program or curriculum modifications to successfully meet the District's academic goals and/or graduation requirements. (See Policy 5461 - Children At-Risk of Not Graduating from High School)

### **2261.01- PARENT AND FAMILY ENGAGEMENT IN TITLE I PROGRAMS**

In accordance with the requirements of Federal law, programs supported by Title I funds must be planned and implemented in meaningful consultation with parents and family members of the students being served.

### **5350 - STUDENT SUICIDE PREVENTION**

The Board of Education recognizes that depression, anxiety, and other mental health conditions are severe problems among children and adolescents. A student who lives with a mental illness may not be able to benefit fully from the educational program of the schools, and a student who has engaged in or attempted self-harm poses a danger both to himself/herself and to other students.

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*Mrs. Jennifer Johnson, Principal*  
[johnsonj@wautoma.k12.wi.us](mailto:johnsonj@wautoma.k12.wi.us)

*Mr. Jared Esala*  
[esalaj@wautoma.k12.wi.us](mailto:esalaj@wautoma.k12.wi.us)

*Mr. Adam Vaughan, Athletic Director*  
[vaughana@wautoma.k12.wi.us](mailto:vaughana@wautoma.k12.wi.us)