

Winneconne High School

Student Handbook 2016-17

Educational Philosophy

The Winneconne Community School District assumes educational responsibility for all youth living within its boundaries. It shall strive to provide equal educational opportunities for all pupils. Because each child possesses unique individual capabilities and needs, we believe that educational opportunities should be provided that allow the necessary support and flexibility for each child to develop his/her own potential.

The primary focus of the Winneconne Schools is to educate the total child on both cognitive and affective levels. We believe that the basic skills of reading, writing, speaking, thinking, listening, computing, and evaluating are fundamental to learning in all educational areas and that the development of personality, emotional maturity, physical and mental health, and civic, social, and economic awareness should be interwoven in the fabric of the individual's total education. In addition to basic skills, the district shall also provide experiences which encourage creativity, intellectual curiosity, independent thinking, and healthy lifestyles.

We consider that the purpose of public school education is to develop individuals who, in a world of continual change and progress, can demonstrate academic competence, leadership and responsibility, self-discipline, and respect for other individuals. Although teachers, administrators, and the school board accept primary responsibility for providing educational opportunities, we also believe that obligations must be assumed on the part of the children, their parents, and the entire community.

WEBSITE

The Winneconne School District website is www.winneconne.k12.wi.us.

This agenda belongs to:

NAME: _____ **Grade:** _____

ADDRESS: _____

CITY/TOWN: _____

PHONE: _____

2016-2017 School Year

AUGUST

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

DECEMBER

M	T	W	T	F
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12	13	14	15	16
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APRIL

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SEPTEMBER

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JANUARY

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30	31			

MAY

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OCTOBER

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31				

FEBRUARY

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JUNE

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NOVEMBER

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MARCH

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- No School
- No School for students
Teacher in-service days
- See Explanation below

- Aug. 22 New teacher orientation
- Aug. 23, 24, 25, 29, 30 Teacher in-service
- Aug. 23 (6th gr. orientation 5:00 - 7:00)
- Aug. 24 (4K-5 gr. open house 5:00 - 7:00)
(7-8 gr. open house 5:00 - 7:00)
- Sept. 1 First Day - K-12 Students
- Sept. 1 4K Student & family mtgs (sign up info will be in summer mailer)
- Sept. 2 First Day - 4K Students
- Sept. 5 No School - Labor Day
- Sept. 23 Early Dismissal for staff development
- Oct. 28 Early Dismissal for staff development
- Nov. 18 No School - Teacher in-service
- Nov. 23 Early Dismissal for staff development
- Nov. 24-25 No School - Thanksgiving Break
- Dec. 23 - Jan. 1 No School - Winter Break

- Jan. 2 School in session
- Jan. 18 First Semester Ends
- Jan. 20 Early Dismissal for staff development
- Feb. 17 Early Dismissal for staff development
- Mar. 24 Early Dismissal for staff development
- Apr. 12 Early Dismissal for staff development
- April 13 - 17 Spring Break
- May 26 Early Dismissal for staff development
- May 26 Graduation 7:00 PM
- May 29 No School - Memorial Day
- May 31 Last Day w/students if 0-2 snow days
- June 1 Last Day w/students if 3 snow days
- June 2 Last Day w/students if 4 snow days
- June 1, 2, or 5 Teachers data day-depends on student last day

WELCOME to Winneconne High School. We are very proud of our school's achievements, offerings, students, community, and staff. In order to keep up with and even surpass these high standards, each of us must do his/her part and contribute to the overall operation of the high school. The student is the integral part of any school. Your high school years can provide some of the most rewarding experiences of your life. We ask that you take advantage of our programs in gaining life experiences. Best wishes for a great year!

CLASS SCHEDULE

Regular

Zero hr.	7:00 - 7:50
1 st hr.	7:53 - 8:44
2 nd hr.	8:48 - 9:39
3 rd hr.	9:43 - 10:34
4 th hr.	10:38 - 11:29
A Lunch	11:29 - 11:56
5 Class 1	11:33 - 12:24
B Lunch	12:24 - 12:51
5 Class 2	12:00 - 12:51
6 th hr.	12:55 - 1:46
7 th hr.	1:50 - 2:41
Focus Time	2:45 - 3:15

2 Hour Delay

1 st hr.	9:53 - 10:32
2 nd hr.	10:36 - 11:15
3 rd hr.	11:19 - 11:58
5 th hr.	12:02 - 12:41
A lunch	11:58 - 12:23
5 th hr.	12:27 - 1:06
B lunch	12:41 - 1:06
4 th hr.	1:10 - 1:49
6 th hr.	1:53 - 2:32
7 th hr.	2:36 - 3:15

Early Release

Zero hr.	7:17 - 7: 49
1 st hr.	7:53 - 8:25
2 nd hr.	8:29 - 9:01
3 rd hr.	9:05 - 9:37
4 th hr.	9:41 - 10:13
5 th hr.	10:21 - 10:53
6 th hr.	10:57 - 11:29
7 th hr.	11:33 - 12:05

FOCUS TIME

Focus Time is a 30-minute period at the end of each school day. The primary goals for Focus Time are to provide a method of intervention for struggling students, as well as to provide self-directed learning and enrichment opportunities for all students. Junior and senior students who meet the requirements and have parental permission may be eligible to leave campus during Focus Time.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

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. Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity. The District's "Compliance Officer" is Garth Larson, Director of Learning - larsong@w-csd.org.

ADMINISTRATIVE CODE

In response to recent federal and state legislation, the Winneconne Community Schools have adopted an Administrative Code regarding the maintenance and confidentiality of student records. Because this Administrative Code affects all students both presently enrolled and those who will be leaving the Winneconne Community Schools, it is important that students and parents be made aware of the written policy governing the content, maintenance, and confidentiality of student records. The right to privacy and the protection of confidential information is the

concern of the Winneconne Community Schools. Anyone wishing more information on the Administrative Code or necessary permission forms should contact the building principal or counselor.

ACCIDENTS AND INJURY

All accidents/injuries should be reported to the office and a report filed.

INSURANCE

The School District of Winneconne does not carry or sell insurance covering student accidents which occur during school or in a school sponsored activity.

Parents/Guardians who desire such insurance coverage are encouraged to contact a family insurance agent.

PHONE CALLS

Student-related use of office phones will be for EMERGENCIES only. Calls to parents for permission to leave school to get homework, lunch money, athletic uniforms, etc. must be made from the office phones. The parent will then need to call the office to confirm his/her authorization.

CHANGE OF ADDRESS

If there is a change of address or telephone number during the school year, please report it immediately to the school office.

PRESCRIPTION/NONPRESCRIPTION MEDICATIONS

According to Wisconsin Statute 118.29, students requiring medication at school shall be identified by parent/guardian to the District Administrator or designee.

School Personnel authorized by the District Administrator or designee may administer medications to students under appropriate procedures developed and supervised by the school nurse.

WEATHER ANNOUNCEMENTS

In the event severe weather conditions require schools to be closed before starting or through early dismissal, this information can be gained by listening to radio stations WOSH AM 1490, WPKR FM 99.5 and WLUK Fox TV 11.

SEVERE WEATHER, TORNADO, FIRE AND SAFETY DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution (S.118.07). It is essential that when the first signal is given, everyone clear the building by the prescribed route as quickly as possible. Students will be suspended and/or referred to appropriate authorities for interfering with the school's fire-fighting equipment (S.941.12) and for intentionally setting off a false alarm (S.941.13). Procedures for safety and severe weather drills will be posted. Shelter areas will be designated in case of severe weather. Severe weather drills will occur on timely intervals as required by law.

LOST AND FOUND

Students who find lost articles should take them to the office, where the owner can claim them.

SURVEYS

The School Board respects the privacy rights of parents and their children. No student shall be required to participate in any survey associated with a school program or the District's curriculum, or which is administered by a third party in the school without notification of parents/guardians, if the survey includes information that may be considered private.

STUDENT VALUABLES

Students, not the school, are responsible for their personal property. **Do not** leave valuable items and money in your school or physical education locker. When it is necessary to bring large and valuable items to school, students are encouraged to check these items in the office. A list of items left in the office should be attached. Students will be provided locks for both P.E. and athletics. Locks are to be removed at the end of the year. Investigation of loss, theft, or damage of personal items will be minimal unless it can be established that the student adequately secured the property.

STUDENT TRANSPORTATION

The School District exercises control over transporting students to and from school sponsored activities. At all times, students will be required to use school sponsored transportation unless school sponsored transportation is not feasible. In such cases, the parent may request to transport the student to the site or have the student transport himself/herself to the site. Parents choosing either method must sign a parent/student transportation agreement, which outlines the rules and regulations.

SCHOOL LUNCH

Regular lunch periods are from 11:29 to 11:56 a.m. (1st lunch) or from 12:24 to 12:51 p.m. (2nd lunch). Winneconne High School is a closed campus. Students are only allowed off campus during lunch to eat when accompanied by their parent or guardian. Students eligible for free lunch or lunches at reduced prices must have parents complete and submit the appropriate forms to the school office before the price reduction will be put into effect. Forms may be obtained from the school office. Any unsanitary practices, excessive disturbances, or unacceptable behavior will result in disciplinary action. Students who are not respectful during lunch may be required to eat in the office.

STUDY HALL

Students are expected to be in their seat at the beginning of the study hall period. Students on merit are to report directly to the merit area. Students are expected to come to study hall prepared to work on an activity or assignment. Students needing to work in the library or with a specific teacher must have their passbooks signed by the authorizing teacher, not the study hall/merit supervisor.

SACRED MUSIC PERFORMANCE

Prior commitment of the Board to an integrated, inclusive multicultural curriculum shall be maintained when musical selections are chosen.

LOCKER REGULATIONS

School lockers are the property of the Board of Education and are provided for the convenience of students. Students are assigned a locker. Students **should** keep his/her locker combination confidential. **Lock your locker at all times.** If damage occurs to your locker, report this immediately to the office. If damage is not

reported, the student to whom the locker was assigned will be held accountable. School officials retain the right to search lockers at any time and may schedule locker clean outs periodically.

VISITORS - STUDENTS WHO BRING VISITORS

All visitors must report to the main office upon entering the building. Visitors wishing to observe the school for purposes of attending are to arrange this with permission at least one week in advance. All visitations are subject to the approval of the Administration.

DANCE POLICY

Only Winneconne High School students with a student I.D. will be permitted to attend school dances unless a guest is signed up in the office in advance. Students must arrive to the dance by 10:00 P.M. No one will be admitted after that time unless prior arrangements have been made with the principal. Students leaving the dance will not be permitted to return, unless granted permission by the dance supervisor.

COURT GUIDELINES

All elected court members are considered participants under the Winneconne extra-curricular code handbook. Students elected to a dance court must meet the criteria found in the extra-curricular code and are subject to removal due to code and/or school violations or infractions, at the discretion of administration.

Court members will be selected and consist of a number of students based on the following descriptions:

Homecoming - All students are eligible for nomination. Six senior males, six senior females, one junior male, one junior female, one sophomore male, one sophomore female, one freshman male, and one freshman female, voted upon by their respective classes, will represent the Homecoming Court (18 students total).

Winterfest - All students are eligible for nomination. Five senior males, five senior females, two junior males, two junior females, two sophomore males, two sophomore females, two freshman males, and two freshman females, voted upon by their respective classes, will represent the Winterfest Court (22 students total).

Prom - All junior class males and females are eligible for nominations. The junior class will select five male court members and five female court members. Each court member will select one escort from the junior class. In the case where an elected male and an elected female select each other as escorts, an additional court member (receiving the next greatest number of votes) will be added in order to maintain a ten couple court.

STUDENT SERVICES

The student service department is available for every student in the high school. Services include academic scheduling and concerns, personal issues, and career planning. With the developmental school counseling program, students are offered individual and group counseling, as well as classroom sessions. A school counselor is available to work with students on school related issues. When a student needs extra support, referral to outside agencies is necessary.

LIBRARY

The library is open from 7:00 a.m. to 3:45 p.m. See the [library/media handbook](#) for research skill information and library usage guidelines.

EXTRA-CURRICULAR ACTIVITIES (Covered by Code Handbook)

WIAA SPONSORED SPORTS

Boys' and Girls' Track	Softball
Boys' and Girls' Cross Country	Baseball
Boys' and Girls' Soccer	Wrestling
Boys' and Girls' Basketball	Football
Girls' Volleyball	Golf

ACTIVITIES

Forensics
Power Lifting
Spirit Squad
Equestrian
Academic Decathlon
Trap

OTHER SCHOOL ACTIVITIES

F.F.A.	Pep Band/Jazz Band	Yearbook
Badger Boys	Academic Bowl	Student Council
Badger Girls	Key Club	P.R.O.
Jazz Choir	Class Officers	National Honor Society
World Affairs Seminar	WILS Leadership Rep.	Court Members
Spanish Honors Society		

Students who participate in other school activities are also expected to follow a code of conduct similar to the eligibility standards of the Extra-Curricular Activities Code Handbook. If a behavioral incident happens, the organization rules will be reviewed and discussed by the activity advisor(s) and high school administration to determine the consequences for a violation of the eligibility standards on an individual activity basis.

FEES

Students participating in extra- and co-curricular activities are required to pay an activity fee. Project fees in specific courses must be paid prior to the student starting the project. Unpaid fees and fines may result in being restricted from computer use.

COMMUNITY SERVICE

Students must earn 9 hours of community service per year and a total of 36 hours prior to graduation with a non-profit organization. Unique locations or service should be pre-approved with the Career Specialist. Community service hours completed must be turned in within 60 days of their completion. Personal safety should be followed when students complete their hours by not working with tools and equipment they are unfamiliar with, having proper training, and being supervised by an adult. Students can pick up forms, see a list of established community service organizations, and get ideas for community service ideas by going to the Career Center and talking with the Career Specialist.

GRADUATION REQUIREMENTS

Graduates of Winneconne High School must attain 22.5 credits. The credits are to be distributed as follows:

Communication Arts	4.0 credits
Social Studies	3.0 credits
Science	3.0 credits
Mathematics	3.0 credits
P.E.	1.5 credits*
Health	.5 credits
Personal Finance	.5 credits
<u>Electives</u>	<u>7.0 credits</u>
Total	22.5 credits
Community Service	36 hours**
Civics Assessment	passing score

*Winneconne Community School District School Board Policy allows students to substitute one-half physical education credit by taking an elective course in communication arts, math, science, and/or social studies AND participate in a varsity level WIAA sanctioned sport or letter in the following extra-curricular activities: spirit squad, power lifting, trap team, equestrian team provided they compete and finish the season in good standing as determined by the coach, athletic director, and high school principal.

**Thirty-six (36) hours of community service are required to receive a Winneconne High School diploma. It is expected that a student participate in a minimum of nine (9) hours of community service per year. The student is responsible for recording any time over 72 hours.

Students must participate in graduation practice in order to be eligible to participate in the graduation ceremony.

REQUIRED COURSE LOAD

Freshman, sophomore, and junior students are required to register for a minimum of (6) six credits per school year. Senior students are required to register for a minimum of (5.5) five and a half credits per school year.

TEACHER ASSISTANCE PROGRAM

This program is open to 11th and 12th graders who have found a teacher willing to participate in the program. The supervising teacher will grade students on a pass/fail basis. A student may earn one credit total over the 11th and 12th grade years.

ADDING/DROPPING CLASSES

Adds: Courses may be added three (3) days after the semester begins without teacher's approval, provided there is adequate room in the class.

Drops: Courses may be dropped up to 10 days after the first day of the semester, provided the student maintains a minimum number of required credits per year. Students who drop a class after 10 days may receive a "withdraw failure" for that course. Students may be required to pay for all or part of the course cost when dropping an online or Youth Options class.

YOUTH OPTIONS

Under the youth options program, students enrolled in the 11th or 12th grade may enroll in an institution of high education (a UW system campus or center; a technical college; or a private, non-profit college located in this state) to take one or more courses under certain circumstances. Students are allowed to take a maximum of 18 credits throughout their high school experience. This type of program requires students to be independent and mature. There are college level course offerings in the form of career exploration or advanced level courses that require rigor and have high student expectations. Students will need to adhere to the academic schedule of the corresponding institution. Students must complete proper paperwork by specific deadlines and have administrative approval, a minimum cumulative GPA of 2.5, no failing grades and no “U”s” the preceding two semesters to qualify for taking a youth options class. Students and parents will be responsible for payment of these courses in the event of failure, dropping the class after the deadline, or behavior dismissal.

PROGRESS REPORTS/REPORT CARDS

Progress reports will be posted approximately five to six weeks after the beginning of each quarter. These reports will have the grade and comments from each of the student’s teachers. It is **STRONGLY** recommended that parents seek a conference with the teachers of the courses where unsatisfactory work is being done. First and third quarter report cards are posted approximately two weeks after the end of each quarter. Semester report cards will be sent to parent(s)/guardian(s) approximately two weeks after the end of the semester.

HONOR ROLL

Honor Roll achievements at Winneconne High School include: High Honors—A grade point average of 3.5-4.0 and Honors—A grade point average of 3.0-3.49.

MERIT SYSTEM

The Merit System is a plan whereby good school scholars and citizens are granted the privilege of a choice of approved activity areas during their study hall class period. Merit students must have a grade point average of 3.0 or higher and must have satisfactory citizenship marks in all classes on their quarter and semester grades. Students are not eligible for merit if they: Do not have a signed emergency card on file in the office, are on the no pass list, have committed a computer violation, have any “N”s or “U”s, have earned an Incomplete, F, NA, or NS grade, are delinquent in serving detentions, have more than two detentions per quarter, or if they have any suspensions. Students are expected to check in and must have a pass to move throughout the building. Watching non-school related videos, and games (including card playing) are not appropriate activities for merit or study hall.

WISCONSIN ACADEMIC EXCELLENCE AWARD

The Winneconne High School procedure for determining who receives the Academic Excellence Scholarship (for those enrolled in eligible higher education institutions in Wisconsin) when more than one student has the highest overall grade point average after seven semesters (having attended Winneconne High School for **at least** the last three semesters), carried out to three decimal places, shall be as follows:

1. Composite score on the ACT.
2. Highest sub-score on the ACT test.
3. By chance drawing of names as supervised by the principal.

WISCONSIN TECHNICAL EXCELLENCE AWARD

The Winneconne High School procedure for determining who receives the Technical Excellence Higher Education Scholarship (for those enrolled in eligible technical education institutions in Wisconsin) when there is a tie for points and more than one student has met the requirements of the scholarship shall be as follows:

1. Composite score on the ACT.
2. Highest sub-scores on the ACT test (in order).
3. By chance drawing of names as supervised by the principal.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is a privilege bestowed upon outstanding sophomore, junior, and senior students. To qualify for membership, students must excel in the areas of scholarship, service, leadership, and character. Minimum requirements include:

Scholarship: Students must earn a cumulative grade point average of 3.5 or higher.

Service: Community service hours must be completed prior to March 1 each year.

Sophomores must acquire a minimum of 36 hours; juniors need 54 hours; seniors must acquire 72 hours. **Leadership/Character:** Members must also comply with deadlines, attend required meetings, and participate in NHS activities and programs. Students must complete an application by deadline set in advance by the advisor(s) which includes documentation of leadership and character as witnessed by teachers, coaches, and other community members. **Character:** Students must sign and comply with the WHS NHS Oath of Conduct. Qualified applicants shall be reviewed by the Winneconne NHS Advisory Council.

ATTENDANCE POLICY

Schools are required by State Statute to observe the Compulsory School Attendance Laws, which require all students to attend school regularly until the end of the school term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age. Adult students (18 years of age and older) must follow the same attendance rules as other students and may sign their own notes only after a parental note is received in the office releasing the parent/guardian from his/her responsibility.

PHYSICAL EDUCATION MEDICAL POLICY

Physical education is a state-required course, and attendance is mandatory. School policy will allow a student to be excused from physical education for a single day based upon a parent's written request. For students habitually requesting a single-day excuse and for students who need to miss physical education for more than a day, a doctor's written statement is required.

ATTENDANCE PROCEDURES

1. Students are expected to attend all of their classes daily and remain in the high school building from 7:53 a.m. until 3:15 p.m.
2. Students who are absent or tardy are to have a parent or guardian call the high school office at 582-5810 **before 9:00 a.m.** to inform school officials of the student's absence and reason for it. If a phone call is not received by 9:00 am, the student will be marked unexcused.
3. Students who are tardy to school are to immediately report to the high school office upon arrival. Students will call a parent/guardian to notify the parent/guardian they are late.
4. Any student whose name appears on the "unexcused absence" list is to report to the high school office **before first hour** the day they return to school for a re-admit pass.
5. Students who must leave the building for medical/dental appointments during the school day must have written or phoned in parental permission to the school office and sign-out **before** leaving the building. Students attending medical/dental appointments during the school day should request written verification of their attendance at the appointment and bring this documentation to school with them upon return (within 48 hours).
6. Those students who become ill during the day will need parental/guardian permission to leave **before** being signed out in the office.

TARDINESS

Tardiness means not being in the classroom at the end of the bell tone, and/or not being in school in an assigned class/area or study hall when school begins at 7:53 a.m. Students who are unexcused tardy to school must report to the office for an admit slip. The third (3rd) tardy to school will result in a detention and every occurrence thereafter per semester. The individual teacher will handle classroom tardiness for hours 2-7 and Focus Time.

STUDENT ILLNESS

Students who become sick during the day are to report to the health room in the office. The health room is not intended for extended or regular use, since this may indicate a possible health related issue that could be treated by a physician.

RELEASE TIME

Release time is defined as time during a scheduled school day that a student does not have to attend school due to emergency reasons. To qualify for release time, a student must demonstrate a need by submitting a request form to the building principal for approval.

ANTICIPATED ABSENCES

Anticipated absences require students to bring a note from their parent or guardian to the office at least two (2) days prior to the scheduled absence(s). **Students must inform teachers of the anticipated absence. All assignments are the responsibility of the student.**

CAREER AND COLLEGE EXPLORING ABSENCES

Students that have scheduled a career or college exploring opportunity either on their own or through Students Services should complete the proper paperwork. Job Shadow and College Visit forms are available in the Career Center and must be completed in advance (at least 24 hours/1 full school day) and signed by teachers and parents for the absence to be excused as a school related activity.

EXCUSED ABSENCES

Absences because of illness, family emergency, and/or approved school activities are excused if the school is notified by the parent/guardian within 48 hours of the absence. Absences because of medical appointments, family trips, etc. must be cleared prior to the absence. Students must bring in notes from their medical provider in order to professionally excuse a medical absence. It is up to the students to arrange make-up of any schoolwork missed.

EXCESSIVE EXCUSED ABSENCES

Parent notification will occur when a student accumulates an excessive number of excused absences (**ten or more**). An "absence" occurs any time a student misses any portion of the school day, regardless of the length of time the student is away from school. A written statement from a doctor is required in situations where a pattern of excessive excused medical absences from school has occurred. Absences not accounted for in this manner will be considered unexcused after the tenth absences. A student may not go over ten excused personal days in a school year.

UNEXCUSED ABSENCES/TRUANCY

Truant means any absence of part or all of one or more days from school during which the school has not been notified of the legal cause of such absence by the parent/guardian of such student. Truancy includes: Skipping individual class, leaving the closed campus school at any time during the day (including lunch) without prior office approval, student protests/walk-outs, oversleeping, shopping trips (even though sanctioned by parent), concerts, hair appointments, runaways, car problems, babysitting, or others not approved by the administration. **Truancy of any duration is subject to legal referral.**

HABITUAL TRUANCY

Habitually truant means a pupil is absent from school, without an acceptable excuse under Wisconsin State Statutes 118.5, for part or all of 5 (five) or more days on which school is held during a semester. The state and local law provides habitual truancy penalties including truancy ordinance citation, orders to attend school, forfeitures, loss of work permit, suspension of operating privileges, counseling, community service, home detention curfews, formal or informal supervision, or parental participation at school with child.

SENIOR SKIP DAY

There is no authorized day as Skip Day. Any students involved in such an unauthorized venture can be prevented from taking part in graduation ceremonies and have their diploma held until all required absent time is made up.

WORK PERMITS

Wisconsin laws require that all persons under 18 years of age must secure a work permit for each new job in which they are engaged after school hours, Saturdays, Sundays, and during vacation. Permits may be obtained in the school office. When applying for a work permit, a student should have a birth or baptismal record for proof of age, Social Security number, and a permit fee. The student also needs a letter from the employer indicating the type of work to be performed and a statement from parents giving permission to work.

WORK EXPERIENCE

The Work Experience Program is designed for students who are involved in work that relates directly to either an occupation or career. Maximum amount of release time from school will be 2 hours. Qualifications include: Senior status for Fall Semester or Junior/Senior status for Spring Semester, passing all classes (no Incomplete, F, NA, or NS grades) and has S for all conduct grades, a valid work permit on file in the high school office, obtains written permission from the employer stating times worked and skills addressed, work must be three days a week on a regular schedule, complete weekly assignments, and approval from Principal and work experience coordinator. Upon successful completion of the Work Experience program, the student may obtain ½ credit. This credit will be graded on a pass/fail basis.

The Work Experience Program is also designed for students identified as “at risk”, credit deficient students, and/or students with an Individual Education Plan (IEP). Chapter PI 26 defines school supervised work experiences as “a set of planned educational experiences, monitored by certified school personnel, designed for students to acquire attitudes, skills, and knowledge for work and other life roles.” Qualifications include being identified as an “at risk” or credit deficient student (per district approved definition), enrollment, and regular attendance. A student may receive a maximum of 2 credits. No more than ½ credit may be earned per semester or summer. Grades will be given on a pass/fail basis.

E.E.N. WORK EXPERIENCE

Identified in the student’s Individual Education Plan (IEP), the EEN Work Experience Program generally has the same criteria as listed in the regular Work Experience Program.

ELECTRONIC DEVICES AND CELL PHONES

Personal electronic devices may be brought to school by students, provided they are used per classroom and high school rules. The use may be limited by classroom teachers, at their discretion, and by school authorities. Violation of those rules may result in the device being taken away from the student for an appropriate amount of time, normally the remainder of the school day. Building administration may involve law enforcement if the device is used for any illegal purpose or for a purpose that causes harm to others. The Winneconne Community School District does not accept responsibility for lost or stolen devices. Investigation of loss, theft, or damage will be minimal unless it can be established that the student adequately secured the device. Due to privacy and data protection issues, camera and video features on any electronic device at school is expressly prohibited. Laser pointers or look-alike items are not permitted on school premises.

STUDENT TECHNOLOGY USAGE AGREEMENT

Winneconne Community School District (WCSD) provides students with access to the District’s electronic communications system for educational purposes. The electronic communications system is defined as the District’s network, servers, computers, mobile devices, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students. With this educational opportunity comes responsibility.

STUDENT TECHNOLOGY USAGE AGREEMENT (CONTINUED)

Though the District uses filtering technology and protection measures to restrict access to inappropriate material, it is not possible to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate and responsible use. Access to the WCSD network is a privilege and administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

All students in WCSD must adhere to the following standards of responsible use:

- The District may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers or authorized storage sites will always be private.
- Students are responsible at all times for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.
- Students must log in to use the WCSD filtered wireless network during the school day on personal electronic devices.
- Students must not access, modify, download, or install computer programs, files, or information belonging to others.
- Students must not alter computers, networks, printers, or other equipment, except as directed by a staff member.
- Students must not release personal information on the Internet or electronic communications unless such release has been approved by a staff member.
- Students are not allowed to publish any image (picture, video, recording, or copied text) of other students or staff member in any manner without approval of person whose image is being used. This permission may be granted verbally; however, at any time revocation of use may be granted.
- Personal WCSD network access information should not be conveyed to other students or attempts be made to use anyone else's accounts.
- Students must not create, publish, submit, or display any abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal items, and should report any instances encountered.
- Vandalism, damage, or theft of district equipment will result in disciplinary action. At minimum the student will be responsible for the cost of repair or replacement of the equipment.
- Students shall adhere to all laws and statutes related to issues of copyright and plagiarism.
- Violation of any of these standards may result in suspension of computer use, Internet privileges, and/or other disciplinary action.

The District makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The District will not be responsible for any damage the user may suffer, including but not limited to loss of data or interruptions of service.

The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the system. Computer network privileges, including Internet access, will be granted only after the online registration signature page acknowledging the WCSD Student Technology Usage Agreement is received. By signing, you and your child agree to comply with the responsible use policy presented here.

WIRELESS INFORMATION

To connect to the Internet, it is mandatory that the device utilize the WCSD wireless network. The student will be expected to log in using their school supplied user ID and password. By logging into this network, the student is accepting the terms of the WCSD Student Technology Usage Agreement. Once on this network all users will have the same filtered Internet access they would have when using a district-owned device. Whether or not a student is using a district-owned device or a student-owned device, all aspects of the acceptable use agreement above will be enforced.

Additionally, if a student damages or steals another student's personal device, the student may be subject to disciplinary action, which could include police contact.

More information about the 1 to 1 Computer Program can be found at <http://goo.gl/1SnnGk> or by contacting the District Technology Facilitator.

TEXTBOOKS/TECHNOLOGY EQUIPMENT

Students are responsible for the care of the textbooks and equipment they use (i.e. Chromebooks). Because books and equipment are expensive items, all students are required to take care of them. Students are to sign their name and the date loaned in ink on the nameplate in the front of their books. At the beginning and end of the school year the librarian/teacher will evaluate the books. Staff will evaluate equipment on a regular basis. If a book or piece of equipment is damaged due to obvious carelessness or deliberate mutilation, a fine will be assessed. If a book is lost, the student will be assessed the replacement cost, which varies depending on the value of the item lost. If a Chromebook is lost, the student will be assessed the replacement cost.

BEHAVIOR/DISCIPLINE

Code of Student Conduct

Pursuant to Section 118.164 of the Wisconsin Statutes, the Winneconne School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe environment, conducive to the teaching and learning processes. Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media outlets, such as FaceBook, Twitter, MySpace, YouTube, etc. when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct.

Students are expected to come to school, and to every class, ready and willing to learn as well as conform to school rules and have respect for the law and for those persons in authority. 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. Parents should be aware of his/her child's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

The Winneconne School District has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community.

Code of Student Conduct (continued)

But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready or unable to avail themselves of the opportunity for an education.

When student behavior runs contrary to Board Policy, Building Policy, Federal, State or Civil Law, appropriate disciplinary action will be taken to safeguard the health and safety of each student and district employees. **Appropriate disciplinary action may include detentions, parent notification, legal referral, suspension, and/or expulsion.** At the discretion of the administration, any level of discipline may be deemed appropriate due to the nature, severity, or frequency of the offense.

PLAGIARISM

Each teacher has a policy on plagiarism in his or her course expectations. Students are reminded that all work that they turn in must be their own.

SEARCH AND SEIZURE

The school retains the right to conduct searches. Among the reasons are suspicion of concealing alcohol, drugs, tobacco, look-alike items, e-cigarettes, disruptive material, dangerous weapons, contraband, or other items which pose a danger to health and safety of others. Various searches including the use of canines, breathalyzers, and metal detectors may be conducted on school property and/or at school activities. Discovery of illegal materials will result in legal referral, suspension, and/or expulsion procedures. Searches may include: Person, locker, backpack, purse, bags, and vehicle.

COMPLICITY POLICY

Any student judged helping or aiding other students to violate school rules and regulations is subject to disciplinary measures.

BULLYING POLICY

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

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

A student who is either a victim of the bullying or is aware of the bullying is encouraged to report the conduct to the building principal or designee. A online form can be found on the Counseling Center webpage and in-print forms are in Student Services.

OFFENSES/ACTIONS

The following is a list of offenses with suggested actions to be followed, unless at the discretion of the administration the severity and /or frequency of the offense warrant immediate suspension and/or expulsion.

It is understood that these rules are not all inclusive. Actions may be taken with respect to any offense, which interferes with the orderly operation of the school, including repeated refusal to follow school rules. Consequences for these offenses may include any of the following: Parent notification, warning, detention, in-school suspension, 1-15 day out of school suspension, legal referral, and/or expulsion procedures.

- A. **Battery** - A student causing bodily harm to another by an act done with intent to cause bodily harm to that person harmed. Using a closed fist and or drawing blood may be considered to be battery.
- B. **Bullying/Cyber-bullying** - Bullying is persistent unwelcome behaviors, mostly using unwarranted or invalid criticism, nit-picking, and fault-finding; also exclusion, isolation, being singled out and treated differently, being shouted at, humiliated, excessive monitoring (such as following), and making verbal or written threats. This also includes Cyber-bullying. Cyber-bullying includes, but is not limited to the following misuses of technology: Harassing, teasing, intimidating, threatening, or terrorizing another person using social media and/or by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. The bully will be handled through our bully prevention program and appropriate disciplinary measures.
- C. **Disorderly Conduct** - Students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct and tend to cause or provoke a disturbance is guilty of disorderly conduct.
- D. **Gambling** - Whoever makes a bet in which the parties agree that, dependent upon chance even though accompanied by some skill, one stands to win or lose something of value specified in the agreement.
- E. **Harassment** - Harassment can be sexual, physical, verbal or non-verbal.
 - a. Sexual harassment may include touching of a sexual nature, unwanted sexual advances, displaying or distributing sexually explicit drawings, pictures or written material, sexual gestures, jokes, spreading rumors about a person's sexual activity, or orientation.
 - b. Physical harassment may include a student who engages in repeated acts to intimidate a person by strikes, shoves, kicks, or otherwise subjects the person to physical contact or threatens to do the same.
 - c. Verbal harassment may include any spoken or written communication that is not asked for, not welcome, and not returned. The behavior offends, upsets, humiliates, intimidates, or scares another person.
 - d. Non-verbal harassment may include displaying offensive or insulting material, suggestive looks or leers, unwelcome practical jokes, mimicking someone with a disability, sabotaging someone's school work, offensive hand or body gestures, encouraging others to remark or harass another person.
- F. **Hazing** - No person may intentionally or recklessly engage in acts of forced activity which endangers the physical health or safety of the student for the purpose of initiation or admission with any organization.

- G. Hall Pass** – Hall Pass violations may include being in the hall without a pass during a class period, forging a pass, using another student’s handbook or pass, or using an unreasonable amount of time to move from location to location. Students may also be put on the NO PASS list for being late to classes on a regular basis (3 or more times) Additional Action: Placement on the No Pass list.
- H. Insubordination** - A student shall not fail to comply with directions of teachers or other authorized school personnel. Repeated violations of rules, directives, or discipline procedures shall also constitute insubordination.
- I. Negligent Operation of Vehicle/Parking** - Any student who endangers another’s safety by creating a situation or unreasonable risk, high probability of death or great bodily harm. Additional Action: Legal referral.
- J. Obscenity** - A student who speaks, imports, prints, advertises, sells, has in possession, has for sale, publishes, exhibits, or transfers commercially any lewd, obscene, or indecent written matter, picture, sound recording, or film OR who has in possession with intent to transfer to a person under 18 years of age any of the above materials OR whoever makes any lewd, obscene, or indecent drawings or writings in school.
- K. Possession of a Weapon** - No person shall possess a weapon or look-alike (e.g. guns, ammunition, knives, and martial arts weapons) or any item intended to be used as a weapon in any school building or on school property. Additional Action: Confiscation of the weapon, Legal referral.
- L. Possession/Discharge of Fireworks** - No person shall sell, use, possess, discharge or explode any fireworks in the school building or on school property. Additional Action: Confiscation of the fireworks, matches, and/or lighter.
- M. Slander/Libel** - No person shall intentionally defame another, whether a student or a staff member. This involves anything which exposes the other to hatred, contempt, ridicule, or disgrace in their line of work.
- N. Two-Way Communication Devices** – Students violating this policy will be disciplined according to established procedures and may include temporary or permanent confiscation of the device. Building administration may involve law enforcement if the device is used for any illegal purpose or for a purpose that causes harm to others. Additional Action - Confiscation of the device.
- O. Vandalism** - Any student who intentionally causes damage to the school building and/or school property. Additional Action: Legal referral, restitution.
- P. False Fire Alarm** - No person shall intentionally pull the fire alarm other than for emergency reasons. Additional Action: Legal referral.
- Q. Theft** - Additional Action: Legal referral, Restitution.
- R. Possession/Use of Alcohol/Drugs** - The use, possession, sale (or intent to sell), or transfer of alcohol, inhalants, other drugs, or counterfeit drugs (including non-alcoholic beverages and drug paraphernalia) is prohibited. This includes look-alike products. Having illegal drugs or chemicals in a student system while at school or at school related activities on or off school property is prohibited. Additional Action: Confiscation of the Alcohol/Drugs/Inhalant, Legal referral.
- S. Possession/Use of Tobacco Products** - The use of tobacco is prohibited on school property and/or school activities on or off school property at all times. This includes look-alike products and all e-cigarettes. Additional Action: Confiscation of the tobacco product, look-alike product, e-cigarette, matches, and/or lighter, Legal referral.

- T. Improper Display of Affection** - Students must be aware of the perceptions created by inappropriate, distracting or disruptive displays of affection, which are deemed reasonable in a more private environment. Any willful and persistent displays of inappropriate behavior that interferes with the educational environment will result in disciplinary action.
- U. Criminal Gang Activity** - Section 895.77 (2) of the State Statutes authorizes a school district to bring an action in circuit court for any expenditure of money by the district as the result of criminal gang activity. State law defines "criminal gang activity" as the commission of, attempt to commit, or solicitation to commit a crime for the specific intent to promote or assist in any criminal conduct by gang members.

SUSPENSION/EXPULSION/DETENTION

The School Administration/School Board may expel or remove a pupil from school when the pupil: Has repeatedly refused or neglected to obey school rules; has engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others; has engaged in conduct while not at school or while not under the supervision of a school authority which endangers the property, health, or safety of others at school or under the supervision of a school authority; conveys or causes to be conveyed any threat of false information concerning an attempt being made or to be made to destroy or harm any school property by means of explosives; or property of the pupil, any employee, or School Board member of the School District in which the pupil is enrolled; and the Administration/School Board is satisfied that the interest of the school demands the pupil's removal/expulsion. Students who are under suspension may not be on any school district property nor attend any school function during the term of their suspension. Should a student be found on school property or attending a school-sponsored activity during a suspension, the student may be subject to further disciplinary action up to and including expulsion as well as civil action under the Winneconne Loitering Ordinance 8-1-15 and 8-1-25.

Students receiving detentions must serve the detention with the issuing teacher. Detention must be served within one week (five school days) or the detention will be forwarded to the office for further consequences. Detentions received in common areas (study hall, hallways) are served after school and are 30 minutes long.

CLOTHING POLICY

Neatness, cleanliness, and appropriate dress are vital to the individual student and to those with whom he/she shares a classroom. Student dress must be appropriate and must not distract or offend students, staff, or others within the school environment. Clothing must not cause a health or safety problem. Clothing, including footwear, must be clean. Objectionable clothing may be kept in the office and returned at the end of the day. The following items are **not** acceptable:

1. Pants revealing midriff, hips, or undergarments (even when arms are raised over the student's head)
2. Shirts that are torn or cut up. (Example: Sleeves cut off; sides cut out)
3. Low cut tops revealing cleavage.
4. Clothing with obscene or sexually suggestive signs or sayings (Example: Hooters t-shirts)
5. Clothing displaying drugs, alcoholic beverages, controlled substances, tobacco, or weapons of any kind.
6. Hats/head coverings and hoods worn indoors.

CLOTHING POLICY (CONTINUED)

7. Chains not considered jewelry; wallet chains.
8. In general, clothing that is too revealing, tight, or extremely oversized.
9. Jackets or coats worn indoors. (Jackets and coats should be placed in the student's locker during the school day.)

Students may be restricted to the office until they comply with the dress code. Students not complying will be offered the following options with administrative approval:

1. Correct the situation with appropriate clothing.
2. Contact parents or guardians to obtain appropriate clothing or go home to change.

SCHOOL BUS DISCIPLINE

Students riding school buses are expected to cooperate to the fullest extent with the bus driver. The bus driver has the same authority over students riding the bus as a teacher has over students in the classroom.

Bus drivers have the option to give verbal warnings or choose to file a written report to students on the bus for minor offenses. The bus driver may choose to file a school bus incident report to the school office. If reported, the administrator determines what step placement or action should be taken due to the severity of the incident.

Step 1: The completion of a school bus incident report is filed in the school office. The incident report will be sent to parents.

Step 2: The completion of a school bus incident report is filed in the school office. The student may be suspended from the bus for up to 2 days. The parents may be required to meet with the administrator and the transportation coordinator.

Step 3: The completion of a school bus incident report is filed in the school office. The student may be suspended from riding the bus for up to 3 days. Along with the incident report, a letter from the district administrator indicating that, should there be another incident, the student may be expelled from riding the bus.

Step 4: Should there be an additional incident after the procedures listed above have been followed, the student will be suspended from the bus for up to 15 days, pending a hearing before the Board of Education. The Board will review the incidents and make a determination as to whether the student will be allowed to continue to ride the bus or be denied transportation for a specific period of time.

Appropriate behavior may be rewarded in this progressive step system. If a bus incident report is filed after 45 school days of "incident-free time period" the student may remain at the current step rather than progressing to the next step. For example, depending on the severity of the incident and a 45-day "incident-free" time period, a student at step 2 may remain at step 2.

**The school board or administration reserves the right to suspend and/or terminate a student's bus riding privileges upon the occurrence of any misconduct depending on the severity of the incident.

**When disciplinary actions occur at the end of a school year, and when time does not permit a suspension to be served, the suspension will be held the next school year.

Before you...



THINK!

T = Is it True?
H = Is it Helpful?
I = Is it Inspiring?
N = Is it Necessary?
K = Is it Kind?



Just scan to visit
Winnebago Countywide
Crime Stoppers web site.

CRIME STOPPERS

WINNEBAGO COUNTYWIDE

**IF YOU HAVE INFORMATION THAT
COULD HELP SOLVE A CRIME**

TEXT

**IGOTYA
TO
CRIMES (274637)**

OR

CALL

**(920)
231-TIPS(8477)**

YOU WILL REMAIN ANONYMOUS

www.winnebago crimestoppers.org

COMMUNITY SERVICE AGREEMENT REQUIREMENTS

- 36 total hours to graduate (1 hour per month students are in school; 9 months for 4 years)
- can also be earned during the summer, but should be turned in at the beginning of the subsequent school year
- should be with a non-profit organization or be pre-approved with the Career Specialist

LOCATIONS

- locations may be chosen by student and parents with the understanding that safety is highly regarded when choosing an activity or location
- listings of established community service organizations are available in the Career Center
- unique locations may be approved by the Career Specialist

PERSONAL SAFETY

- students should not be working with tools or equipment they are unfamiliar with
- students choosing activities new to them should request proper training
- community service activities must be supervised by an adult

VERIFICATION FORMS

- student must complete a form acknowledging their service hours and must be signed by a supervising adult
- volunteer service acknowledging form must be turned into the Career Specialist for proper verification and recording; the Career Specialist may verify with supervising adult; hours can be denied if they do not fit the guidelines
- volunteer hours must be turned in within 60 days of completion

Hours may not be earned for service that is paid or normally would be paid for, for a non-profit business, if the service is required for a class, school group/organization, is court ordered, nor if it helps a family member or individual otherwise able to care for themselves. Hours can be granted for working with non-related elderly/disabled.

I understand the requirements related to Community Service requirement hours. If I should have any questions regarding volunteer hours or locations, I can contact the Career Specialist at the High School. Additional information and brochures are available in the Career Center.

Student name (please print legibly)

Grade

Student Signature

Date

Parent / Guardian Signature

Date

The Winneconne School District is offering the above as guidelines for the safety of students required to do Community Service. Parents and students choosing NOT to follow the suggestions are doing so of their own prerogative.

TWO-SIDED DOCUMENT

PLEASE READ AND SIGN BOTH SIDES

RECEIPT OF STUDENT AGENDA

I acknowledge receiving my student agenda. I have been instructed to read the agenda for school information. Specifically, a staff member discussed with me the following:

- ✓ Website
- ✓ Attendance Policies and Procedures
- ✓ Absences—Excused, Unexcused, Excessive, Anticipated, Career/College Exploring
- ✓ Tardiness
- ✓ Truancy—Habitual
- ✓ Focus Time
- ✓ Merit System
- ✓ Teacher Assistance Program and Work Experience Programs
- ✓ Release Time, Youth Options
- ✓ Co-Curricular/Athletic Activities
- ✓ Fees
- ✓ Graduation requirements
- ✓ Honor Roll
- ✓ Required Course Load
- ✓ Dropping/Adding Classes
- ✓ National Honor Society
- ✓ Student Services
- ✓ Administrative Code/Student Records
- ✓ Insurance
- ✓ Court Guidelines
- ✓ Student Technology Usage Agreement
- ✓ Wireless
- ✓ Library/Textbooks/Equipment
- ✓ Equality of Educational Opportunity
- ✓ Bullying Policy
- ✓ Progress Reports/Report Cards
- ✓ Weather Announcements
- ✓ Severe Weather, Tornado, Fire & Safety Drills
- ✓ Work Permits
- ✓ Behavior/Discipline/Code of Conduct/Offenses and Actions
- ✓ Suspension/Expulsion/ Detention
- ✓ Complicity Policy
- ✓ School Bus Discipline
- ✓ Clothing Policy/Head Coverings
- ✓ Hall Passes
- ✓ Locker regulations/Search and Seizure
- ✓ Student Valuables/Lost and Found
- ✓ Physical Education Medical Policy
- ✓ Student Illness/Medication Policy, Prescriptions
- ✓ Accidents and Injury
- ✓ Visitors
- ✓ Electronic Devices
- ✓ Dance Policy
- ✓ Phone Calls
- ✓ Class & Lunch schedule
- ✓ Student Transportation
- ✓ Senior Skip Day
- ✓ Change of Address
- ✓ Sacred Music Performance
- ✓ Study Hall
- ✓ Surveys
- ✓ Wisconsin Academic Excellence Award and Technical Award

I also acknowledge that I am aware that the complete School Bus Handbook and the complete Computer Acceptable Use Policy are on the district's website.

STUDENT SIGNATURE: _____

DATE: _____ **GRADE:** _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

TWO-SIDED DOCUMENT

PLEASE READ AND SIGN BOTH SIDES