

Wisconsin Heights Middle-High School 2017-18 Handbook

**10173 US Hwy 14
Mazomanie, WI 53560
608-767-2586**

Staff e-mail addresses are available on the district website:
www.wisheights.k12.wi.us

**School Colors - Green & White
School Mascot - Vanguard**

School Song

Fight on you Vikings, grab that victory.
With your strength and spirit, you deserve our loyalty, U-rah-rah.
Onward with courage, from Wisconsin Heights,
Blow on the whistle, start the game, we'll fight,
We'll really fight, fight, fight.
Who's the team that's always best?
Vikings over all the rest.
Who will win this game tonight?
Green and white will always fight.
Green and white, green and white,
Green and white will always fight.
Fight on you Vikings, grab that victory.
With your strength and spirit, you deserve our loyalty, U-rah-rah.
Onward with courage, from Wisconsin Heights,
Blow on the whistle, start the game we'll fight,
We'll really fight, fight, fight.

GO VANGUARDS!

Bell Schedules

Regular Schedule

Period 1 - 7:55-8:47

Period 2 - 8:50-9:37

Period 3 - 9:40-10:27

Period 4 - 10:30-11:17

Period 5 - Middle School:

*MS Lunch - 11:17-11:53 **

MS Class - 11:56-12:43

Period 5 - High School:

HS Class - 11:20-12:07

HS Lunch - 12:07-12:43

Period 6 - 12:46-1:33

Period 7 - 1:36-2:23

Period 8 - 2:26-3:16

45-Minute Homeroom

Period 1 - 7:55-8:39

Period 2 - 8:42-9:25

Homeroom – 9:28-10:13

Period 3 - 10:16-10:59

Period 4 - 11:02-11:45

Period 5 - Middle School:

*MS Lunch – 11:45-12:15 **

MS Class – 12:18-1:00

Period 5 - High School:

HS Class – 11:48-12:30

HS Lunch – 12:30-1:00

Period 6 - 1:03-1:45

Period 7 - 1:48-2:30

Period 8 - 2:33-3:16

Early Release (Teacher Inservice)

1st – 7:55-8:21

2nd - 8:24-8:50

3rd - 8:53-9:19

4th - 9:22-9:48

5th - 9:51-10:17

6th - 10:20-10:46

7th - 10:49-11:15

8th - 11:18-11:45

2-Hour Late Start

Period 1 - 10:00-10:32

Period 2 - 10:36-11:08

Period 3 - 11:12-11:44

Period 4 - 11:48-12:20

Period 5 - Middle School:

*MS Lunch - 12:22-12:56 **

MS Class – 1:00-1:28

Period 5 - High School:

HS Class - 12:24-12:56

HS Lunch - 12:58-1:28

Period 6 - 1:32-2:04

Period 7 - 2:08-2:40

Period 8 - 2:44-3:16

***Middle School students go to recess for 10 minutes prior to eating.**

The provisions of this handbook apply to situations in which students are involved: 1) school activities on property owned by the Wisconsin Heights School District Board of Education; 2) travel on school buses; 3) off-site school-sponsored activities.

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Non-Discrimination

It is the policy of the public schools that no person may be denied admission to any public school in the district, or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, pupil service, recreational or other program or activity because of the person's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap as required by s. 118.13 Wis. Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin) and Section 504 of the Rehabilitation Act of 1973 (handicap).

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Any accommodations granted under this policy shall be provided to students without prejudicial effect (PI 41.04 of the Wisconsin Administrative Code).

Students have the responsibility to uphold the principles of non-discrimination in accordance with the law. Wisconsin Heights School District encourages informal resolution of complaints under this policy. A formal complaint resolution is available, however, to address allegations of violation of the policy in the school district. A formal complaint can be written and submitted to the building principal using the discrimination complaint form found in Board Policy 411. Any person who believes that Wisconsin Heights Middle-High School has failed to follow the laws regarding pupil non-discrimination is encouraged to file a written statement of complaint and send to:

District Administrator
Wisconsin Heights School District
10173 US Hwy 14
Mazomanie, WI 53560

Inquiries related to special education needs and/or Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of a disability or handicapping condition, should be directed to:

Director of Pupil Services
Wisconsin Heights School District
10173 US Hwy 14
Mazomanie, WI 53560

<u>WHHS Graduation Requirements</u>	
Twenty-four (24) credits are required for graduation:	
English	4 Credits
Social Studies	3 Credits
Math	3 Credits
Science	3 Credits
Physical Education	1.5 Credits
Health5 Credit
Personal Finance5 Credit
*Also must pass Civics Test	
Electives are to bring the total to 24 credits. Students are responsible to schedule seven credits each year.	

6-12 Guidelines for Behavior Expectations

- Engage in behavior that respects classroom learning and school activities.
- Respect the right of all students and adults to a safe school environment - safe from bullying and verbal, physical and sexual harassment. The possession of weapons, drugs, and other controlled substances, making threats, and causing false fire alarms will not be tolerated.
- Behave in a respectful and cooperative manner.
- Use language that is appropriate and acceptable, refraining from the use of profanity.
- Respect school and personal property, protecting property from damage, destruction and theft.

General School Conduct

Students have the responsibility to abide by all district, building, and classroom rules and regulations. Students are responsible for completing their own work. Students shall practice common rules of courtesy that are necessary to avoid disruption in the school. Classroom management is the domain of the teacher. Student behaviors referred to the administration are considered serious. No one has the right to disrupt the learning process for others. Following are guidelines which the administration will be using as consequences for violation of student expectations. This is a general framework to assist in classroom misconduct issues that are referred to the administration:

Middle School:

Step 1: referred to administration for warning

Step 2: detention

Step 3: one day in-school class suspension

Further steps will necessitate a parent meeting and review of class placement

High School:

Step 1: referred to administration for warning or class suspension

Step 2: one day in-school class suspension

Step 3: two day in-school class suspension, or option: parent readmits student by attending class with child

Step 4: removed from class with an "F" and assigned to office or designated area for that period

****Students may back up one step for every 20 school days with no referral****

Additional consequences for failing to abide by class/school rules and regulations may include:

- Detention
- Suspension from school
- Conference with student and parent
- Mediation
- Loss of grade, loss of credit for plagiarizing or cheating
- Referral to out-of-school agencies (Dane County Social Services, Juvenile Court, Law Enforcement)
- Restitution through work or reimbursement
- Expulsion

Furthermore, students involved in physical aggression, disorderly behavior, and/or use of profanity will also carry a separate consequence and may result in suspension, expulsion, and/or police charges.

Age of Majority (HS)

18-yr. old students still living with their parents are subject to the same rules and attendance guidelines as all other students, and must continue to provide written parent permission for all school-related activities. Independent 18-yr old students not living with their parents must provide written documentation of their independent address and written notice stating that the student will be taking over their educational decisions and withdrawing parents from participation in all educational matters of the student. These students are then responsible to call in absences and abide by all attendance guidelines and school policies.

Animals in the Building

As per board policy, domestic animals shall not be permitted on school district property unless under strict control of the owner. Live animals as part of the curriculum or for educational enrichment programs are permitted providing the school procedures are followed. The animal caretaker must receive prior permission from the classroom teacher AND building administrator before the animal is brought to school. No unsecured animals are allowed. Animals that are brought in for a specific class may only be brought in for that limited time basis; arrangements must be made for a family member to pick up the animal following the presentation. No animals are allowed in the cafeteria area, or areas other than the specified classroom. Animals trained or being trained to assist individuals with disabilities will be allowed in school provided the health, safety and welfare of students, staff and the animal are not compromised.

Assemblage

Students have the right to peaceably assemble for the expression of opinions and beliefs as long as that assembly falls within school practice. School practice prohibits assemblies that disrupt the normal operation of the school, which are prohibited by law, which prevent any student from securing regular access to school facilities or classes, or which are inconsistent with school goals for teaching/learning. Students not complying within the provisions of this section shall be subject, but not limited to:

Parent notification	Suspension
Police notification	Expulsion

Assigned Areas

Students have the responsibility to be in class or their designated assigned areas at all times. Students violating this section will be subject, but not limited to:

Verbal reprimand	Parent notification
Detention	Parent conference
Loss of privileges	Suspension

Attendance

There is a high correlation between attendance and achievement. It is impossible to make up a missed class, especially when the emphasis is on discussion, team work, or solving problems in a group setting. The richness of a classroom experience simply cannot be duplicated by doing the assignments on your own. Furthermore, Wisconsin Statute mandates compulsory school attendance for all children until the end of the semester in which they become 18 years of age or graduate. Attendance at school is primarily the responsibility of the student and parent.

If a student is to be absent, it is important for the parent/guardian to call the school office before 7:55am. **The 24 hour attendance line is 767-2586.** If a student is ill for more than one day, a call must be placed **every day** of the extended illness. Requests for homework may also be made by leaving a message on the attendance line in the morning. Requested homework will be available for pick-up that day between 3:00-4:00pm in the main office. All unresolved absences will be recorded as unexcused unless they are cleared within 24 hours of the absence.

Excused absences require parent/guardian verification. Examples of excused absences include:

- Illness
- Death in the family
- School sponsored trips
- Medical, dental, or other valid professional appointments. (Every effort should be made to schedule appointments outside of the school day.)

A student may be excused for up to ten (10) days during the school year if the parent/guardian calls the attendance office at least 24 hours prior to the absence, and the student makes up the missed school work.

Preplanned absences require prior approval from the building principal. The absence will be excused at the discretion of the principal based upon the student's attendance and academic record. The parent/guardian must initially call the school's attendance line to explain the reason for the upcoming absence. The student will then be given a preplanned absence form to be signed by his/her teachers. This completed form must be returned to the office at least 24 hours before the scheduled absence. If the absence is to be for longer than a day, the form must be returned to the office at least two (2) days before the scheduled absence.

Examples of excused preplanned absences may include:

- Family trips/vacations
- Attendance at special events of educational value
- Approved school activities during class time
- Special circumstances that show good cause (i.e. college visits, occupational interviews)
- Driver's license test (up to 1/2 day allowed)
- Court appearances or other legal procedures
- Religious holidays
- State tournament events only by Varsity players of the sport; or by student spectators only when Wisconsin Heights athletes/teams are participants
[Since state tournament events may potentially impact school wide attendance, students who are interested in attending a Wisconsin Heights HS state tournament event must pick up an Advance Notice of Absence Form and return it to the office **two** days prior to the scheduled event.]

Unexcused absences - Students whose absence does not fall under the reasons listed above shall be considered unexcused. Examples of unexcused absences include:

- Baby-sitting
- Car trouble
- Errands/shopping
- Family trips not approved in advance
- Missing the school bus
- Oversleeping
- Working on homework for another class
- Senior Photo appointment
- Work (other than school work program)
- Regional/Sectional athletic events (unless involved as a participant/athlete)
- State tournament events (unless aligned with preplanned absence criteria for tournaments)
- Senior Skip Days - See specifics under *Senior Skip Day*.

Consequences for unexcused absences are as follows:

1 class unexcused absence = 1 detention

2 classes unexcused absence = 2 detentions

Half to full day unexcused absence = Friday PM Make-up Day (Fridays, 3:20-5:00 p.m.)

****According to Wisconsin Statutes, it is the responsibility of the school attendance principal to determine whether an absence will be considered excused or unexcused.**

Students involved in co-curricular activities must be present in school for the entire school day in order to participate in a school activity that afternoon or evening. Only prearranged, pre-approved absences will be considered as exceptions.

Excessive Absences

When a student has accumulated unexcused absences for part or all of five (5) days within a semester, **truancy** may be filed. Receiving a truancy citation is in accordance with the Dane County Court System normally results in a monetary fine. This citation is in addition to school consequences, and shall not eliminate the number of detentions and/or Friday p.m. Make-up Days to be served. *In addition, students with excessive excused or unexcused absences risk losing their work permits and/or credit for classes.*

Chronic excused absences will be addressed by individual teachers, guidance staff, and the administration with the intent to obtain improvement. If absences continue, a parent conference and doctor's medical excuses may be required. Such excuses shall be in writing and shall state the exact time period for which it is valid, not to exceed thirty (30) days.

Leaving School Mid-Day

The main purpose of a school is education, and the students along with their parents have a responsibility to enhance those educational opportunities by holding interruptions to a minimum. If it is absolutely necessary to leave school mid-day, the following procedures must be followed:

- A phone call excuse from the parent must be received prior to leaving.
- A permission slip must be acquired from the office prior to the scheduled appointment.
- Students must sign-out/in at the office before leaving/entering the building.
- Students who wish to be involved as volunteers for the Fire Department must be in good academic standing and otherwise maintain an excellent attendance record. Volunteers must also make-up any missed class time due to a Fire Department call, with the teacher(s) of the missed class(es).

Leaving without permission and bringing a note the following day will not be accepted, and will result in an unexcused absence (detention).

If a student should become ill during the school day, s/he must check in at the office and a parent/guardian will be called prior to leaving. Please be sure that an emergency contact number is on file at the high school in the event that a parent/guardian cannot be reached. A pattern of going home sick on the part of any student will be brought to the attention of the parent/guardian. A doctor's notice may be required for future incidents.

Make-Up Work

All students with **excused** absences will be given the opportunity to make up work missed in accordance with the following guidelines:

- It is the student's responsibility to contact the teacher(s) and arrange to make up work missed.
- Students who miss classes for reasons that are determined to be excused will be given the opportunity to make up work when they return to school.
- Teachers will grant the number of days absent, plus one, for make-up time (for extenuating circumstances, teachers may use their discretion to make exceptions). This provision applies to all work assigned during the absence(s). Previously assigned work must be submitted on day of return if due date was during absence period.
- Examinations missed during an excused absence will be taken at a time designated by the teacher.
- Students who have received an incomplete at the end of a grading period (at teacher discretion), will be given a time-frame of two weeks to complete their work.

Any student who is unexcused will not be given credit for work missed during the absence period. Students will be allowed, however, to make up major tests and semester examinations at a time designated by the teacher.

Bullying/Harassment

Bullying is a form of victimization that takes many forms, including but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. Student harassment is behavior toward someone based, in whole or in part, on sex, race, national origin, ancestry, color, creed, pregnancy, marital or parental status, age, sexual orientation, body type, or physical, mental, emotional, learning disability or handicap which substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive school environment. Sexual harassment is any unwanted attention of a sexual nature. It can be verbal, non-verbal, and/or physical. It can be blatant or subtle. Sexual harassment can come about due to conscious intent, or as a result of ingrained, improper patterns of behavior.

You do NOT have to tolerate being a victim of bullying or harassment. The most effective way of dealing with the problem is immediate, direct, and assertive action by the victim. If you do NOT like what is being said or done, make it clear to the person that their behavior is offensive and unwelcome. Tell him/her you do not like it, that you do not want to hear it, and to stop it. If this is uncomfortable for you, or if the harassing or bullying behavior continues, you are encouraged to report the behavior to the principal, guidance counselor, school nurse or file a formal written complaint with one of the administrative staff or the Director of Pupil Services. (Specific policy is outlined in School Board Policies 112; 443.71)

Bullying or harassment of any person by any person while on district property is absolutely prohibited and will not be tolerated. Students violating this section are subject, but not limited to:

- | | |
|--------------------------------------|-------------------|
| Parent notification | Detention |
| Referral to other district personnel | Suspension |
| Referral to police department | Special placement |
| Mediation | Expulsion |

Bus

Riding the school bus is a right granted to all students who qualify by the Wisconsin Heights School District. All students have the responsibility to exercise safe practices and courteous conduct at all times when coming to, waiting for, while on, or leaving a bus. The same rules and regulations apply for co-curricular activity and field trip buses. Safety is a prime concern; therefore no misbehavior will be tolerated:

- Students shall obey the bus driver.
- Students shall talk quietly.
- Students shall respect others.
- Students shall remain properly seated.
- Students shall keep the bus clean.
- Students shall not engage in behavior that endangers the safety of others, themselves, or the safe operation of the bus.

Students violating this section are subject, but not limited to suspension of bus riding privileges. Specific policy is outlined in School Board Policy and Rule 443.2.

Students who normally do not ride the bus, or will be taking a different bus or getting off at a different stop on a given day, must bring a note to the office from their parent/guardian stating where the student will be getting off that day. The office will then issue a guest/bus pass.

Canine Searches

(see also *Drug Free School, Medications*)

In order to maintain a drug-free environment, canines that have been specifically trained to detect the odor of controlled substances will be used to search the buildings and grounds at the discretion of administration.

Cell Phones – see *Electronic Devices*

Closed Campus

Wisconsin Heights Middle-High School has a closed campus. This means that once a student has arrived on campus, s/he is required to remain on campus for the entire school day. Lunch is available in the cafeteria or students may bring a sack lunch. There will be no permission to go off campus for lunch. All students, including those who drive vehicles to school, are not to go out to the parking lot during the school day without permission from the office. Students who disregard the closed campus policy and leave campus without permission will be subject, but not limited to:

Detention/Lunch Detention	Parent conference
Suspension	Loss of parking permit

Commencement (HS)

Participation in the commencement ceremony is a privilege. It shall be reserved for those senior students who have met all credit and class requirements as outlined in Board Policy 345.6 - Graduation Requirements; have participated in practice for commencement (unless excused) and are abiding by the rules for participation in the ceremony established by the principal; have fulfilled all school obligations including serving all detentions/Friday p.m. make-up days and payment of fees/fines; are not serving an out-of-school suspension or expulsion that would prohibit involvement in school activities on the date of commencement.

Computer and Internet Usage

Computers in the Middle-High School are the property of the Wisconsin Heights School District. Computers are for the educational use of our students and may not be modified in any way without the express written consent of school authorities. All students will be required to read the Internet Acceptable Use Policy and sign that they agree to follow this policy prior to being granted access to the Internet at Wisconsin Heights Middle-High School. Please refer to the Use of District Technology Resources Policy (Board Policy 363) for specific expectations regarding computer and internet use.

Dances

Middle School: The majority of Middle School dances are held from 3:20-5:00 p.m. in the school cafeteria. Parents are asked to pick up their child at 5:00 p.m. High School students and visitors are not permitted at Middle School dances. The regular school dress code applies to all MS dances.

High School: School dances are periodically sponsored by various organizations for Wisconsin Heights High School students and their guests. All school dances will be held on-site at Wisconsin Heights High School. Non-students of Wisconsin Heights High School attending dances must have visitor passes pre-approved by the principal and must be under the age of 20. WHHS students who wish to bring a guest must complete a guest request form obtained from the office. All HS dances start at 8:30 p.m. and end at 11:30 p.m. After 10:00 p.m., students will not be permitted to enter the dance without advance written authorization from school administration. Students who leave the building while the dance is in progress will not be readmitted. Students who are suspended, have dropped out of school, or were unexcused absent on the most recent school day prior to the dance may not attend school dances. Middle school students are not permitted at high school dances. The regular dress code applies to most HS dances, however, please note that **NO JEANS OR SHORTS** are permitted at **PROM**; formal/dressy attire is expected. **For specific High School dance court eligibilities and class responsibilities, please see the reference pages at the end of this handbook (pp. 18-19).*

Driver Education (HS)

CESA #2 Driver Education fees are currently \$400.00 for the class or \$425.00/Internet and are paid directly to CESA #2 at the time the student is enrolled in the class. Visit drivered.cesa2.org for more information. Students will not earn high school credit for completion of driver education.

Detention

Detentions are 40 minutes long, and must be served after school on the day the detention is assigned (3:20-4:00 p.m.), or the following morning (7:15-7:55 a.m.), or the following evening (3:20-4:00 p.m.). Failure to serve detention at the assigned time will result in an in-school suspension the next day. Repeated failure to serve multiple detentions may result in additional consequences including, but not limited to an assigned Friday PM Make-up Day. If a student has not served all assigned detentions by the end of the school year, s/he may be subject to make up time during the summer and/or serve an in-school suspension at the beginning of the following school year.

Friday PM Make-Up Day is held every Friday from 3:20-5:00p.m. Failure to serve Friday PM Make-Up Day will result in an in-school suspension the following Monday. Repeated failure to serve multiple Friday PM Make-Up Days may result in other consequences including, but not limited to additional Make-Up Days. If a student has not served all assigned Friday PM Make-Up Days by the end of the school year, s/he may be subject to make-up time during the summer and/or serve an in-school suspension at the beginning of the following school year.

Dress Code

Dress and appearance reflect and affect both the student's attitude and behavior. Students are expected to dress appropriately for school. Any student whose appearance is deemed inappropriate by faculty or staff will be subject to disciplinary action. The few limits which are imposed relate to health, safety, cleanliness, distraction, or decency:

- No headgear is allowed inside the building. This includes, but is not limited to hats, caps, full-head bandanas, hoods. Hats may be confiscated and held for parental pick-up and/or until end of school year.
- No sunglasses
- No offensive, vulgar, put-down, racial degradation, or sexual reference language and/or pictures on clothing, jewelry, backpacks
- No pictures, slogans, advertisements or references to alcohol, tobacco and other drug use on clothing, jewelry, or backpacks
- No clothing adorned with improper writing or pictures including "double meaning" expressions
- Shirts for females should have two shoulder straps, a front and a back, and show no cleavage.
- Pants/shorts should not be so inappropriately baggy that they reveal undergarments.
- No revealing shorts or skirts of inappropriate length
- No clothing that is overly revealing or that draws undue attention
- Students may not wear or carry coats during the school day. Exceptions will only be granted by specific classroom teachers whose rooms are cold during the winter months.
- Students must wear shoes at all times in the school building.
- Students must wear appropriate safety or protective clothing when required in specific classes.

Students violating this section will be subject, but not limited to:

Request to change clothing	Suspension
Parent conference	Expulsion
Detention	

Drug Free School

(see also *Canine Searches, Medications*)

The School District of Wisconsin Heights prohibits the use, possession, sale (or intent to sell), distribution or sharing of alcohol, non-prescribed drugs, drugs prescribed for another, chemicals, illegal substances, look-alike drugs, including any substance represented to be intoxicating or mood altering regardless of its true nature, or drug related paraphernalia on school premises, at school sponsored activities, or in school operated vehicles. This prohibition also extends to distributing, sharing or selling of over-the-counter drugs or remedies, which almost always results in a recommendation for expulsion. Students violating this policy shall be subject, but not limited to:

Suspension	Counseling or other assistance
Expulsion	Placement on restricted student status

Implementation of this policy shall not preclude additional penalties under state and local laws, or the district's co-curricular code.

Due Process

Every student has the right to due process in the application of school rules and regulations. Any student directly affected by a decision which is felt to be wrongfully interpreted or applied, may individually put such grievance in writing and submit it to the teacher and/or administrator involved. Any grievance not filed within five (5) days after the occurrence of the incident is waived. Upon request, a meeting will be set within seven (7) days by the principal to hear and discuss the grievance.

Eighth Grade Transition Ceremony (MS)

Eighth to ninth grade promotion or retention decisions are made based on ongoing performance and growth over time, existing standardized test results, teacher observation and other objective factors related to the student's individual performance needs. In order for students to be promoted to the ninth grade and to participate in the Eighth Grade Transition Ceremony held at the end of the school year, a student must have met the criteria stated in Board Policy 345.42.

Electronic Devices

(cell phones, smart phones, tablets, i-pods, laser lights, etc)

Student personal use of cell/smart phones and other electronic devices in classrooms during the school day hours is prohibited, *unless allowed by the classroom teacher for educational purposes*. Other electronic items not allowed in school:

- Laser lights
- **Middle School:** I-pods, MP3 players, hand-held games not allowed
- **High School:** I-pods and MP3 players may be used at teacher discretion and without disruption to other students and/or classes.

Please note that every teacher has final discretion to determine students' use of electronics within their classroom environment. Students violating this section will be subject, but not limited to confiscation of device and/or parent must come in to retrieve item.

Expulsion

Expulsion is the withholding of a student from school permanently, or for a designated extended period of time. Expulsion is the most severe measure a school may use to discipline a student. Students who engage in serious misconduct or conduct which endangers the property, health or safety of others at school or at school sponsored activities, and those who are chronic rule offenders who show no/little change after the school has exhausted the opportunities for student improvement, may be referred to the Board of Education for an expulsion hearing.

Grading

Each student's grade reflects academic and participatory success (or failure). Each student's academic grade is compiled through tests, quizzes, lab activities, class discussions, daily assignments and daily participation. Absences, tardiness, rude comments, inattentiveness, uncooperative attitudes are examples of behavior that will **lower a student's daily participation grade**. The specific impact for individual classes will be outlined in the instructor's grading policy which will be shared with students during the first week of class. The penalty for cheating may result in, but is not limited to, an automatic "0" zero for that particular assignment, project, quiz or test grade, and detention.

MS/HS Grading Scale

A	4.000	100.000	92.500
A-	3.667	92.490	89.500
B+	3.333	89.490	86.500
B	3.000	86.490	82.500
B-	2.667	82.490	79.500
C+	2.333	79.490	76.500
C	2.000	76.490	72.500
C-	1.667	72.490	69.500
D+	1.333	69.490	66.500
D	1.000	66.490	62.500
D-	0.667	62.490	59.500
F	0.000	59.490	
P	0.000		

Honor Roll

Students are recognized for academic achievement by earning a place on the honor roll based on quarterly grades. The following scale is used for the Middle and High School Honor Rolls:

- *Honor Roll* – 3.00-3.749 (also, no "D's or F's" or Incompletes)
- *High Honor Roll* – 3.75-4.0 (also, no "D's or F's" or Incompletes)

Lost and Found

A lost and found area is maintained in the school office. Items not claimed are discarded at the end of each semester.

Medications

(see also *Canine Searches, Drug Free School*)

State law requires parents/guardians to complete and sign a Medication Consent Form in order for any prescription or non-prescription (over-the-counter) medications to be administered in the school. For prescription medications (or any type of self-administration), the form must also be signed by a physician. All prescription medication must be in the original pharmacy-labeled package, and non-prescription medication must be in the original manufacturer's packaging and labeled with the student's full name. School-administered medications will be kept in a secure location in the office. It is the student's responsibility to get his/her medication at the designated time. Remaining medication must be picked up by a parent/guardian at the end of the school year or it will be discarded. Students who bring medication to school should promptly report to the office personnel for instructions. For the safety of all students, no medication may be kept in the student's possession EXCEPT for the following:

- Students with asthma may possess and self-administer inhalers, and students with life-threatening allergies may possess and self-administer epinephrine (EpiPen), as long as a Medication Consent Form signed by a physician and a parent /guardian is on file in the Health Office.
- Capable and responsible **High School** students (as determined by the parent/guardian, physician, school nurse, and administrator) may possess and self-administer any medication that is not considered a controlled substance. The student must have the Medication Consent Form with the signatures of a physician and a parent /guardian on file in the Health Office.

Students are not to share prescription or non-prescription medications with any other students. Any student who violates this policy will be subject to disciplinary action.

Parking

(motor vehicles, snowmobiles)

Students who drive motor vehicles to school must acquire a Wisconsin Heights parking permit and park in the designated student lot at the front of the building. Students who drive must abide by the established laws of the village/state and regulations of the school, or may face losing parking lot privileges. Students inappropriately parked may be ticketed or towed at the owner’s expense. Students who wish to seasonally ride snowmobiles to school must register in the office and meet all criteria and follow the guidelines listed in Board Policy 462.

Police and Non-School Personnel Interviews

Students have the right to communicate with the police in a fair and professional manner. All interviews, interrogations, or questioning of students at school will be with full regard of fundamental fairness and protection of legal rights. An attempt will be made to notify parents of all police and non-school personnel interviews. When deemed appropriate and necessary, a school staff member may be present during a student interview unless the student requests otherwise. Child abuse and neglect investigations are governed by Wisconsin Statutes.

Property

(school property, lockers)

Desks, lockers, books and equipment loaned to students remain school property while in possession of the student. Such property is provided for the convenience of the student and shall be used only for authorized purposes. They may be opened and inspected by school authorities at any time. Students will be expected to reimburse the school district for damage to school property, or for the loss or theft of such property. Vandalism to school property or to students’ personal property will not be condoned. Students violating this section shall be subject, but not limited to:

- | | |
|---------------------|------------|
| Parent notification | Suspension |
| Detention | Expulsion |
| Referral to police | |

Student lockers require a deposit of \$5.00. This includes the use of a designated school lock. Locks are required on all hallway lockers; no personal locks are allowed on these lockers. Use of locks on additional gym lockers, both during physical education classes and during after-school athletic practices is highly recommended; the only way to prevent thefts is to lock up belongings or leave them in students’ hallway lockers. Students may purchase additional locks from the office or bring their own locks for gym lockers. Please note, however, that if it is necessary for us to enter the gym locker, a personal lock may be cut off if no other access is available.

Public Displays of Affection

Students are reminded that public displays of affection are in bad taste and shall not be permitted in school or at school-sponsored activities.

Publications

All publications must comply with the law regarding defamation, libel, and/or obscenity. Independent publications must follow rules governing the time, place, and manner of distribution, and must do so in a non-disruptive manner. No student shall distribute any student publication in school which is obscene, is libelous, or creates disruption of appropriate discipline in the operation of the school. Students violating this section will be subject, but not limited to:

- | | |
|-----------------------------|---------------------|
| Confiscation of publication | Parent notification |
| Detention | Suspension |
| Restricted privileges | Legal action |

Report Cards

Report cards are mailed each quarter to report a student's achievement and progress to the student and his/her parents. In addition, parents may also monitor their child's academic progress by logging into Family Access in the District website. (If you are having trouble logging into Family Access, please contact the school technology administrator at FAMILY_ACCESS@wisheights.k12.wi.us for log-in information). Additionally, all faculty members have voicemail and e-mail; parents are encouraged to contact teachers to arrange a conference or express a concern.

School Closing

The radio stations WTDY (1480 AM), WMGN (98.1 FM), WJJO (94.1 FM), WTSO (1070 AM), Z104 (104.1 FM), WIBA (1310 AM and 101.5 FM), WMAD (92 FM), WOLX (94.9 FM), WMLI (96.3 FM), WDMP (810 AM and 99.3 FM/95.9 FM), WWQM/Q-106/WHIT-AM (1550 AM and 106.3 FM), WMMM/WYZM/Y 105 (105.5/105.1) and WNWC (102.5 FM) and local television news stations (TV 3, 15, 27, Fox 47) will carry all school closing announcements due to inclement weather or other emergencies by 6:30 a.m. when possible. When it becomes necessary to dismiss during the regular school day, announcements will be made as soon as possible via radio and TV stations as well as the District's website and the MS/HS e-mail - "Newsletter Update."

Senior Release (HS)

Senior Release is a privilege offered to those Seniors who meet an established academic (3.0 GPA + no F's or incompletes from the previous semester) and citizenship criteria. Senior Release permits students to be released from study hall during 8th period. Senior Release students must sign out in the office and leave campus. In order to acquire Senior Release, students must pick up an application from the office. Grade point is reevaluated every semester, and students will be informed of their eligibility at the beginning of each grading period. Only seniors with an already assigned 8th hour study hall are eligible; no schedule changes will be made to accommodate Senior Release.

"Senior Skip Day" (HS)

WHHS does not condone any form of a "Senior Skip Day." In addition to not meeting the test of our school's mission for setting high expectations, a "Senior Skip Day" is inevitably associated with risky student behaviors. We encourage parents to join us by not enabling a skip day to take place. Seniors should understand that if they participate in a skip day, they can expect the following:

- to be assigned an evening detention scheduled by the principal, prior to graduation from 3:00-5:00 p.m.
- to be ineligible to practice or participate in any co-curricular activities the day of the skip day, or be subject to a one contest suspension if the skip day is not held on the day of a contest.
- to risk the possibility of being dropped from the National Honor Society.

Parents and students should note that only doctor excuses will be accepted as valid excuses for a senior's absence on the day of any suspected "Senior Skip Day."

Sick Room

There is a sick room located in the office which is available for ill students. After a rest period of no longer than 20 minutes, a student will be required to either return to class or call a parent/guardian and go home ill.

Suspensions

In-School Suspension:

Depending on the consequence, in-school suspension may be assigned for either one class or as an all day suspension. In-school suspension is normally held in the main office area. Students are expected to bring work to do, and are not allowed to leave the office for the day. During lunch, students may purchase a lunch, but must return to eat in the office. Individual teachers may be available periodically during the school day to help assist students with their class work. Students assigned an in-school suspension may also be suspended from participating in co-curricular activities that evening. Any in-school suspension may be waived if a parent/guardian chooses to attend class(es) with the student that day. Failure to serve an assigned in-school suspension will result in a two-day out-of-school suspension and readmittance meeting held with parents/administrator/student.

Out-of-School Suspension:

Depending on the consequence, an out-of-school suspension may be assigned from one (1) to fifteen (15) days. During out-of-school suspension, a student may not be in the school, on school grounds, or be present at school-sponsored activities/events for the duration of the suspension. This includes evening activities on the days of suspension. (Weekend activities are also included, should the suspension cover from Friday through Monday.) Students who violate this rule are subject to a hefty trespassing fine. In order for students to keep up with class work, parents are encouraged to request homework by calling the office. Requested assignments may be picked up in the main office at the end of each suspended day. A readmittance meeting with the student/parent/administrator is required to return to school after a suspension. An out-of-school suspension may be waived if, with pre-approval of administration, a parent/guardian chooses to attend classes with the student.

Tardiness

Promptness is considered a common courtesy and is an important habit to develop for a successful future. Therefore, the following procedures will be used to help students develop punctuality: when a student is tardy to school, s/he will report to the office prior to going to class. A tardy will be excused only if a parent/guardian has had contact with the school prior to or at the time of arrival and the tardy falls within the guidelines of an excused circumstance:

Examples of excused tardies:

Illness
Medical appointment
Emergency situations

Examples of unexcused tardies:

Car trouble
Oversleeping
Couldn't get a ride
Friend didn't pick me up on time/Sibling not ready
Couldn't find a parking spot

Please note that a tardy to first hour or any class cuts off after 15 minutes. As this is equivalent to missing 1/3 of the first period class, any tardiness after this time results in an unexcused absence (automatic detention). ***Please note: As a goodwill gesture, one morning unexcused tardy "freebie" per student, per year, will be granted without consequence. All subsequent tardies to school will result in a detention.**

Promptness to all classes throughout the day is also essential. Each teacher will post their individual tardy policy for a student's first three tardies to their class, per semester. Every tardy thereafter will result in an office referral/detention.

It is the responsibility of the school attendance principal to determine whether a tardy will be considered excused or unexcused.

Tobacco/Tobacco Products

Smoking, possessing, consuming, displaying or selling any tobacco products, tobacco-related devices, or electronic cigarettes is prohibited at any time on school grounds or at off-campus school sponsored events in which the student body participates, or on buses or school operated vehicles. Students violating this section will be subject, but not limited to:

- First offense - citation and fine
- Second offense - citation/fine plus 1 day out-of-school suspension
- Third offense - citation/fine plus 1-2 day out-of-school suspension

Any offense may also carry a recommendation to participate in an assessment program.

Visitors

All visitors (student or adult) must report immediately to the office to obtain a visitor I.D. pass for permission to remain in the school or on the campus. Persons in the school or on school grounds without permission may be subject to legal action. Parents are encouraged to come visit the MS-HS and/or classes at any time. School-age visitors are welcome only if their school is not in session and the Wisconsin Heights student host has received pre-approved permission from the principal 24 hours in advance.

Weapons

No one shall possess, use, and/or transmit a weapon on school property, school buses, or at any school-related event. A weapon is defined as a firearm (loaded or unloaded), knife, razor, martial arts devices, pepper spray, Mace, bow/arrow, explosives, illegal or disruptive articles or missiles (including firecrackers), any incendiary device or look alike that by its design and/or use can cause bodily injury or property damage. (This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.) Students violating this section shall be subject, but not limited to:

- | | |
|-------------------------------|--------------------------------------|
| Parent notification | Referral to other district personnel |
| Suspension | Alternative educational placement |
| Referral to police department | Expulsion |

Work Permits

Work permits may be obtained in the district office upon presentation of a letter from the employer, a letter from the parent, a copy of a birth certificate or driver's license with photo, social security card, and the payment of ten (\$10.00) dollars. Permit requests turned into the office in the morning will be processed and ready by the end of the school day. Work permits are issued at the discretion of the school attendance officer, and may not be granted to students with poor attendance records. Furthermore, work permits may be revoked due to poor school attendance.

The administration retains the right to deal with any action not covered by this handbook. Administrators may vary from the discipline offense procedures whenever the act deems necessary.

For specific information regarding Wisconsin Heights School Board Policies, please refer to the School Board Policy Handbook available to the public on the website: www.wisheights.k12.wi.us

High School Dance, Court, and Activity Reference Guide

High School Dance Court Eligibility:

Wisconsin Heights has three formal dances per year - Homecoming, Midwinter, Prom. The Homecoming and Prom dances will include elected court members. The following are eligibility guidelines for election to these two courts:

Prom Court will consist of five elected boys and five elected girls.

Students must be juniors.

Students must have passed all classes on the last report card.

Students must not have had an out-of-school suspension during the current school year.

Students must be approved by the principal as positive representatives of the school.



Homecoming Court will consist of five elected boys and five elected girls.

Students must be seniors.

Students must not have been on Prom Court the previous year.

Students must have passed all classes on the last report card.

Students must not have had an out-of-school suspension during the current school year.

Students must be approved by the principal as positive representatives of the school.

Homecoming

- **Float** – Each class must confer with class advisors, fill out requisitions for needed supplies, and provide a copy of the design to the office for approval one week prior to event.
- **Skit** – Each class will present a pre-taped skit at skit assembly. Recorded skits must be turned in to the office one week prior to event for principal approval.
- **Window decorating** – Each class must contact local businesses for use of their windows (decorating will take place on alternating years in Mazomanie and Black Earth). Complete requisitions for needed supplies. The principal must approve designs one week prior to event. Windows will be judged on Monday of Homecoming week. Windows must be cleaned by the Monday after Homecoming.

Other Homecoming Responsibilities

Seniors:

- Find chaperones for dance – one male and one female faculty member - provide names to the office
- Decorations for dance – complete requisitions, decorate cafeteria
- Powder Puff Game – find advisor, hang signs, organize game
- Volleyball Game – find advisor, hang signs, organize game
- Clean-up after the dance

Juniors:

- Book DJ for dance, complete requisition (contract must be approved by the principal)

Sophomores:

- Find one ticket taker for the dance and provide name to the office (see office for possible names)

Student Council:

- Vote and coordinate dress-up days - approve with the principal
- Make signs for dress-up days
- Prepare and hang up dance signs with price, times, date, etc.
- Secure 3 staff member judges for window decorating, floats, and skits and provide names to the office

Office:

- Prepare/count ballots
- Complete facility use forms (dance, powder puff, volleyball)
- Secure police officer for game, dance, parade
- Call newspaper for court pictures to be taken Tuesday of Homecoming week
- King & Queen announced at skit assembly
- Coordinate football game announcement of winners for each event
- Prepare judges' voting forms and give to judges of windows/floats/skits
- Arrange for date, time, and line-up of parade
- Provide ticket taker with start up money and deposit slip and entry cost signs
- Order flowers and crowns

Midwinter**Seniors:**

- Find chaperones for dance – one male and one female faculty member - provide names to the office

Juniors:

- Find ticket taker for the dance and provide name to the office (see office for possible names)

Student Council:

- Book DJ for dance, complete requisition (contract must be approved by the principal)
- Vote and coordinate dress-up days - approve with the principal
- Make signs for dress-up days and the dance
- Fill out requisitions for decorations
- Organize students to help decorate. (An advisor/supervisor must be in the building during this time.)
- Organize students to clean up after the dance

Office:

- Complete facility use form
- Provide ticket taker with start up money and deposit slip and entry cost signs
- Secure police officer for the dance

Prom**Juniors:**

- *December* - Juniors meet the first week in December to discuss prom. Put a survey together with ideas, form committees, and set budget. (Check with the office to find out class fund balance.)
- *January* – Choose theme, colors, DJ, flower choices, etc. Start planning decorations.
- *February* – Book DJ for dance, complete requisition (contract must be approved by the principal)
- *March* – Find students to clean up after the dance; Find chaperones for dance (3 staff members); Find ticket taker for the dance and provide names to the office (see office for possible names)
- *April* – Design and hang posters, complete requisition for decorations, complete a building use form for putting up decorations, find an advisor/supervisor to be present during the decorating process, contact DJ with time of set up

Office:

- Complete facility use form
- Call newspaper for court pictures to be taken Tuesday of Prom week
- King & Queen picture are taken Saturday at the dance
- Prepare/count ballots
- Order crowns and flowers
- Provide ticket taker with start up money and deposit slip and entry cost signs
- Secure police officer for the dance