

Wisconsin Heights Middle-High School 2018-19 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 VIKINGS!

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 have an approximately
10-minute recess following lunch.**

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

WHHS Graduation Requirements

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 |
| Health | .5 Credit |
| Personal Finance | .5 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.

Code of Conduct

Wisconsin Heights Middle/High School uses the Discipline Referral System to deal with students who are rejected from class. This system uses a progressive three step disciplinary approach that affords the student due process and informs the parent(s).

Step 1 - Upon the initial ejection from a classroom by a teacher, the student is directed to the main office to meet with an administrator. The student will remain in the office for the remainder of the class period after the initial meeting with this administrator. Before any other disciplinary action is taken, the classroom teacher will complete a Discipline Referral Report (DRR) and submit it to the appropriate administrator. After receipt of the completed DRR, the student will be recalled to the appropriate administrator's office to read and sign the DRR. The student has the right to disagree with what the teacher has written on the DRR and can do so by writing on the back of the DRR sheet. Signing the DRR by the student indicates only that he/she has read it. The administrator will inform the student of the succeeding steps involved in the three step process, warn the student about his/her classroom behavior(s), provide some strategies for correcting behavior(s), and make phone contact and/or send a letter and copy of the DRR to the parent or guardian. The parent will be informed of the succeeding steps in the Discipline Referral System should further rejections occur.

Step 2 - If the student is ejected from the same classroom a second time, a required parent conference will take place prior to the student's return to class. The required parent conference will include the student, parent, teacher of the class and an administrator. The teacher will complete a second DRR and the student will again be afforded the opportunity to read it, disagree with it, and sign it. Parents will be contacted by phone to arrange a conference at their earliest convenience. The student will report to the main office during class time until the conference has taken place. During the parent conference, the parent and student will be informed of the third and final step in the Discipline Referral System. For special education students the case manager will be included in the parent conference. The IEP Committee may be convened as a result of this conference.

Step 3 - The third ejection from the same classroom will result in the student being permanently removed from the class with a failing grade recorded for the semester/year. The student will be referred to the Counseling Department to be placed in a study hall/class depending upon the time of the school year. The parent will be informed of the action by telephone or letter. The classroom teacher will complete the DRR. For special education students the IEP Committee will convene to determine an alternative placement. This procedure was developed in compliance with Wisconsin ACT 335.

Reasons for removal from a class:

The following are recommended reasons for removal of a student from a classroom but not limited to:

1. Repeated refusal to follow classroom rules/guidelines.
2. Verbally threatening a teacher or another student.
3. Sexual harassment of a teacher or another student.
4. Possession/use of tobacco products, regardless of form or delivery method.
5. Possession/use of alcohol, illegal drugs or a controlled substances or look-a-like substances.
6. Possession/use of illegal drug paraphernalia.
7. Possession/use of a weapon, explosive materials, look-a-like weapons or other objects used or designed to inflict bodily harm or to intimidate.

8. Any act/behavior that violates school board policy. This includes information contained in the middle/high school student handbook.
9. Suspicion by teachers that students in their classrooms are under the influence of an illegal drug, alcohol or a mood altering substance.
10. Use of abusive and/or profane language.
11. Theft and/or destruction of personal and/or school district property.
12. Any act/behavior that endangers the health and safety of others present in the classroom.

Other Forms of Discipline

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the Principal's responsibility to make sure that appropriate discipline is being applied and circumstances for the behavior are being considered. In all cases, the school shall attempt to make discipline prompt and equitable and to have the consequence match the severity of the incident.

Informal Discipline

Informal discipline takes place within the school. It includes rewriting assignments, change of seating or location, or detention (lunch or after-school).

Detention

A student may be required to serve during lunch, before or after school.

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
Police notification

Suspension
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 Line

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.

Board Policy 5200 - ATTENDANCE

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

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

Parent Notification of Absence Required

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of any absence. 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 schoolwork.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

- A. Physical or Mental Condition
The student is temporarily not in proper physical or mental condition to attend a school program.
- B. Obtaining Religious Instruction
To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction)
- C. Permission of Parent
The student has been excused by his/her parent before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence.

- D. Religious Holiday
For observance of a religious holiday consistent with the student's creed or belief.
- E. Suspension or Expulsion
The student has been suspended or expelled.
- F. Program or Curriculum Modification
The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
- G. High School Equivalency – Secured Facilities
The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent agrees that the student will continue to participate in such a program.
- H. Child at Risk
The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.
- I. A student may be excused from school, as determined by the School Attendance Officer, or his/her designee, for quarantine of the student's home by a public health officer

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

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The Student Handbook shall govern matters related to unexcused absences.

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 may include:

- Detention
- Community service (possibly at school events)
- Check in/check out
- Required counseling
- Truancy citation

****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. Students are reminded that being more than 15 minutes late to any class is considered an unexcused absence.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District. The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day. As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written or personal request of the student's parent, who shall state the reason for the tardiness or early dismissal. The Building Principal shall determine justifiable reasons. 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.

Note:

- No student who has a medical disability, which may be incapacitating may be released without a person to accompany him/her.
- No student shall be released to anyone who is not authorized such custody by the parents.

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 may not eliminate the number of detentions to be served.

Chronic excused absences will be addressed by individual teachers, school counselor, 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.

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. Notice shall be made by personal contact or telephone call, if possible, and a written record of this notice shall be kept. In the event that an attempt is made to contact the parent by personal contact or telephone call and the parent is not reached, notice may be provided by 1st class mail. If such notice is not effective, notice shall be made by mail. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail, which contains the following:

- A. a statement of the parent's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent meet with the appropriate school personnel to discuss the student's truancy
The notice shall include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent the date for the meeting may be extended for an additional five (5) school days.
- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent if s/he fails to cause the child to attend school regularly as required by State law

The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law

- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

Credit in a course or subject shall not be denied solely because of a student's unexcused absences from school.

Legal 115, 118.15, 118.125(2), 118.153, 118.16, 118.162, Wis. Stats.

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. Bus rules are:

- 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 *Personal Communications 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
Suspension

Parent conference
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 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 enrolls in the class. Visit cesa2.com for more information. Students will not earn high school credit for completion of driver education.

Detention

A student may be required to serve detention before school, during lunch, or after school.

Dress Code

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

1. Basic Principle:

Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or

promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

3. Students May Wear, as long as these items do not violate Section 1 above:

- Religious headwear
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:

- Headgear 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.
- Sunglasses
- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).
- Coats during the school day. Specific classroom teachers whose rooms are cold during the winter months will only grant exceptions.

Students violating this section will be asked to change clothing. If students do not have other clothing in school then the school will provide alternative clothing.

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.

Personal Communication Devices (PCD)*

*Parents and students are encouraged to read the full text of the Board of Education policy governing Personal Communication Devices 5136 available on the District web site or by contacting the school main office. Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100.

Students may use (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered off at teacher's request. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be silenced and stored out of sight. However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

The use of a PCD to engage in non-education related communications is expressly prohibited. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day and may be directed to delete the audio and/or picture/video file. If the violation involves potentially illegal activity, the confiscated-PCD will be turned over to law enforcement. PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes, which may include a classroom. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited. Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including transgender status, change of sex, or gender identity), disability, age, religion, ancestry, or political beliefs; or (2) engage in "sexting" - i.e., sending, receiving without informing Administration, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported

to local law enforcement and child services as required by law. Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information. Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege. Violations of any part of this policy may result in disciplinary action and/or confiscation of the PCD. The building administrator will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting).

Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD will be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. If a search is not needed it is the responsibility of the student to turn the device off before handing it over to staff.

Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis. A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building administration. Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property. Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

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 achievement. Each teacher shall share a grading plan with students at the beginning of a course or 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. A parent/guardian must pick up remaining medication 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, 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 electronically posted to Skyward Student Access, Skyward Family Access and in Skyward Portfolio. Hard copies of report cards will be printed upon parent request. 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, consequences could include:

- Evening detention scheduled by the principal, prior to graduation from 3:00-5:00 p.m.
- Ineligibility 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.
- 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. ***Please note: As a goodwill gesture, one unexcused tardy "freebie" per student, per year, will be granted without consequence.**

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. Excessive tardiness will be referred to building administration.

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

Tobacco/Tobacco Products

Smoking, possessing, consuming, displaying or selling any tobacco products, tobacco-related devices, inhalants without a prescription (with or without nicotine) 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, athletic code violation (if applicable)
- Second offense - citation/fine plus 1 day out-of-school suspension, athletic code violation (if applicable)
- Third offense - citation/fine plus 1-2 day out-of-school suspension, athletic code violation (if applicable)

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

Visitors

Wisconsin Heights encourages parents/guardians and community member to visit the school and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the school has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of students and staff, and protecting the district's facilities. All visitors (student or adult) must enter through the MAIN ENTRANCE (Door #20) and report immediately to the office to obtain a visitor I.D. pass for permission to remain in the school or on the campus. Whenever possible, visitors should schedule an appointment in advance with the person(s) they wish to see. 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. Wisconsin Heights reserves the right to deny any individual the right to visit.

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

Students under the age of 16 may secure work permits 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.

The principal must approve students 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.

The principal must approve students 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