

# Wisconsin Heights Middle-High School

## 2019-20 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](http://www.wisheights.k12.wi.us)**

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

### **School Song**

Fight on you Vanguard's, 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?  
Vanguard's 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 Vanguard's, 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 Vanguard's!*

# STUDENT & PARENT HANDBOOK

This planner belongs to:

Name:
Address:
City:
ZIP Code:
Phone Number:
Email:

# **Welcome**

Dear Middle School and High School Vanguards and Parents,

Welcome back for the 2019-2020 school year! Our Student Handbook is online and easily accessible in an effort to ensure consistency and transparency in our school. The Handbook is an excellent resource that contains information relative to curricular and extra-curricular activities, policies and procedures, and administrative guidelines to better assist you and your parents have a successful school year.

Another purpose of the Handbook is to outline the behavioral expectations within the framework of Positive Behavioral Interventions and Supports (PBIS) for students. The PBIS Matrix is located after this welcome message and outlines a few but not all of the behaviors expected from students and staff in various locations and settings. The Handbook also provides general guidelines used by the Wisconsin Heights Middle/High School administrative team to address violations of the Student Code of Classroom Conduct. Extenuating circumstances will be considered for appropriate disciplinary action. Students and parents are expected to review the Handbook and become familiar with its content. Knowledge and understanding of our expectations will go a long way to ensure that both school and home work together for the overall success of your child.

The rationale for developing this Handbook is to ensure that all students at Wisconsin Heights Middle/High School can engage academically and socially in an environment that is conducive and safe for teaching and learning. Wisconsin Heights Middle/High School will always maintain high behavioral and academic expectations for all of its students. We are proud to provide students high quality instruction within a supportive environment, particularly with Targeted Support and Resource Study Halls to ensure that ALL students have the guidance and modeling needed to be successful learners. Through best practices, we aim to ensure that students' academic and behavioral needs are not only met, but promote growth within the learning environment. Your partnering with us is crucial in maintaining the rich and storied tradition for which this wonderful high school is known. Thank you for your continued support in our efforts to provide a high quality education for the students of Wisconsin Heights Middle/High School.

Roll Vanguards!

Elizabeth Dostal

Principal

Andy Pickett

Assistant Principal/Athletic Director

**Wisconsin Heights Middle/High School**

<b>Expectations Matrix</b>	<b>Act Responsibly</b>	<b>Be Respectful</b>	<b>Commit to Achieve</b>
<b>Classroom/Study Hall/Library</b>	<ul style="list-style-type: none"> <li>*Be on time</li> <li>*Be prepared</li> <li>*Complete daily assignments for better understanding</li> </ul>	<ul style="list-style-type: none"> <li>*Adhere to classroom policies</li> <li>*Appropriately use property and technology</li> <li>*Be open to the opinions of others</li> </ul>	<ul style="list-style-type: none"> <li>*Be physically present and tuned in</li> <li>*Be an active listener</li> <li>*Ask questions for understanding</li> <li>*Give your best effort</li> <li>*Learn from your mistakes</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>*Move at an appropriate speed</li> <li>*Keep halls clean</li> <li>*Respect school property</li> </ul>	<ul style="list-style-type: none"> <li>*Be aware of others</li> <li>*Use appropriate language and volume</li> <li>*Use only appropriate physical contact</li> </ul>	<ul style="list-style-type: none"> <li>*Use time efficiently and bring necessary materials to class</li> </ul>
<b>Restrooms/Locker Rooms</b>	<ul style="list-style-type: none"> <li>*Maintain a clean environment</li> <li>*Wash your hands</li> <li>*Schedule bathroom breaks wisely</li> </ul>	<ul style="list-style-type: none"> <li>*NO electronic devices</li> <li>*Respect others' privacy and property</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly to the restroom and return to your class promptly</li> <li>*Keep area clean</li> <li>*Report problems to a staff member</li> </ul>
<b>Common Areas (Cafeteria, Gym)</b>	<ul style="list-style-type: none"> <li>*Stay in common areas until bell rings for dismissal</li> <li>*Use a conversational voice</li> </ul>	<ul style="list-style-type: none"> <li>*Pick up all trash around your seating area</li> <li>*Be courteous to cafeteria staff</li> <li>*Report spills to a staff member</li> </ul>	<ul style="list-style-type: none"> <li>*Request permission from a staff member if you need to leave common area</li> </ul>
<b>Parking Lot</b>	<ul style="list-style-type: none"> <li>*Drive slowly and cautiously</li> <li>*Yield to other drivers</li> <li>*Keep a drug-free zone</li> <li>*No firearms or weapons allowed</li> <li>*Wear your seatbelt</li> </ul>	<ul style="list-style-type: none"> <li>*Follow the traffic patterns as marked</li> <li>*Park between the marker lines</li> <li>*Be mindful of pedestrians and other vehicles</li> </ul>	<ul style="list-style-type: none"> <li>*Abide by traffic laws</li> <li>*Park in the permitted areas with tag displayed</li> </ul>
<b>Use of Technology (including phones)</b>	<ul style="list-style-type: none"> <li>*During instruction time use technology for school purposes only</li> <li>*Follow the appropriate use policy in student handbook</li> </ul>	<ul style="list-style-type: none"> <li>*Use respectful behaviors online</li> <li>*Use low volume with headphones to not disturb others</li> </ul>	<ul style="list-style-type: none"> <li>*Recognize the positive use of technology as a learning device</li> <li>*Manage your time with technology</li> </ul>
<b>Co-Curriculars On and Off Campus</b>	<ul style="list-style-type: none"> <li>*Practice good sportsmanship</li> <li>*Follow the rules of the facility</li> <li>*Support and encourage all participants</li> <li>*Use electronic etiquette</li> </ul>	<ul style="list-style-type: none"> <li>*Be aware of your environment</li> <li>*Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>*Be a positive representative of the school</li> <li>*Show appropriate spectator/audience support</li> </ul>

<b>Bus</b>	<ul style="list-style-type: none"> <li>*Pick up after yourself</li> <li>*Follow bus rules and listen to the bus staff</li> <li>*Stay in your seat</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands and feet to yourself</li> <li>*Use appropriate language and volume</li> <li>*Be respectful to everyone</li> <li>*Take care of bus property</li> </ul>	<ul style="list-style-type: none"> <li>*Be a positive role model for younger riders</li> </ul>
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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.

## **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

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

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**ACADEMIC POLICIES**

**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.

**Commencement (HS)**

Students choose to participate in the commencement ceremony. Students who do not participate in commencement will have their diploma mailed to the address listed in Skyward.

Students participating in commencement have met all credit and class requirements as outlined in Board Policy 5460-- GRADUATION REQUIREMENTS. Students must have fulfilled all school obligations including serving all detentions, make-up days and payment of fees/fines prior to the ceremony. There are day set aside for students to take care of these obligations. Students serving an out-of-school suspension or expulsion are not allowed to participate in commencement ceremony.

**Scheduling and Assignment**

Every effort is made to develop a master schedule according to student needs and interests. The process does involve students, parents and the school counselor. Each student must recognize that the scheduling process is a complex task and that their selections determine curriculum offerings, the final master schedule, and teacher contracts. The amount of time and effort put into a flexible schedule is considerable and once final schedules have been established in May, schedule changes will be exceedingly difficult. **Students will not be allowed to change their schedules because they have "changed their mind" or they "do not want to work that hard."**

**Criteria for a course change are as follows:**

- medical reasons which are documented by a physician
- significant changes to a student's post high school plans
- computer error on the student's schedule
- two study halls in one semester and none in another
- student is in a Co-op or Youth Apprenticeship and needs to be free at certain times for his/her job

- student IEP requires that modification be made
- class needs to be added as it is a graduation requirement

**Students have the first five days of each semester** to request a schedule change for the above criteria with no other consequence. Students would be able to add a class in the first five days of each semester only.

- **After those five days, students** have ten additional school days to change their schedules for the same reasons as listed above, but need teacher permission, parent approval, and **any dropped class would result in a "W" (Withdrawal) on the transcript.** Dropping a class after the first five days results in a student being placed in study hall.
- Regardless of schedule change, students must maintain full time status.
- **Any class dropped after the ten days would result with an "F" on the transcript.** The administrative team would review extenuating circumstances.

All changes in student schedules should be initiated with the teacher of the course and school counselor. Changes must be approved by the teacher, a parent and school counselor. The High School Principals may, in unusual situations, give approval for extenuating circumstances.

### **Student Assessments**

To measure student progress, students will be tested in accordance with State standards and District policy. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

### **Audit**

Most courses cannot be taken twice for credit; however, a previously taken course can be audited. If a better grade is earned by auditing a course, the new grade will be placed on the transcript and the previous grade will be marked as "AU". If a better grade is not earned the audited class will receive AU as a grade. Earning a better grade will not earn the student additional credit, but it will improve the student's cumulative GPA. A grade of "F" is permanent on a transcript and therefore cannot be changed through an audit.

### **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.

### **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)

**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 5410 – Promotion, Placement and Retention.

**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 [tshaffer@wisheights.k12.wi.us](mailto:tshaffer@wisheights.k12.wi.us) for login information). Additionally, all faculty members have voicemail and e-mail; parents are encouraged to contact teachers to arrange a conference or express a concern.

**Academic Integrity**

Wisconsin Heights values academic integrity very highly and does not permit any form of dishonesty or deception that unfairly, improperly or illegally enhances a grade on an individual assignment or in a course. Honesty is a core value in the district. Students shall not create any intentional inaccuracies verbally or on official district documents, behavior reports, or during the process of an investigation. The following is a list of behaviors that constitute academic dishonesty and plagiarism.

Academic dishonesty includes, but is not limited to:

Cheating on Assessments and/or Assignments:

1. Copying from others (i.e., passing off someone else’s as your own personal work).
2. Having or using notes, formulas or other information without the approval of the teacher.
3. Having or using a communication device to send or obtain unauthorized information, or using an application that completes the work assigned.

4. Taking an exam for another student, or permitting someone else to take a test for you.
5. Providing or receiving information about all or part of a test, quiz, or exam, including answers.
6. Gaining or providing unauthorized access to examination materials.

Note: Simply having possession during an exam of any prohibited or unauthorized information or personal electronic device, whether or not it is actually used, is an act of academic dishonesty and will be treated as cheating.

#### Plagiarism in Papers and Assignments

1. Giving or getting improper help on an assignment meant to be your own work.
2. Including the following:
  - a. Using the services of a commercial term paper company.
  - b. Using the services of another student.
  - c. Copying part or all of another person's paper and submitting it as your own.
  - d. Not citing appropriate references.
  - e. Using an application that completes the work assigned.
3. Handing in a paper in more than one course without consulting both teachers (self-plagiarism).
4. Making up data for an experiment ("fudging data").
5. Citing nonexistent sources (articles, books, etc.) or sources that were not actually used to complete the assignment.

#### Misuse of Computers

1. Copying bits and pieces from a variety of Internet sources and representing this as your own work.
2. Misrepresenting your academic accomplishments, such as tampering with computer records.
3. Purposely circumventing Internet blocks to access forbidden sites or write or read forbidden communications.

#### Other

1. Violating copyright.
2. Deceiving a teacher to get special consideration.
3. Failing to promptly stop work on an exam when the time allocated has elapsed.
4. Forging a signature.
5. Hoarding or damaging library materials.

Note: Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.

#### Consequences

The consequences for academic dishonesty will be based on the severity and frequency of the violation. Consequences for lesser violations will be handled by the teacher and may range from having to redo and resubmit documents to total loss of credit for the test, paper or project resulting in a zero. In repeat cases, or when it is clear that the dishonesty was premeditated and severe, the teacher will consult with a principal to determine the appropriate consequences. In every case, administrators and parents will be notified and the case documented as disciplinary action for plagiarism/cheating.

### **Start College Now Program – High School**

\* \*Parents and students are encouraged to read the full text of the Board of Education policy 2271.01 Start College Now Program available on the District web site or by contacting the school main office.

Any student in 11th or 12th grade may enroll in the Start College Now Program providing s/he meets the requirements established by law and by the District and subject to the approval of the Board of Education on an annual basis. Any interested student should contact their School Counselor to obtain the necessary information. Applications are due no later than March 1 for a course to be taken in the fall semester or October 1 for a course to be taken in the spring semester.

### **Early College Credit Program – High School**

\* \*Parents and students are encouraged to read the full text of the Board of Education policy 2271 Early College Credit Program available on the District web site or by contacting the school main office.

Beginning Fall 2018, high school students at public and private high schools in Wisconsin can earn college credit through the Early College Credit Program (ECCP). A student interested in this program may be permitted to enroll in a UW System Institution, or an alternative private, non-profit institution of higher education (IHE) to take one or more courses for which the student may earn high school credit, post-secondary credit, or both.

Under ECCP, the costs of the courses are shared among the IHE, the school district, the state and in some cases the student's family. Students may only apply for/enroll in courses that are not offered at WHHS. Application deadlines: March 1 for fall/summer semester; October 1 for spring semester 2. Students may not accrue more than 18 credits in the ECCP. Textbooks are provided through ECCP and as such, if purchased, must be returned to the district upon completion of the course.

### **Daily Bell Schedule**

Period 1	7:55 to 8:42
Period 2	8:46 to 9:36
Period 3	9:40 to 10:27
Period 4	10:31 to 11:18
<b>Period 5 Lunch (Middle)</b>	<b>11:22 to 11:52</b>
Period 5 class	11:22 to 12:09
Period 6 class	11:56 to 12:43
<b>Period 6 Lunch (High)</b>	<b>12:13 to 12:43</b>
Period 7	12:47 to 1:34
Period 8	1:38 to 2:25
Period 9	2:29 to 3:19

### PLC Schedule

Every Wednesday. First class begins at 8:20. Supervision for students arriving prior to 8:10 provided.

<b>PLC for teachers</b>	7:30--8:15
Student choice activity: quiet study, tutorial, open gym, quiet commons for those arriving prior to 8:15.	7:30 – 8:15
Period 1	8:20--9:04
Period 2	9:08--9:55
Period 3	9:59 – 10:43
Period 4	10:47 – 11:31
<b>Period 5 Lunch</b>	<b>11:35 – 12:05</b>
Period 5 Class	11:35 – 12:19
Period 6 Class	12:09 – 12:53
<b>Period 6 Lunch</b>	<b>12:23 – 12:53</b>
Period 7	12:57 – 1:41
Period 8	1:45 – 2:29
Period 9	2:33 – 3:19

### 45-Minute Homeroom Schedule

Period 1	7:55-8:37
Period 2	8:41-9:27
<b>HOMEROOM</b>	<b>9:31-10:13</b>
Period 3	10:17-10:59
Period 4	11:03-11:45
<b>Period 5 Lunch</b>	<b>11:49-12:19</b>
Period 5 Class	11:49-12:31
Period 6 Class	12:23-1:05
<b>Period 6 Lunch</b>	<b>12:35-1:05</b>
Period 7	1:09-1:51
Period 8	1:55-2:37
Period 9	2:41-3:19

### Late Start Schedule

Period 1	10:00-10:32
Period 2	10:36-11:10
Period 3	11:14-11:46
Period 4	11:50-12:22
<b>Period 5 Lunch and Period 5 Class</b>	12:26-12:56
<b>Period 6 Lunch and Period 6 Class</b>	1:00-1:30
Period 7	1:34-2:06
Period 8	2:10-2:42
Period 9	2:46-3:19

### Early Release Schedule

Period 1	7:55-8:19
Period 2	8:23-8:57
Period 3	9:01-9:25
Period 4	9:29-9:54
<b>Period 5 Class and Period 6 Class</b>	9:58-10:22
Period 7	10:26-10:50
Period 8	10:54-11:18
Period 9	11:22-11:45

## Calendar 2019-20

<b>Date</b>	<b>Description</b>
14 August 2019	Registration Day
15 August 2019	HS Band Practice – 11-12
21 August 2019	Orientation Evening: 6 <sup>th</sup> grade Orientation at 5:00; 9 <sup>th</sup> grade Orientation at 6:30
29 August 2019	Open house
2 September 2019	Labor Day
3 September 2019	First day of school
18 September 19	Early Release
4 October 2019	Homecoming
7 October 2019	No School – Teacher Professional Development Day
24 October 2019	Parent Teacher Conferences 12:00 to 8:00
25 October 2019	No School
6 November 2019	End of 1 <sup>st</sup> Quarter
26 November 2019	End of 1 <sup>st</sup> trimester
27-29 November 2019	No School Thanksgiving Break
23-31 December 19	Winter Break
1 January 2020	New Year's Day
2 January 2020	Return to school
17 January 2020	End of 2 <sup>nd</sup> Quarter
20 January 2020	No School – Teacher Work Day
17 February 2020	No School – Teacher Professional Development Day
27 February 2020	Regular school day plus Parent Teacher Conferences 4:00 to 8:00
28 February 2020	No School – Parent Teacher Conferences End of 2 <sup>nd</sup> Trimester
20 March 2020	End of 3 <sup>rd</sup> Quarter
23-27 March 2020	Spring Break
9 April 2020	Early release
10 April 2020	No School UW Band Concert
22 May 2020	Early release – Last day for Seniors
25 May 2020	Memorial Day
29 May 2020	Graduation Practice at 9:00 am with Elementary tours
31 May 2020	Graduation at 1:00 pm
4 June 2020	Transition Ceremony – 8 <sup>th</sup> grade at 2:30
5 June 2020	End of 4 <sup>th</sup> Quarter, 3 <sup>rd</sup> Trimester, Last Day of School



## **Attendance Policies and Procedures**

### **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. 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.**

### **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 semester, 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.

**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.

#### **Student Discipline**

##### **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.

**Insubordination**

Students are expected to follow the reasonable directions and requests of all staff including teachers, custodians, cooks, secretaries, aides, coaches, bus drivers and administration: i.e. ignoring the reasonable directions of a staff member, confronting a staff member, being disrespectful, or arguing with any staff member is unacceptable.

**5517 - STUDENT ANTI-HARASSMENT**

**Prohibited Harassment**

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

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or



state civil rights laws (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Characteristics, through its policies on bullying (See Policy 5517.01 – Bullying).

#### Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Characteristics that:

- A. places a student in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

#### Sexual Harassment

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Other forms of harassment such as Race/Color Harassment, Religious (Creed) Harassment, National Origin Harassment, and Disability Harassment are also prohibited by this policy.

#### Reporting Procedures

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first opportunity.

Reporting procedures are as follows:

- A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employee.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.

- C. Teachers, administrators, and other school officials who have knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer and the building principal or District Administrator.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employee.
- E. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

<p>Elizabeth Dostal          Middle/High School Principal          608-767-2586          10173 US Hwy 14,          Mazomanie, WI 53560          dostal@wisheights.k12.wi.us</p>	<p>Dale Green          Elementary Principal/Director of Curriculum          608-767-2595          10173 US Hwy 14,          Mazomanie, WI 53560          dgreen@wisheights.k12.wi.us</p>
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Confidentiality

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, the respondent may become aware of the complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the CO in accordance with the Board's records retention policy (see Policy 8310). Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

#### Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

#### Reprisal

Submission of a good faith complaint or report of harassment will not affect the complainant's status or educational environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

#### **5517.01 - BULLYING**

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

## Definitions

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. ""Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), phone applications, defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
5. hacking into or otherwise gaining access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;

2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

The Online Student Bullying/Harassment Complaint form is available at:  
<https://www.wisheights.k12.wi.us/wp-content/uploads/2019/01/WHSD-Student-Parent-Bullying-Form.pdf>

This form can be turned in at the Main Office.

### **Canine Searches**

Board Policy 5771 authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

### **5530 - STUDENT ALCOHOL AND/OR OTHER CONTROLLED SUBSTANCES USE**

The following actions are prohibited by students in or on school property, in any District-owned or contracted vehicle or at school-sponsored activities:

- A. the use, possession, distribution, manufacture, sale or possession with intent to sell controlled substances, alcohol or drug paraphernalia (as defined by local, state and federal statutes); unauthorized inhalants and look-alike drugs, and
- B. being under the influence of alcohol, or controlled substances.

Parents/guardians and students will be informed of the established standards of conduct and possible sanctions related to the use and abuse of alcohol, and substances denoted in this policy. Failure to abide by this policy will result in disciplinary action up to and including suspension and/or expulsion from school, and may also result in referral to law enforcement officials for prosecution under specific State and Federal laws and local ordinances.

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

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. all chemicals which release toxic vapors;

- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids;
- G. any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event. In the Wisconsin Heights School District, the alcohol and controlled substances policy does not apply to a student who is under a physician's order to take prescribed medication.

#### 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, 1-day in school suspension, athletic code violation (if applicable)
- Second offense - citation/fine plus, 2-days in 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.

#### **Suspension and Expulsion**

**\*Parents and students are encouraged to read the full text of the Board of Education policies governing Suspension and Expulsion 5605, 5610, 5610.02 available on the District web site or by contacting the school main office.**

#### Suspension

##### Duration and Grounds for Suspension

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a) Non-compliance with school or School Board rules;
- b) Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c) Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d) Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision

of a school authority;

e) Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety or any employee or School Board member of the school district in which the student is enrolled.

f) Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The following behaviors or actions that occur on school property, at school events, or through electronic media are SUSPENDABLE/ EXPELLABLE offenses:

- Fighting or unwanted physical contact
- Possession of alcohol
- Possession of tobacco products
- Being under the influence of a drug/alcohol
- Ingesting any prescription medication in a non-prescribed manner will be considered a conduct violation.
- Behavior that disrupts the learning environment
- Swearing and use of obscene, indecent, lewd or profane language
- Viewing inappropriate and/or pornographic websites with personal or school electronic devices
- Insubordination/not doing what you are told to do by a staff member in this building.
- Criminal damage to property
- Bus misconduct
- Failing to follow school rules
- Committing an illegal act (misdemeanor or felony)
- Unauthorized possession, selling, or delivering of prescription drugs or look-a-like substances
- Possession, selling, or delivering of illegal non-prescription drugs or look-a-like substances
- Possession, selling, delivering, or being under the influence of alcohol
- Possession/use of illegal drug paraphernalia
- Possession of a weapon or look-a-like weapon on school property
- Endangering the safety of others
- A chronic lack of following school rules
- Theft of school property or personal property.
- Possession of fireworks or other explosives incendiary devices to include cigarette lighters
- Possession or misuse of laser pointers/pen

1. The District Administrator, or any principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority. The suspension period applies to "school days". Thus, a suspension period does not include weekend days or vacation days.
2. Suspension Procedure  
Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct. The principal will inform the student's parents or guardian of the reason for the proposed suspension as soon as possible.

3. Notice of Suspension

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student's parent or guardian; however, it will be confirmed in writing.

4. Sending a Student Home on the day of the Suspension

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the principal shall attempt to contact the student's parent or guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision. In the event a parent/guardian is unwilling to pick up child from school, administration has the discretion to extend the time of suspension.

5. Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete coursework missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

6. Reference to the Suspension in the Student's Record

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records. The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records. The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

7. Co-Curricular or Extracurricular Participation A student's participation in co-curricular or extracurricular activities during a suspension shall be determined on a case-by-case basis.

8. Attendance at school activities may be revoked by administration.

B. Expulsion

1. Grounds for Expulsion

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- a) repeatedly refused or neglected to obey the rules established by the School District;
- b) knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c) engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- d) engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or e) had repeatedly engaged in conduct while at school or while



under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

#### 2. Expulsion for Bringing a Firearm to School

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

#### 3. Expulsion Hearing

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

#### 4. Expulsion Order

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

#### 5. Student Records

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

### **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.

### **Student Life Policies**

#### **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.

**Announcements**

Each day during period 2 and during the final minutes of period 9 announcements will be read.

Students wishing to submit activity related announcements must have approval from their activity advisor prior to submitting their announcement.

**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          |

**Backpacks, Messenger Bags, and Purses**

Students may utilize traditional bags and backpacks to transport personal items to and from school, but they must be stored in their locker during the school day. Students can use clear plastic or see through mesh bags or backpacks to take books and personal items to classes during the day. Students may also carry a small pencil case to classes. At the end of the day, students will be allowed to load their regular backpacks to take items home. Students are not required to purchase a bag unless they want to use it to carry items from class to class.

**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.

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.

**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 |

**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 STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY (Board Policy 7540.03) 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.***

### **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.

#### **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.

### **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 STUDENT USE OF MOTOR VEHICLES – Board Policy 5515

### **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.

**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        |

**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 8<sup>th</sup> 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 8<sup>th</sup> hour study hall are eligible; no schedule changes will be made to accommodate Senior Release.

**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.

## **Student Records**

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

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to:

- the student's name;
- the name of the student's parent or other family members;
- the address of the student or student's family;
- a personal identifier, such as the student's social security number, student number, or biometric record;
- other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
- other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty;
- or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Student records shall be available only to students and both parents unless stipulated in a court order or law, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals/organizations as permitted by law or parental consent. Access to student records other than designated school officials should be made in writing to the building principal two days in advance.

## **Fire and Tornado Drills**

1. In case of a fire, the fire alarm will be sounded. At that time students are to vacate the building as quickly as possible according to the evacuation instructions posted in each room. ALL students must be at least 25 feet away from the building. An announcement will be made indicating an "All Clear" before students should return to the building.
2. In case of tornado or other emergency, students are to immediately proceed to the shelter area of the building as designated by the evacuation plan posted in each room and/or follow the directions of their supervisor or announcement over the intercom.
3. Periodic fire and tornado practice drills will be held during the school year.
4. If a student has a physical handicap, he/she should report to the office at the beginning of the year of special emergency information.
5. Students are expected to stay with their teacher during the entire time period of the evacuation for fire or severe weather situations.
6. Students are expected to stay quiet and follow all directives of staff during periods of evacuation. Soft and Hard Lockdown Drill

## **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**

\*Parents and students are encouraged to read the full text of the Board of Education policy governing Weapons 5772 available on the District web site or by contacting the school main office.

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, explosives and any chemical (pepper spray).

### **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](http://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