



# Waupaca High School

## 2011/2012

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**ALL SCHOOL BOARD POLICIES FOUND IN THIS HANDBOOK  
CAN BE FOUND ON THE DISTRICT WEBSITE (<http://www.waupaca.k12.wi.us/>)**

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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EXPECTATIONS	ALL COMET STAFF	ALL SETTINGS	CLASSROOM	HALLWAY	CAFETERIA	IMC/COMMONS/ COMPUTER LABS	PARKING LOT	RESTROOMS	LOCKER ROOMS/ LOCKERS	SPORTING EVENTS/ OFF CAMPUS ACTIVITIES	SCHOOL ASSEMBLIES
<b>B</b> BE RESPONSIBLE	Promote professional learning standards. Expect excellence. Acknowledge and support peers as well as students. Demonstrate seriousness of purpose.	Be prepared for classes and other activities. Have goals and a plan to achieve them. Carry WHS Handbook at all times. Use appropriate and courteous language.	Use time wisely to learn. Give your best effort. Be in your seat for attendance.	Use time wisely to get to and from class. Take the most direct or quickest route for you.	Be patient and wait your turn to be served. Make healthy choices. Keep the line moving.	Use time wisely to learn. Use equipment books and materials for intended academic purposes. Search only approved sites.	Purchase a parking permit. Be safe.	Use during passing times. Be timely.	Keep locker clean and organized. Use your own locker. Use time wisely. Keep electronic devices secure and out of sight.	Positively represent your school. Be attentive and focused. Show positive spectator support.	Positively represent your school. Be attentive and focused.
<b>L</b> LAUNCH YOUR POTENTIAL	Greet students at the door or in the hallway. Be friendly. Be a positive force at WHS. Contribute to the WHS community. Actively supervise.	Be courteous. Avoid physical contact. Use appropriate language and tone of voice. Practice good manners. Be considerate of others' learning.	Be attentive to all speakers. No non-educational use of electronic devices. Embrace teacher guidelines. Cooperate with others.	"Catch and release" - PDA is not for school. Respect others' space and property.	Use proper table manners. Respect others' food, property, and space.	Respect the facility equipment, and its contents. Follow Acceptable Use Policy.	Park in Student Parking Lot. Respect others' property.	Maintain a clean, smoke free environment. Eliminate electronic distractions. Respect the privacy of others.	Respect facility and others' property. Maintain personal boundaries.	Follow the rules of the facility. Demonstrate good sportsmanship.	Listen and apply the message being presented.
<b>U</b> UNITE IN PURPOSE	Embrace Comet Blue!	Read student handbook and follow school expectations. Maintain a clean environment. Prevent and report any bullying, emergencies, theft, vandalism and inappropriate activities.	Encourage others to do their best. Use active listening. Be Prompt. Be prepared.	Walk and Talk. Encourage positive behaviors. Limit grouping in the hallways.	Invite someone who is sitting alone to sit at your table.	Report any incidents.	Be safe - wait your turn and yield to others. Be legal. Display your permit. Buckle up! Monitor your speed.	Report any concerns.	Be Kind	Support and encourage all participants.	Be attentive to all speakers. Respect audience. Use electronic etiquette. Offer support to all grade levels.
<b>E</b> EXCEL IN EDUCATION	Support the attendance policy and the Activity Code. Model positive behavior. Be at teaching station on time. Be prepared. Model professional dress. Acknowledge effort. Collaborate.	Adhere to rules, directives and procedures. Listen with intent. Dress illustrating a seriousness of purpose.	Be in class on time with all materials. Actively participate. Do your own work.	Keep hallways litter-free. Use recycling and garbage containers.	Pay for what you take. Stay in cafeteria or gym during assigned lunch times. Maintain a clean environment. Leave a clean table.	Follow check in/out procedures. Ask for help if needed. Leave equipment as you found it. Maintain a clean environment. Log off computers.	Arrive on time and Depart safely!	Flush the toilet. Wash your hands. Maintain a clean environment.	Lock your locker. Put personal items in secure location. Keep combinations to yourself.	Be prepared. Be prompt. Know rules of the event.	Be prepared. Be prompt.

## **PUPIL NONDISCRIMINATION**

The Waupaca School District does not discriminate on the basis of sex, race, national ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap.

Discrimination is also prohibited under related federal statutes, including Title VI, Title IX, and section 504, as well as State Statute 118.13.

The Waupaca Board of Education has established a procedure for receiving and resolving discrimination grievances. (School Board Policy Code 112-091295 and 112.1-090892).

An earnest effort shall be made to settle any dispute between the grievant and the appropriate administrator prior to the initiation of a formal grievance.

Formal grievance procedures are available in the school offices and shall be distributed and discussed at the informal level.

## **2011-2012 ADMINISTRATORS' MESSAGE**

Dear Students and Parents:

Welcome to the 2011-2012 school year. We are extremely excited about this school year. The Waupaca High School faculty and staff is a committed group of professionals with a common goal: providing a comprehensive program focused on excellence in education along with academics, athletics and student activities for the successful growth of all students. With the continued support of a wonderful community, COMET BLUE is soaring to new heights. We pride ourselves on the accomplishments of our students and are confident each student will become a good citizen and contribute to a successful tomorrow. We will do our best to graduate good students who are also good people. The policies and procedures outlined in this agenda are a concerted effort of the faculty and administration. The following information is presented so it will be of great value in helping you adjust to, and become an integral part of, our school. COMET BLUE is alive and well and we are proud to be part of such a dedicated staff. We look forward to a new and exciting year. Together, let's make this the best year yet!

Sincerely,

C. Robert Becker, Principal

Carl Eggebrecht, Principal/Athletic Director

## **TELEPHONE INFORMATION**

\* If the automated system is on, you may use the following speed dials:

5-attendance                      8-nurse's office

6-agriculture                      9-directory

7-music department              0-main office

**Direct line to the attendance office: 258-4511**

## **BACK TO SCHOOL SECURITY TIPS**

Here are a couple of tips to keep in mind at school:

Don't bring valuable items to school. Music devices, headphones, cell phones, PSPs, team jackets and other items are easily portable and are prime targets for theft!

Always lock your locker and don't give the combination to anyone. Also, don't dial the first two numbers of the combination and then leave. While it may make it easier to open between classes, anyone walking by can open the lock with just one turn!

If you are a member of a sports team or participate in other after-school activities, don't leave your purse or wallet laying around. Also, during physical education classes, use and lock your locker.

As you walk to school, if you notice suspicious people or cars, report it to school authorities or the police.

## **ACTIVITY CODE**

An activity code is an all-school policy. See Appendix A.

## **AGE OF MAJORITY - 18 YEARS**

Rules and regulations adopted by the School Board and administration are binding upon all students at school regardless of their age.

Adult students may call themselves in for an absence if they are (1) self-supporting AND (2) not living at home. A written statement must be on file before an adult student may call in for him/herself.

## **ALCOHOL - INTOXICANTS - ILLEGAL DRUGS**

Students may not be in possession of, consume, or be under the influence of intoxicants or illegal drugs while on school premises, vehicles, or while involved in any school-related activity, either on or off campus. City/Township Ordinance 9.161.573 - 9.161.575 (6/94), State Statute 161 and 161.49 and School Board Policy 443.4 - 041696, 443.4R1 - 041696 (Drug-Free School Zone Penalty Enhancer)

## **ANNOUNCEMENTS**

Announcement information must be placed on the designated form and signed by a club advisor/faculty member -OR- e-mailed to the Main Office by 3:00 PM. Daily announcements are read during fourth and eighth hours. Pages for student messages will be done prior to the lunch periods and prior to 3:09 PM. Special announcements, as well as athlete/activity dismissals that will occur during class time, will be read in-between classes. Only under emergency conditions will classes be interrupted by the public address system.

## **AODA (ALCOHOL AND OTHER DRUG ABUSE) FEDERAL REGULATIONS**

Students of the Waupaca School District are hereby notified of the following: the unlawful manufacture, distribution, dispensing, possession, or use of a mood-altering substance, look-alike substance, controlled substance, drug paraphernalia, and/or alcohol on school district property, including all district-owned vehicles, is prohibited at all times. Being under the influence of a controlled substance and/or alcohol on school district property, including all district-owned vehicles, is prohibited at all times. These same provisions shall be in effect at all school-sponsored events including extracurricular activities while off school premises. Failure to abide by this policy will result in disciplinary action up to and including suspension and/or expulsion from school. Such disciplinary action shall be done in accordance with State law and established procedures. Violations of this policy may also result in referral to law enforcement officials for prosecution under specific state or local laws. Code 443.4; 443; 441 - 041696; 010401; State Statutes 961.571; 961.572; 961.573

## **ASSIGNMENTS/MAKE-UP WORK**

Students are required to make up the school work missed when an excused absence (see Attendance Procedures) occurs. The amount of time allowed to accomplish this is equal to the number of school days the student has missed. The student may receive an "F" for work not turned in within these limits. If a test has been missed, arrangements need to be made to take it upon return to school. Teachers are aware that sometimes a student needs to make up several tests.

The make-up period is not intended to extend deadlines established prior to the absence.

Students with unexcused absences will have the same opportunity to complete work within the time frame as noted above. However, students might not receive full credit.

## **ATTENDANCE PROCEDURES**

Truant: a pupil who is absent from school without an acceptable excuse for part or all of any day on which school is held during a semester. State Statute #119.16 (1) (c)

Habitual Truant: a pupil who is absent from school without an acceptable excuse for part or all of five days on which school is held during a semester. WI Stat. 118.16(11)(a)

## **ATTENDING SCHOOL IS A SCHOOL RULE!**

### **VIOLATION OF SCHOOL RULES:**

It shall be unlawful for any person enrolled as a student in any city, public or parochial school to violate any school rule, a violation of which could result in suspension or expulsion from school.

Contributing to Truancy: State Statute 948.45

\*(2) Any person 17 years of age or older who, by any act or omission, knowingly encourages or contributes to the truancy, as defined under s. 118.16(1)©, of a person 17 years of age or under is guilty of a Class C misdemeanor.

The Waupaca City/Township Ordinance 9.06 (1)(d) pertaining to students 12 years or older covering Truancy has been amended to include the following:

1. A truant student will be issued a citation by the Waupaca Police Department.
2. This citation will require a court appearance by the student and a parent/guardian.
3. This citation will:
  - a. order the student to attend school
  - b. impose a fine of \$50.00 plus costs for the first offense.
  - c. impose a fine of \$100.00 plus costs for subsequent offenses.
4. These fines will be imposed against the child, parent(s)/guardian(s), or both.
5. Imposition or stay of fines is at the discretion of the presiding judge.

The Waupaca City/Township Ordinance 9.06(1)(f) pertaining to students 12 years or older covering Habitual Truancy has been amended to include the following:

1. A habitually truant student will be issued a citation by the Waupaca Police Department.
2. This citation will require a court appearance by the student and a parent/guardian.
3. This citation may result in the following:
  - a. order the student to attend school
  - b. order the student and/or parent/guardian to participate in counseling
  - c. order community service
  - d. order home detention
  - e. revocation of the student's work permit
  - f. order a fine of up to \$500 plus cost assessed against the student, parent/ guardian, or both.
  - g. order a curfew for the student
  - h. order the student to stay away from certain people or places
  - i. order the parent/guardian to attend school with the student
  - j. order court supervision of the student

Any or all of these orders can be stayed by the presiding judge who will list any purge conditions.

Three other important changes in the law relate to excused and unexcused absences:

1. Unexcused absence and/or tardies: A student who is late to class shall be considered tardy and may be subject to the same conditions and dispositions as truancy.
2. Excused absences: absences which the school district approves include but are not limited to:
  - personal illness
  - emergency in the family
  - medical appointments
  - death in the family/funeral
  - religious holiday
  - court and/or legal appearances
  - approved school activities
  - special circumstances approved in advance when possible

Parents are asked to contact the Attendance Office at the high school at 258-4511 between 7:15 a.m. and 2:30 p.m. each day the student is absent. If the school is not contacted within five (5) days of a student's absence, it will automatically be identified as an unexcused absence.

3. Pre-Arranged Absence: Students absent for reasons other than the above will be considered unexcused with this exception: Parents may PRE-EXCUSE their child for any reason for up to ten (10) pre-arranged absences per year. This means that any absence for reasons other than the above may be excused providing there is a WRITTEN PRE-ARRANGED FORM. (Pre-arranged forms must be picked up in the Attendance Office and returned completed to the Attendance Office 24 hours in advance or the pre-arranged excuse may be denied.) If it is not PRE-ARRANGED, it will be considered UNEXCUSED.
4. Students must return signed and/or stamped medical appointment verification forms to the attendance office. (Forms are issued through the nurse's office.)

## **AUTOMOBILE/VEHICLE PARKING**

All rules set forth apply to automobiles, motorcycles, and any motor-driven vehicles.

The student parking area is furnished by the School District of Waupaca as a courtesy to those students who elect to drive to school and pay a \$1.00 fee for a permit. The student parking area is the only area in which students may park. Parking in other areas may result in a loss of parking privileges, having the vehicle towed, and/or suspension.

All students using the student parking lot are required to have a registered permit that may be obtained from the receptionist. Replacement of a lost permit will cost the student \$5.00. Use of the designated student parking area is a privilege and any abuses such as being truant from school, allowing another student to be truant from school by having access to your vehicle, driving too fast or incorrectly parking may result in a loss of parking privileges, citation, and/or parking suspension. Drivers are to use extreme caution when entering and leaving school grounds.

## **BELL SCHEDULE**

**A WARNING TONE WILL SOUND ONE MINUTE BEFORE THE START OF EACH CLASS.**

### **REGULAR TONE SCHEDULE**

1	7:55	8:39	44
2	8:44	9:28	44
3	9:33	10:17	44
4	10:22	11:09	47
lunch a	11:09	11:39	30
5a	11:44	12:39	55
5b	11:14	11:39	25
lunch b	11:39	12:09	30
5b	12:14	12:39	25
5c	11:14	12:09	55
lunch c	12:09	12:39	30
6	12:44	1:28	44
7	1:33	2:17	44
8	2:22	3:09	47

### **HOMEROOM TONE SCHEDULE**

HR	7:55	8:14	19
1	8:19	9:00	41
2	9:05	9:46	41
3	9:51	10:32	41
4	10:37	11:18	41
lunch a	11:18	11:48	30
5a	11:53	12:48	55
5b	11:23	11:48	25
lunch b	11:48	12:18	30
5b	12:23	12:48	25
5c	11:23	12:18	55
lunch c	12:18	12:48	30
6	12:53	1:34	41
7	1:39	2:20	41
8	2:25	3:09	44

## **BUS TRANSFER PASSES**

To obtain a bus pass students who will be riding a bus other than their assigned bus, must present a note from their parent/guardian to Main Office personnel. The note must specify the date, the bus number the student is regularly assigned to, the number of the bus (or drop-off address) the student will be riding for the transfer and the parent/guardian's signature. The student will then be issued a bus transfer pass.

## **CAMERA SURVEILLANCE**

Waupaca High School employs surveillance equipment for security purposes. This equipment may or may not be monitored at any given time.

## **CANINE SEARCHES**

In order to keep our school safe, drug and weapons-free, and to follow-up on bomb threats or other threats against the school, staff, or students, a canine search of the building, student lockers, parking lot and staff areas may be conducted.

The School District of Waupaca retains the rights to conduct searches at any time. In the event the School District of Waupaca has reasonable suspicion that something illegal, illicit, or dangerous is contained in a locker or car, it has the right to direct administrators and/or police liaison officers to inspect the contents of the locker or car.

## **CHEATING**

Students who are observed cheating on an exam will be given a failure for that exam. Further disciplinary action may result in dealing with the incident.

## **CIVIL LAW AND COOPERATION**

Any unlawful act taking place on school buses, or school grounds, or at school-sponsored events will be referred to the proper legal authorities for investigation and deposition. City/Township ordinance 9.07 – offenses upon school property.

## **CLASS / EXTRACURRICULAR STATUS**

Students must take 5.5 credits each year to be considered a full time student, and have accumulated at least 5.5 credits to be considered a sophomore, at least 11.0 credits to be a junior, and at least 16.5 credits to be a senior. Students involved in extra-curricular activities will need to have at least 5.5 credits after their freshman year to be eligible for participation in their sophomore year. The same requirement is necessary each year thereafter as the credit number stated previously. See Extracurricular Activities and Appendix A.

## **COMET STRIP SCHOOL NEWSLETTER**

The Comet Strip newsletter is available online. Go to the district website (<http://www.waupaca.k12.wi.us>) and access the high school link to view the quarterly newsletter

## **COMMONS SERVERY**

Waupaca High School operates under a closed campus concept. All students must remain in the building the entire school day unless they have obtained proper permission to leave.

The high school lunch program is automated. This means, when a student chooses to eat lunch, it will automatically be deducted from their account. Each student is given an ID# which is important. Write it down, memorize it, and keep it in a safe place. This ID# is used to maintain an accurate lunch account for each student.

Preprinted lunch payment envelopes are available in the Commons Servery. These envelopes must be used when making a lunch payment. Please fill them out completely, so as to ensure the payment is placed in the correct student's account. Charging of lunch is not allowed. Prepayment of at least one week is encouraged. The money stays in the account until the student decides to eat. Students will be told when there is a balance of 3 meals left in their account. This allows the student adequate time to make deposits into their account. Students making a deposit of \$40.00 or more, will receive a 5% bonus added to their account. The lunch prices are to be determined yearly. Those qualifying for the reduced lunch program may pay \$8.00 monthly or \$2.00 weekly. See School Board Policy 760-R1. Reduced lunch price is .40 cents per student per day.

Students are expected to treat the Commons Servery area and each other with respect. Courtesy and cleanliness are expected. Please pick up after yourself. Lunch, beverage items and trays are not to be taken from the Commons Servery area.

If there are trays, food, paper or plastic remains at your table when you arrive, please raise your hand and ask for assistance from a room supervisor. You must leave a clean table. If you don't, you will be required to return and clean the table. Your cooperation is necessary to keep a clean commons; so please assist at the table where you are eating and be willing to confront those at your table who may be leaving items behind.

If you have any questions, concerns, comments, or suggestions please contact the Waupaca School District Food Service Director: Darlene Pflugardt @258-4123.

## **COMPUTER USE**

Use of these resources is a privilege and not a right. The district reserves the right to restrict or terminate District of Waupaca Network or Internet access at any time. The district has the obligation to monitor network activity to maintain the integrity of the District of Waupaca Network and ensure adherence to district policies. Users of the District of Waupaca Network should not assume that information stored and/or transmitted is confidential or secure.

The school network, including the Internet, computers, and software, is an educational tool provided by the school district for use by district staff and students. No student shall be required to take part in District of Waupaca Network or Internet activities if their parent(s) / guardian(s) files a written objection to such participation with the building administration. Students may use the school's computers/network for teacher-assigned, educational work. Students using the school's computers are expected to follow these rules:

1. This Computer Use Policy must be read and approved, in writing, by each student and, in the case of students under the age of eighteen, the student's parent, guardian or custodian.
2. Students may only use the network with their assigned network account. Use of another person's account is prohibited. Students may not allow others to use their accounts.
3. The School District of Waupaca has an Internet filter. Bypassing this filter is not allowed.
4. School staff may review computer files or messages that are created by students.
5. Students may not download or install programs from the Internet or any device.
6. Students are permitted to use district software approved by teachers, non-educational games are not allowed.
7. Students may not use e-mail, instant messaging programs, or chat online at school.
8. Students may not use school computers to copy programs or disks. A teacher may allow the copying of student-created work to removable media or devices.
9. Students may not bring food or drink into computer labs.
10. All copyright laws will be enforced.
11. Students may not change computer settings.
12. Students may not use the school's computers/network in such a way that would harass others or disrupt other's use of the equipment.
13. No personal computer equipment, including laptops, may be used on the school network.
14. Students are not to remove, modify, damage or destroy any computer or networking equipment and may not engage in "hacking" or other unlawful activities.
15. Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.

**These rules are in place to ensure that our school computers & network operate effectively for all students and staff.**

Exceptions to the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action, including but not limited to suspension or termination of access to the school's computers or Internet, detention, suspension, and/or expulsion. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued. More detailed information can be found in the district's Network Acceptable Use Policy - 367.1

## **CORPORAL PUNISHMENT**

See School Board Policy 446.1 - 071393

## COURSE CHANGE CRITERIA

Students should register for classes using careful consideration. Schedule changes will take place only under the following situations:

1. Clerical error.
2. Change in course offerings.
3. Retaking failed classes.
4. Recommended drop made by Administration, may or may not result in grade penalty.
5. Recommended drop is based on medical issue, there may be no grade penalty assessed.

## CRIMES AGAINST PROPERTY

**Damage to property** by whoever intentionally causes damage to any physical property of another without the person's consent, is guilty of a class D misdemeanor.

**Graffiti** by whoever intentionally marks, draws or writes with paint, ink or another substance on or intentionally etches into the physical property of another without the other person's consent is guilty of a class A misdemeanor. Any student, who is a party to these crimes at school, is in violation of State Statutes 943.01 and 943.017.

## CRIME STOPPERS / QUICK \$50

Waupaca County Crime Stoppers Organization sponsors the Quick \$50 Program for area schools, their students, and citizens of Waupaca County. It pays rewards for information on illegal weapons and drugs in schools according to the following guidelines:

- (1) \$50.00 for information resulting in the confiscation of any dangerous weapon, including guns and knives.
- (2) \$50.00 for information resulting in the confiscation of any drug, drug paraphernalia, or alcohol, excluding tobacco.

All citizens, or a student attending a participating school, are eligible for a good citizenship reward. All individuals remain anonymous.

The individual with the information calls the Waupaca County Crime Stoppers Hot Line at 1-888-258-9955. This is a non-recorded phone line. At that time you are given a confidential I.D. number to remain anonymous. Crime Stoppers contacts the school to investigate the report. If the school determines the tip to be legitimate, the reward is paid according to a method determined by the caller.

## DANGEROUS WEAPONS AND/OR LOOK-ALIKE WEAPONS ON SCHOOL PROPERTY

It is district policy that no person is allowed to have dangerous weapons or look-alike weapons on school property, on school buses or at any school-related event. A look-alike weapon is defined as a toy gun, water gun, a non-working replica of a weapon, cap gun, popper, war souvenir, or any other object which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose. Violation of this policy could result in suspension and/or expulsion. See School Board Policy 443.7, 443.9 050995; City/Township Ordinance 9.01, see above; State Statutes 939.22, 941.295 (4), 948.60, 948.605, and 948.61.

## DETENTIONS

Detentions ("obligations") may be assigned by teachers and school administrators. **Detention assigned by teachers will be served with the assigning teacher.** If a student fails to serve the detention within 5 school days and the teacher has communicated the detention to the student's parent/guardian, the detention will be referred to the school administration.

### Detentions Assigned by Administrators:

Detentions will be served before school or after school in the Success Center. Making up detention for school administrators will be made up in the Success Center. Students are to report to the Success Center with study materials and work silently during the assigned detention. Failure to serve assigned detention(s) will result in the student being suspended from school. (See Student Activity Code).

## DIRECTORY DATA

Information such as the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended by the student shall be considered public information and may be released to appropriate persons and media, at a fee to be determined by the School Board, unless parents or adult students refuse the release, in writing, of their own initiation, within 2 weeks of the publication of this notice in the Waupaca County Post, or of enrolling in the case of those entering after the school year has started.

## DRESS CODE

We take pride in the appearance of our students. All students are expected to dress and groom themselves neatly in clothing that is seasonably suitable for school activities. Students wearing inappropriate clothing, such as but not limited to, clothing with alcohol/tobacco reference, inappropriate slogans and suggestive in nature may be asked to return home to make necessary changes. **Clothing must cover undergarments.** Hats, caps, headwear, jackets/coats, bulky outerwear, backpacks, large chains, jewelry with sharp objects, etc. are not allowed to be worn in the school.

Remember, this is a place of education. It is the responsibility of the school to prohibit students from attending school when their personal appearance or attire is of a nature that interferes with the instructional purpose of the school or attracts undue attention that is detrimental to the normal operation of the school. See School Board Policy 443.1 - 011293, City/Township Ordinance. 9.06 #14-90; AM Ord. #17-97; 9.07 #12-96.

## ELECTRONIC DEVICES / PHONES / PHOTOGRAPHIC DEVICES

The office telephones are business phones and should not be used by students. Exceptions will be made for emergencies only. Public pay phones are located NEAR THE MAIN ENTRANCE. Students may use the public pay phones during their lunch periods. Please try to carry \$.50 at all times in the event you need to use the pay phone. **Possession of pagers and/or cell phones is prohibited during school hours.** See School Board Policy 443.6, Wisconsin statutes 118.258.

**There should be no communication between parents and students via cell phones during the school day. In case of emergency, parents should contact the school at 258-4131 and a message will be given to their child.**

During the school day students are prohibited from using beepers, cellular phones and cameras or any type of electronic paging, photographic, or 2-way communication devices. All such devices must be turned off and in the student's locker during the school day. The rules may allow for the use of such a device by a pupil if school administration determines that the device is used or possessed for a medical, school, educational, vocational or other legitimate reason. Unless such permission has been secured in writing, cell phones, pagers, digital cameras, and other communication or photographic devices will be confiscated if seen or heard in school during school hours. Such devices are specifically and continuously prohibited in locker rooms, changing rooms, bathrooms, and other areas where privacy is assumed. **Music devices and headphones of any kind are NOT allowed in the classroom.** Failure to follow this policy will result in confiscation of the device and/or suspension. **A parent will need to pick up confiscated devices.**

# EXTRACURRICULAR / CO-CURRICULAR ACTIVITIES

Each student, in order to become better acquainted with his/her peers and to develop new and varied interests, is urged to participate in extracurricular/co-curricular activities. Activity fees will be charged to students participating in extra-curricular activities meeting the following conditions on a per year basis: School transportation is offered; Entry and/or official fees are paid by the district; Competition with other schools is offered; Coaches are paid by the District. **All fees must be paid prior to practice or participation in the activity. The high school fees are \$10.00 per activity with a \$20.00 maximum per student. A \$50.00 family cap for all middle school and high school children.**

ACADEMIC BOWL

ATHLETIC CLUB

BADGER BOYS/GIRLS STATE

BAND CONTESTS

BUSINESS CLUB

CHOIR CONCERTS

COMET COUNTRY

DEBATE\*\*

DRAMA PLAY

FFA

FLORIDA TRIP (BAND)

GERMAN CLUB

GERMAN TRIPS

GREEN TEAM

IMAGINE PEACE...

MADRIGAL SINGING

MUSICAL

NEWSPAPER

PEP BAND

PHOTO CLUB

S.A.D.D.

SPANISH NHS\*

SOLO/ENSEMBLE\*\*

SHINE

WAUPACA VOL. TUTORS

ART CLUB

ATHLETIC TEAMS\*\*

BAND CONCERTS

BEAT THE HEAT

CHESS TEAM\*\*

CLASS PLAY

DANCE TEAM\*\*

DORIAN FEST

FBLA

FORENSICS\*\*

GERMAN NHS\*

GIRLS CONCERT CHORALE

HONORS CHOIR

KEY CLUB

MEISTER SINGERS

NATIONAL HONOR SOCIETY

PARADES

PEP CLUB

PROM/HOMECOMING

SATURDAY A.M. BASKETBALL

SPANISH CLUB

STUDENT COUNCIL

V.I.C.A.

YEARBOOK

\*NHS=NATIONAL HONOR SOCIETY      \*\*FEE IS REQUIRED

## FEES: LAB - SHOP - TEXTBOOKS

Generally, the fee system for Waupaca High School is simple: "Pay for the materials you use." There are some fees established, such as: Some art classes, health and technical education classes require a deposit at the start of the school year, and will be subject to additional fees, at the end of the school year. This fee will cover the cost of materials for course work.

**All students are required to pay 15.00 per school year for textbook rental.** Fines may be assessed for damaged lockers or lost texts based on replacement costs.

## FIELD TRIPS

Students on field trips will conduct themselves according to the directions of the field trip chaperone(s), and will abide by all school rules and regulations while on a field trip or extracurricular activity. Students with obligations (detentions and fines) may not be allowed to go on field trips during normal school hours or any trip sponsored by the school. The only exception to this would be a field trip provided during your single scheduled class period and return to school for the very next class period.

Various classes throughout the year make use of field trips. Parents must fill out a parental permission sheet in order for students to participate in field trips. Transportation is normally provided by the school district and students are expected to use it. Use of personal vehicles must be approved by the administration.

## FIRE/TORNADO DRILL EVACUATION

It is important that students learn how to properly leave the building in the least amount of time that safety will permit. Directions for leaving the building are posted near the doorway of each classroom. Clear the building and walks, take nothing with you, and do not re-enter the building until you have been told to do so by school personnel.

Tornado Safety Rules: When a tornado approaches our area, your immediate reaction may mean life or death. The intercom system will be used, when possible, to inform students of threatening conditions. REMEMBER: Tornado WATCH means tornadoes may develop; Tornado WARNING means a tornado has actually been sighted. Directions for leaving your room and moving to a designated area are posted in each room.

## FUNDRAISING ACTIVITIES

All fundraising activities for class purposes must be scheduled through the Building Principals. Athletic Fundraising must be scheduled through the Athletic Director. Students may not solicit or sell merchandise for themselves or out of school organizations or causes unless approval has been given by the Building Principal. "Door-to-door" sales will not be permitted.

## GRADING EXPLANATION

There are 8 grading periods currently used for the year. They are: MT1; T1; MT2; T2; S1; MT3; T3; MT4; T4; S2. The "MT" grades are for midterm. They are a progress report grade. Sometimes teachers give a "P" for "PASS" at the middle of the quarter. Below average and failing grades must be reported. The "T" grades are for the term or quarter grades. Two Term or Quarter grades are used to average the semester grade. A semester exam may also be included in this average.

The grades for the permanent transcript are the semester grades (S1 and S2).

## WAUPACA HIGH SCHOOL GRADING POLICY

Percentage	Grade	
93 – 100	A	4.00
90 – 92.9	A-	3.67
87 – 89.9	B+	3.33
83 – 86.9	B	3.00
80 – 82.9	B-	2.67
77 – 79.9	C+	2.33
73 – 76.9	C	2.00
70 – 72.9	C-	1.67
67 – 69.9	D+	1.33
63 – 66.9	D	1.00
60 – 62.9	D-	0.67
59 and below	F	0.00

## GRADES EARNING HONOR ROLL

The Honor Roll at Waupaca High School is based on a 4 point system. Grade points are assigned on the following scale: SCHOOL BOARD POLICY 345.1

A	4.000	C+	2.333	D-	0.667
A-	3.667	C	2.000	CR	0.333
B+	3.333	C-	1.667	F	0.000
B	3.000	D+	1.333	P	0.000 (PASS)
B-	2.667	D	1.000	Audit	= Not on GPA

The number of subjects is divided into the total points to reach a grade point average. For example: If a student were to receive the following grades: History, B = 3 points; English, A = 4 points; Biology, B = 3 points; Spanish, C = 2 points; Math, B = 3 points; Art, B = 3 points; Phy. Ed., C = 2 points. This total of 20 points is divided by 7 with a grade point average of 2.857.

The Honor Roll is presented each nine weeks and for each semester. The final average for the academic year determines your rank in class. The Honor Roll list is compiled by the high school computer and posted in the office window.

To be eligible for the Honor Roll you must have had a grade point average of 3.0 or higher. Students receiving a letter grade of "D+" or lower are not eligible for the Honor Roll or an academic letter.

## **GRADUATION EXERCISES**

Waupaca High School has always taken pride in the commencement ceremony in which graduating seniors are formally recognized for graduation. All seniors are encouraged to be a part of this program. No senior, however, is required to participate in the commencement program if both the senior and his/her parent/guardian determine it is not their desire or intent to do so. A statement declaring their intent not to participate must be presented to the administration before May 1st. No refund of the cap and gown fee will be made and the decision not to take part in the ceremony is final. If a student orders a cap and gown and does not fulfill the graduation requirements, a refund will not be given.

**A senior may be suspended from the graduation ceremony if his/her behavior and/or attendance prior to graduation warrants a suspension.**

## **GRADUATION REQUIREMENTS**

Students shall be given a signed diploma at such time as they satisfy all requirements for graduation and have met all obligations.

All eligible seniors shall have the opportunity to participate in the graduation exercises, if in the opinion of the administration, a safe assumption exists that they will complete the requirements before the end of summer school.

Before the end of the twenty-fourth week of the senior year, the administration shall notify, in writing, students who definitely will not graduate. The administration shall mail a copy of the notification to the parents and/or guardian.

Honor graduates shall receive some additional form of recognition at the graduation exercises.

A total of 22.5 credits will be required for graduation, unless otherwise determined by the Board of Education. This total may be a combination of any credit courses offered as long as all required courses are included in this total.

All full time students must carry a load of at least **seven** credits. Any deviation from this requirement will be evaluated and the final decision made by the administration. (Reference School Board Policy 345.6).

The following are requirements prior to graduation from Waupaca High School:

1. Four (4) credits in English
2. Two (2) credits in mathematics
3. Two (2) credits in science
4. One (1) credit in U.S. history
5. Two (2) credits in social studies
6. Two (2) credits in physical education (1.5) / Health (.5)
7. One-half (0.5) credit in health.
8. One-half (0.5) credit in computer science

## **HALL PASS**

Students requesting access to the hallways during class time will need:

1. Student handbook - **Student's full name MUST appear on front cover in an appropriate format.**
2. Staff signature
3. Class period requested
4. Destination to and from, written in the designated area

Students confronted and not cooperative with staff members or using another student's agenda will be referred to a school administrator.

## **HARASSMENT & SEXUAL HARASSMENT**

It is the policy of the School District of Waupaca to maintain a learning and working environment free from sexual harassment. Refer to School District Policy Code 114 (07-13-99) for Grievance Procedures for Discrimination and Harassment Allegations. Student intimidation will not be tolerated and discipline of the offense will be enforced. School Board Policy 443.8, State Statute 947.013.

## **HEALTH OFFICE**

Health facilities are provided in case of emergency. If you are ill and want to check out of school and go home, please report to the Health Office and have the nurse or aide contact your parent/guardian for you. STUDENTS ARE NOT TO USE PERSONAL CELL PHONES TO CONTACT PARENT/GUARDIANS ABOUT AS MEDICAL CONCERN.

It is important for students to complete and return the emergency cards at the start of the school year in order for students to leave for an illness or injury. Over-the-counter medication such as aspirin, acetaminophen, etc. will not be dispensed from the Health Office without the proper forms signed and returned to the Health Office. Students needing medication during the school day must report to the Health Office in their building. Students are not allowed to bring bottles of prescription medication to school. All prescription medications must be delivered to the Health office by an adult. The medication must be in a current prescription bottle with the name of the student, type of medication and instructions for dispensing of the medicine. A "Physician's File & Parent's Request for Giving Medication at School" form must be completed and on file in the Health office. Medications will be dispensed by the assigned Health Assistant in each building. See School Board Policy 453.4 - 050995.

## **HUMAN GROWTH & DEVELOPMENT LYCEUM PROGRAMS RELATED TO SEX EDUCATION**

Handouts concerning these events will be distributed to students to take home and review with their parents. Parents who would like to be placed on a mailing list to receive this information should contact the main office of the school their child attends.

## **BLUE REWARDS SENIOR I. R. (INCREASED RESPONSIBILITY) OPERATIONAL GUIDELINE**

1. To earn BLUE REWARD status, each senior student is responsible to show evidence of performing 5 hours of community service within the Waupaca Community. This requirement will need to be performed prior to the student being placed on BLUE REWARD each semester. BLUE REWARD candidates can provide community service outside of the Waupaca community with prior approval of a school administrator. Example: student applying to be on BLUE REWARD both semesters will need to complete 10 hours of community service during their senior year or the prior summer to their senior year. See a main office staff member for a BLUE REWARD community service form.
2. A list of all BLUE REWARD candidates will be given to all teachers following each semester to give them an opportunity to vote yes, no, or to abstain. The BLUE REWARD list will be sent to the faculty one (1) week following the mailing of report cards. Students who have grades added or changed after the voting list is sent to the faculty will not be eligible for BLUE REWARD that semester.
3. Teachers will vote on the list submitted to them. The voting done by the teachers will determine whether or not a student has been accepted in the BLUE REWARD plan. Eighty (80) percent of the votes cast for the student must be "yes" votes.
4. All students who have been accepted to be eligible for BLUE REWARD must have a GPA of 2.0 or higher. Students receiving a letter grade of "D+" or lower are not eligible for BLUE REWARD. Students must also be free of all obligations, fines, and detention time.
5. BLUE REWARD students must carry at least a total of 6 1/2 credits for the year.
6. A student's BLUE REWARD card may be withdrawn by any teacher or administrator for such violations, but not limited to:
  - a. Disobeying any of the rules in the student handbook.
  - b. Dropping below the minimum credit load.
  - c. Obligations - fines - detentions.
  - d. Not monitoring the BLUE REWARD room.
  - e. Not attending the mandatory BLUE REWARD meetings, unless prior arrangements have been made with a school administrator.
  - f. 5 or more tardies or trancies within a quarter.

7. Any student that has been reported for violation as shown above (6 a,c,d,e,f) will lose their I R privileges for a period of 35 school days. The 35 school days would not include the days the student was not present in school.
8. Any student that has been reported for a violation and wishes to remain on BLUE REWARD after the suspension of 35 days must re-apply to be on BLUE REWARD. The teachers will again vote as to whether or not the student should remain on BLUE REWARD.

Students may not use the BLUE REWARD Review Board to appeal the faculty's decision for/against BLUE REWARD voting placement. The review board will consist of 3 BLUE REWARD students and 2 faculty members appointed by the dean of students.

## **LEGAL NAME**

Students must use their legal name on all school-related documents in order to ensure standardization of the database. Any hyphenated name or use of parentheses must be cleared with the high school office. The legal name will be used alphabetically in all records kept by the office and staff, therefore, consistently use the legal name first in a hyphenated name or one using parentheses. These records are kept on file for future reference and must be accurate.

## **LETTER REQUIREMENTS**

Academic Letter Requirements: Six academic classes per school year, plus a physical education class one semester each year and a health class for one semester your freshmen year. 3.65 MINIMUM GPA per semester.

Other Letters: Each extracurricular activity has separate requirements. See the Coach/Advisor for a print-out of requirements.

Art Club	Band	Baseball	Basketball
Bowling	Cheerleading	Chess	Choir
Cross Country	Curling	Dance Team	Debate
Drama	Football	Forensics	Golf
Hockey	Soccer	Softball	Track
Volleyball	Wrestling	Yearbook	

## **LIBRARY MATERIALS**

The resources of the school library are available to all of its students. Parents/guardians may request the school limit their child's access to specific school library materials. Such a request should be made in writing to the school administration. It can be made at any time during the school year and will remain in force until the end of the school year, unless the parent/guardian changes or removes the request. The request should be as specific as possible. For example, if a parent/guardian is concerned about specific authors, titles, topics, or types of library materials, this information should be included in the letter. This will help staff understand and carry out the request.

## **LOCKERS**

Student lockers are provided by the school for the convenience of the student to be used exclusively for the storage of the student apparel, books and school-related materials during the time the student is attending school. No student shall use the locker for any other purpose. Keep locker combination private! Student lockers are for individual use only, no sharing lockers. **NO STUDENT MAY CHANGE LOCKS/LOCKERS WITHOUT PERMISSION FROM THE MAIN OFFICE! There will be no tampering of any locker. Doing so may result in disciplinary action.**

The gym lockers are assigned to all students participating in physical education and athletics. Keep locker combination private! Be sure to KEEP LOCKERS LOCKED before, during and after class or practice. Students are responsible for damage and/or repair to assigned lockers.

All WHS lockers are the property of the School District of Waupaca. School administrators and/or their designees, reserve the right to open and inspect lockers at any time. See School Board Policy 445; State Statute 118.325.

## **LOITERING**

Students are not to be in the halls except before or after school and during the passing periods. Students are not to loiter in the halls, stairwells, the Student Services Office, the Attendance Office or the Main Office. Failure to report to the appropriately assigned room may result in a truancy recommendation.

Loitering may result in a city citation. The definition for "Loitering" means remaining idle in essentially one location and shall include the concept of spending time idly, to be dilatory, to linger aimlessly, to stay, to use a colloquial expression, "hanging around". Upon arrival or departure from school plan to continue to move along and not congregate in any one area. **Students waiting after school in the stairwell exits shall be considered loitering.** See City/Township Ordinance 9.11(6)(7)(1)(b)(8); CR Ord. #7-95.

## **2011-2012 PARENT TEACHER CONFERENCE DATES**

Monday, September 12, 3:30 P.M. - 7:15 P.M.

Thursday, November 10, 3:30 P.M. - 7:15 P.M.

Thursday, January 5, 3:30 P.M. - 7:15 P.M.

Thursday, March 1, 3:30 P.M. - 7:15 P.M.

Conferences are on a first come first serve basis, rotating every 10 minutes.

## **PERSONAL COMPUTERS**

**Students must have prior permission from a teacher or administrator before bringing a personal computer to school for educational use.** Personal computers are to be kept in lockers or teacher rooms while on campus. They are not to be used in the commons or halls and may not be connected to the District's network.

## **POLICE SCHOOL LIAISON OFFICER**

The Waupaca School District has established one Police School Liaison Officer (PSLO) position. This position is currently held by members of the City of Waupaca Police Department.

The PSLO serves the role of a resource person, an educational aide, counselor and a law enforcement officer. The officer is a link for the students, the student's family, the faculty, the staff and the community. The PSLO is also a referral agent putting people in touch with needed services.

The goals of the program are; to decrease the number of crimes committed in schools and near school property, to serve as a helping agency with a responsibility to protect and serve all citizens, and to increase the reporting of physical and sexual child abuse or neglect and crimes against youth and their property.

## **PROGRESS REPORTS**

At the middle of each grading quarter, student progress is evaluated, documented on the progress report form and processed for mailing. These reports are intended to serve as an alert that the student may need additional assistance with his studies for the remainder of the quarter to receive a passing grade. Parents are encouraged to contact the teacher(s) sending out the report, if needed.

## **REPORT CARDS**

Report cards are issued mid-term, quarterly and at semester end. Along with the student's progress report, information regarding absenteeism, tardiness, and the degree of student effort for each course is recorded. Duplicate reports for 2nd parent households may be requested in the Main Office.

## **RESIDENCE**

The residence of a minor student will be the residence of the parent or legal guardian with whom he/she resides. Residence will normally be established as of the date of school enrollment for the school year. If the residence or address is changed at any time throughout the school year, it is the student's responsibility to inform the office so that all correspondence between school and home can continue on an uninterrupted basis.

## **SCHEDULE CORRECTIONS**

Schedule changes will be greatly discouraged and in most cases, not allowed. All student schedule corrections (add, drop or switch) must be arranged through a Guidance counselor before the corrections

can take place. Remember that merely going to another class or correcting your own schedule without properly going through a Guidance counselor is not an official correction and you may fail the previous course even though you think that correction is official.

**Students and parents are expected to discuss course scheduling seriously. Since budget and staffing decisions are made based upon course selections, students may not add or drop a course due to personal reasons, such as teacher or section preferences.**

**SCHOOL BUS**

The School Bus Rules and Regulations can be found on the back cover of the handbook. A copy is also available from any school bus driver. See School Board Policy 443.2, 443.21, and 443.22.

**SNOW - CLOSING SCHOOL  
DUE TO INCLEMENT WEATHER**

The District Administrator, bus supervisor, and/or city and county police will determine when school shall be closed due to inclement weather. Please **DO NOT** call these authorities, the school, the radio or television stations to determine if school is “on” or “off”. Rather, tune in to WDUX 800 AM or 92.7 FM, and/or TV Stations 2,5,7,9,11 and 26. The media is notified by 6:00 A.M. and/or as soon as a decision is made during the school day, regarding the closing of school, late start, or early dismissal. An announcement will be made by the media immediately after being notified by the school and at intervals. In the event weather changes during the course of the school day and warrants early dismissal; again, the media will be notified immediately to broadcast the information. PLEASE DO NOT CALL THE SCHOOL FOR INFORMATION regarding early dismissal.

**SPECIAL OBSERVANCE DAYS  
LISTED ON CALENDAR**

See School Board Policy 323

Honoring observance days can teach the elements of tradition necessary for preservation of United States society. On the following days when school is held, the day shall be appropriately observed. If any such day falls on a Saturday or Sunday, the observance shall be on a school day immediately preceding or following.

POW-MIA Recognition Day .....	September 16 (third Friday)
Mildred Fish Harnack Day .....	September 16
U.S. Constitution Day .....	September 17
Wisconsin Day .....	September 21
Frances Willard Day .....	September 28
Leif Erickson Day .....	October 9
Christopher Columbus Day .....	October 12
Veterans Day .....	November 11
Martin Luther King Jr. Day .....	January 15
Abraham Lincoln’s Birthday .....	February 12
Susan B. Anthony’s Birthday .....	February 15
George Washington’s Birthday .....	February 22
Casimir Pulaski Day .....	March 4
“The Great Hunger” in Ireland .....	March 17
Prisoners of War Remembrance Day .....	April 9
American’s Creed Day .....	April 13
Patriots’ Day .....	April 19
Environmental Awareness Day .....	April 22
Arbor Day .....	April 27 (last Friday)
Robert La Follette Sr. Day .....	June 14

# **STUDENT BEHAVIOR AT SCHOOL DISTRICT ACTIVITIES**

## **Guidelines**

Good sportsmanship on the part of the fans, participants, advisors and coaches is essential if school activities are to retain their major role in the education of young people.

A school and community are judged whenever they field a team or sponsor an activity. When that judgment is made, let it be said that Waupaca fields only the best in fans, participants, coaches, and students.

## **The following rules will govern student behavior at all sporting events:**

1. Know and demonstrate good sportsmanship.
2. Only organized and authorized cheers shall be used; led only by authorized leaders.
3. All types of noisemakers, as well as all sorts of projectiles, will be prohibited.
4. Schools will be prohibited from using cheers that ridicule or are in bad taste.
5. Students shall not be permitted to use profane language or show obnoxious behavior.
6. Students shall not be permitted to heckle or jeer opponents or fans.
7. Do not "boo" the officials or players or use hand language to express your feelings.
8. Do not stomp on bleachers. Violators will be asked to leave the premises.
9. Any signage needs to be approved by the event supervisor.

## **STUDENT CODE OF CONDUCT STATEMENT OF PRINCIPLE**

The School District of Waupaca is committed to providing a healthy and safe environment where all students can learn and grow. Students of Waupaca High School have the right to an environment that is free of violence and promotes an educational framework where each student can reach his/her potential.

The School District of Waupaca has a legal obligation to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is met through the District's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in the case of certain expulsions, permanently. (District Codes: 443-446.R3)

Student behavior that is dangerous, disruptive, unruly, or interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below.

### **Student Classroom Behavior**

Students are expected to come to class ready to learn. Their behavior should be responsible, respectful and honest. They should report to class on time, with the appropriate materials, and prepared to take a meaningful part in classroom instruction.

### **What are the grounds for disciplinary removal from class?**

A teacher may remove a student from the classroom for any behavior that violates the District's policies regarding suspension or expulsion, or violates the behavior rules and expectations set forth in the student handbook.

### **Some examples of inappropriate behaviors include:**

- Possession or use of a weapon, or other item, that might cause harm to persons in the classroom.
- Being under the influence of alcohol or other controlled substances, or otherwise in violation of the district drug and alcohol policies.
- Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively will not be tolerated.
- Wearing clothing, jewelry, and/or adornments that could cause injury or disruption, or that promotes or advertises cigarettes, alcohol, drugs, or inappropriate sexual acronyms, symbols, messages, and/or innuendo.
- Fighting.

- Intimidating, hostile, or offensive behavior is not acceptable.
- Inappropriate physical contact intended or likely to hurt, distract, or annoy others such as, but not limited to, hitting, biting, pushing, shoving, poking, pinching, or grabbing.
- Disruption caused by gang or group symbols, gestures, or posturing is not allowed.
- Inappropriate verbal comments intended or likely to upset, distract, or annoy others, such as name-calling, teasing or baiting.
- Repeated classroom interruptions or refusing to follow directions.
- Throwing objects in the classroom.
- Excessive or disruptive talking.
- Behavior that causes students or staff to fear physical harm.
- Physical confrontations or verbal/physical threats.
- Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including inciting others to walk out.
- Behavior that may constitute sexual or other harassment.
- Willful damage or destruction of another student's or school property including, but not limited to vandalism and graffiti.
- Defiance of authority.
- Repeatedly reporting to class without bringing necessary materials to participate in class activities.
- Repeated use of profanity.
- Any other behavior that interferes with another student's work or ability to learn.

Removal is a serious measure and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when terms are communicated clearly to all students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance that would justify removal under this Code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of the Code, in every circumstance the teacher should be consistent and exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

In ordinary circumstances and in practical terms, a teacher's decision to remove a student temporarily from class will stand. However, there may be circumstances when the building administrator may, after consulting with the teacher and exercising his or her discretion, return the student to the classroom.

### **What are the non-disciplinary reasons for removal of a student from class?**

In some cases a teacher may believe that a student should be removed from class for the good of the student and in the best interests of the class as a whole. Such reasons may, but need not, be disciplinary in nature, and include for the purposes of illustration and without limitation, irreconcilable personality differences or issues between the student and other students, or in rare circumstances, between the student and the teacher.

### **Who may remove a student from class?**

A teacher may temporarily remove any student from class under this Code. For the purposes of this Code, "student" means any student enrolled in the District, exchange student, or student visitor to the District Schools.

Any student may be removed on a long-term basis from a class, based upon the request of a teacher, as upheld and implemented at the discretion of the Dean of Students or Building Principals.

For the purposes of this Code, "class" is any class, study hall, meeting, or activity, which students attend, or in which they participate while in or out of school under the direction of the School District of Waupaca.

## **What procedures must be followed in temporarily removing a student from class?**

Except where behavior is extreme, a teacher should generally warn a student that the continued misbehavior might lead to removal from class. When a teacher determines that the removal is appropriate, the teacher should take one of the following courses of action:

- a. Instruct the student to go to the ATTENDANCE office for the remainder of the class hour. In such a case, the teacher should sign the student's agenda book stating his/her destination and time he/she left the classroom or notify the office by telephone.
- b. Obtain coverage for the class and escort the student to the ATTENDANCE office.
- c. Seek assistance from the ATTENDANCE office or other available staff. When the assistance arrives, the teacher or other adult should accompany the student to the ATTENDANCE office.

When the student arrives in the ATTENDANCE office, the Dean of Students or Building Principals should give the student an opportunity to briefly explain the situation. If the Dean, Principal(s) or designee is not available immediately upon the student's arrival, the student should remain in the office, and the Dean, Principal(s) or the designee will speak to the student as soon as practicable thereafter. The administrator may refer the student to a Student Services counselor or resource teacher such as At-Risk or an EEN teacher to assist with the mediation of the concern or incident.

Within twenty-four (24) hours or one business day of the removal the teacher will submit to the Dean of Students or Building Principals, a short and concise written explanation of the basis of the removal.

## **What are the placement procedures?**

### **Short Term Removal**

Removal is a serious matter and should not be taken lightly by either the teacher or the student. In most cases, a student will remain in the short term removal area for at least the duration of the class or activity from which he/she was removed. Prior to allowing the student to resume his/her normal schedule, the building principals or dean of students will speak to the student to determine whether the student is, or appears to be ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to the regular class, the Dean of Students or Building Principals will either retain the student in the Success Center, At-Risk resource room, or EEN room or when necessary, appropriate and practicable, will take steps to have the student sent home.

### **Long Term Removal**

Long term removal from class is an extremely serious step, which should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and could affect meeting academic graduation requirements. For these reasons, long-term removal should not ordinarily be considered or implemented except after STAR (Student at Risk) referral and consultation, including a thorough consideration of alternatives between the teacher(s) and the Dean of Students, and/or Building Principals. For the same reasons, long-term removal should not ordinarily be considered on the basis of a single incident. Unlike short term removal, the ultimate decision regarding long-term removal rests with the Dean of Students and/or Building Principal.

When a teacher believes that the best interests of the student and/or class require long-term removal, the teacher should notify the Dean of Students and/or Building Principals in writing. Such statements should set forth as clearly and completely as possible (a) the basis for the removal request; (b) the alternatives, approaches and other steps considered or taken to avoid the need for the removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Upon receipt of such a statement, the Dean of Students and/or Building Principals may, at his/her discretion, consult with the teacher and affected student. In most cases, it is appropriate to inform and consult with the parent/guardian of the student, and the student involved in the request for long-term removal.

Following a consultation with the student's teachers, the Building Principal or Dean of Students will place a student who has been removed from class by a teacher in one of the following alternative education settings:

- a. an alternative education program approved by the Waupaca Board of Education.
- b. another class in the school.
- c. another instructional setting.

- d. a supervised room separate from the classroom
- e. the class from which the student was removed.

In any event, a student in a long-term removal must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed until a decision has been made in an expulsion hearing if expulsion is recommended. Such program need not be in the precise academic subject of the student's former class.

Long-term removal is an administrative decision not subject to formal right of appeal. However, the parent/guardian of the student, and/or the student, will have the right to meet with the Dean of Students and/or Building Principals and/or teacher(s) who made the request for removal. Where possible, such a meeting will take place within three (3) school days of removal. At the meeting, the Dean of Students and/or Building Principals will inform the parent/guardian and/or student as fully as possible regarding the basis for removal, the alternatives available, and the basis for any decision. However, nothing in this Code will prevent the Dean of Students and/or Building Principals from implementing a removal to another class, placement in an alternative setting prior to any meeting, and notwithstanding the objection of the parent/guardian or student.

### **How will the parent be notified of their child's removal from the classroom?**

The teacher of a student, who is removed from class, will telephone the parents and send a letter home to the parent detailing the incident that lead to the student's removal from class, within twenty-four (24) hours after the student's removal from class. The telephone discussion and letter will include the reasons for the student's removal from the class and the subsequent placement decision. The Dean of Students and/or Building Principals will also be informed of the incident within twenty-four (24) hours.

### **To what extent is removal applicable to students identified as disabled under IDEA or section 504?**

Some different rules and considerations apply for students identified as requiring special education services under the Individuals with Disabilities Education Act or Section 504. In particular, placement for such students is a decision of the student's Individual Education Plan team, subject to stringent procedural safeguards and cannot be made unilaterally by teachers or administration. In addition, most students covered by the IDEA should have a behavior plan, which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled student; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues, and this Code, at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.

Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 may, in general be temporarily removed from class under the same terms and conditions as non-disabled students.

## **STUDENT COUNCIL**

The Waupaca High School Student Council has been established to serve the students, to promote scholastic achievement, cooperation and good fellowship throughout the school, and to act as a means through which the student body may express it's views to the faculty and administration. The voting membership of the council will be determined each spring by an at-large election. Each class shall have its representative for proper action.

## **STUDENT HANDBOOK/AGENDA**

All students are issued a handbook when they pay their fees for the year. The handbook is to be used for any/all passes to/from class. A replacement will cost \$5.00 and are available in the Main Office. Students who leave WHS and return in the same school year are not given a new book; they may purchase one for \$5.00.

## **STUDENT ID**

Students will be issued an identification card the beginning of the year at no charge. The usage of the ID will include the library, lunch and possibly student events. A replacement card will be issued from the Main Office upon request and will cost the student \$5.00.

## **STUDENTS LEAVING SCHOOL**

Waupaca High School has a CLOSED CAMPUS. ALL students are required to remain ON CAMPUS FOR THE ENTIRE SCHOOL DAY.

Any student who must leave the building for an appointment is required to obtain an appointment slip from the Health or Attendance Office. This form must be returned to the Attendance Office upon the student's return to the building. Failure to follow the appropriate procedure will result in an unexcused absence.

The school reserves the right to reject the request or make a decision as to the validity of the request based on circumstances surrounding the request itself, or the pupil's past attendance record.

**NOTE:** Parents must ask for the student to be released prior to the time of the appointment in order for them to be excused from class on time.

### **Those students leaving campus for emergency/non-emergency purposes:**

Step 1: Notify the Attendance Secretary.

Step 2: Obtain permission from one of the Administrators.

Step 3: The Administrator or designee will contact the parent for permission to leave school grounds.

Step 4: Student will then sign out from the Attendance Office and inform the Attendance Secretary as to which Administrator gave them permission to leave.

Step 5: Upon returning the student must sign in.

### **Those students leaving the building and staying on campus:**

Step 1: Obtain permission from the Attendance Secretary; receive a pass, then sign out.

Step 2: Upon returning, bring pass to the Attendance Office and sign in

Failure to follow the appropriate procedure may result in an unexcused absence and suspension and/or citation.

## **STUDENT MESSAGES**

Students receiving messages from outside the school will be paged for the message once in the morning and/or at the end of the school day. The school reserves the right to screen messages and is not responsible if the student does not pick the message up. **Students are discouraged from receiving personal messages at school.**

## **STUDENT SERVICES**

(Guidance Counselors-School Psychologist-School Social Worker-Gifted & Talented Coordinator)

Student Services' primary function is to assist each student in discovering and meeting his/her educational, vocational and social needs. The counselor's assistance will always follow a course of action which will best meet the needs of a student at a particular time. The counselors feel that each person in the school is an individual, and that students gain when they are treated as such.

## **STUDY HALLS**

Guide lines and expectations to be followed by all study halls at WHS:

1. Study halls are classrooms and should be treated as such.
2. No CD or head phones of any kind.
3. Absolutely no eating or drinking of any kind.
4. Students should only sign out for true academic purposes.
5. Freshmen Students may not sign out of study halls until 1st quarter mid-term grades are out.
6. Senior students on I.R. will sign in with the attendance office instead of going to study hall.

## **TARDINESS**

A student will be considered tardy if he/she is not in the seat to which he/she is regularly assigned when the bell rings. Detentions will be issued for tardiness. Excessive tardiness may result in suspension and/or citation. **TARDINESS IS CONSIDERED TRUANCY.**

## **TOBACCO POLICY**

Wisconsin has now enacted Act 120.12(19) of the State Statutes, relating to prohibiting the use of tobacco products on school district premises. Act 120.12(19) prohibits the use of all tobacco products on the premises owned or rented by, or under the control of, the School Board.

Possession or open display of smoking materials, including lighters, or those found in lockers, vehicles, etc. will be confiscated.

The City of Waupaca has also passed a City/Township Ordinance 9.06(4) Ord. #14-90; AM Ord. #17-97. This ordinance makes it unlawful to smoke or place in one's mouth any tobacco products while on school grounds. Ordinance 9.22 (2) (c) CR Ord. #3-92 states that it is unlawful for anyone UNDER THE AGE OF 18 to possess, smoke, and/or place tobacco in one's mouth.

Disciplinary actions will be taken immediately. Such disciplinary action may include but not be limited to Activity Code applications, suspension, and/or citation.

THEREFORE:

1. It is unlawful for any person to smoke or chew any tobacco products on school grounds. Violators will be subject municipal citations by the Waupaca Police.
2. It is unlawful for any student under the age of 18 to possess or use tobacco products in any way on or off of school grounds. Violators will be subject to a municipal citation through the Waupaca Police Department.
3. No student "no matter what the age", may be in possession of tobacco products on school grounds.

## **TRANSPORTATION**

Probationary licenses to new drivers:

State Statute 343.085 (2m) (a) Except as provided in this subsection, during the 9-month period after issuance of a probationary license under this section, no licensee under 18 years of age may operate a "Class D" vehicle upon a highway in this state:

If, in addition to the licensee, the vehicle is occupied by anyone other than the following:

- A. Any number of members of the licensee's immediate family.
- B. A person who meets the requirements under s.343.07 (1) (a).
- C. Not more than one other person not described in sub d. 1. a. and b.

Between the hours of 12 midnight and 5 a.m., unless the licensee's parent or guardian, or a person who meets the requirements under s. 343.07 (1) (a), occupies the seat beside the licensee, or unless the licensee is traveling between his or her place of residence, school and place of employment.

## **WITHDRAWALS AND TRANSFERS**

Students withdrawing from school must obtain a withdrawal form in Student Services. This form must be signed by each teacher the student had during the semester/year of their withdrawal. Upon signing, the teacher shall indicate the student's present grade and any obligations, for use by the office. Signatures are also required from the Librarian, Guidance counselor, Principal/Associate Principal and a parent/guardian.

This procedure will be followed by all students transferring to another school. Upon notification from the student's new school, academic records will be mailed to the student's new school by Student Services.

## **WORK PERMITS**

If you are under 18 years of age, you must apply for a work permit in order to accept employment. You must have a letter of "intent to employ" from the potential employer before making application for a permit. The law has certain requirements concerning attendance at school, the type of work that you may do, the hours, and under what conditions you may work. Application forms and all necessary information may be obtained from Christine Neumann. A fee of \$10.00 is assessed for the permit. Christine Neumann may be contacted for information on any rules/regulations.

# YEARBOOK

ALL YEARBOOKS MUST BE STUDENT-ORDERED THROUGH THE MAIL FROM THE JOSTENS COMPANY, not through the Yearbook staff. An order form will be mailed directly to your home address from Josten's. You will have an opportunity to order three times during the year, you may pay by check or credit card and you will also have options of ordering your name on the book, a logo (soccer ball, football, etc.) and a cover. Students will pick up their yearbook at the High School on arrival in the spring. ORDER EARLY! Please do not rely on the Yearbook staff to order extra books! If there are extra books at the end of the year, they will be available for sale.

## SCHOOL DIRECTORY

### **School Board:**

Mrs. Connie Baldwin (Treasurer), Mr. Kenley Hanson, Mrs. Kirsten Greenfield, Mr. Stephen Johnson, Mrs. Betty Manion (Vice-President), Mrs. Sandra Robinson, and Mr. Steve Shambeau (President).

### **District Administration/Supervisors:**

Dr. David Poeschl, District Administrator  
Mrs. Susan Davenport, Curriculum Coordinator  
Mr. Carl Hayek, Business Manager  
Mrs. Maureen Markon, Director of Exceptional Education  
Mr. Lee Nowicki, Transportation Supervisor  
Mrs. Darlene Pflugardt, Food Service Director  
Mr. Glenn Flatoff, Maintenance Supervisor

### **High School Administration & Support Staff:**

#### **Main Office:**

Mr. C. Robert Becker, Principal  
Mr. Carl Eggebrecht, Principal/Athletic Director  
Mrs. Joy Griffin, Bookkeeper  
Mrs. Mary Johanknecht, Administrative Assistant  
Mrs. Lori Bauer, Administrative Assistant

#### **Attendance Office**

Mrs. Amy TeBeest, Administrative Assistant

#### **Student Services Office:**

Mrs. Marcy Bauman, Guidance Counselor  
Mr. Jeff Dolski, Guidance Counselor  
Mrs. Denise Seefeldt, Psychologist  
Mrs. Anne Collins-Reed, Social Worker  
Mrs. Lenora Abrams, Administrative Assistant

#### **Athletic Office:**

Mrs. Cindy Ikert, Administrative Assistant/Distance Learning Lab Aide

#### **Health Office:**

Mrs. Sue Woodliff, RN, Health Services Director  
Mrs. Nancy Schoofs, Health Aide

#### **Police School Liaison Officer:**

Officer Bret Rodenz

#### **Career Center/Success Center:**

Mrs. Christine Neumann, Success Center Aide/Career Specialist

## Teachers

Mrs. Lisa Abrahamson: Spanish

Mr. Jon Bartel: Math/Science

Mrs. Kathy Batten: Spanish

Mrs. Nancy Cummings: English

Mr. Shane Dornfeld: At Risk

Mrs. Teresa Duda: Business

Ms. Jen Erb: Agri-Science

Mr. Dale Feldt: Math

Ms. Tiffany Gorges: Science

Mrs. Ronda Gustke: Health Occupations / Family and Consumer Education

Mrs. Mary Jo Barden: Exceptional Educational Needs

Mrs. Christi Jahnke: Math

Mr. Joe Janssen: Social Studies

Mr. Tim Koll: English

Mr. John Koronkiewicz: Social Studies

Mr. Bill Kroseberg: Technical Education

Mr. Mark Kryshak: Music

Mr. Roger Larsen: Social Studies

Mr. Dave Larson: Technical Education

Ms. Rene Lehman: Agri-Science

Mrs. Lyn Luce: English

Mrs. Amy Mead: English

Mrs. Maureen Neuman: Exceptional Educational Needs

Mr. Tom Noltner: Health/Physical Education

Mrs. Karen Nowak: Health/Physical Education

Mrs. Bonnie Overman: Math

Mr. Chuck Peters: Accelerated Learning Center Instructor

Mr. Pat Phair: English

Mr. Mark Polebitski: Computer Science

Mr. Chad Pritzl: Science

Mrs. Laurie Reetz: Exceptional Educational Needs

Mrs. Monica Reeves: Drama/English

Mr. Tom Reif: Health/Physical Education

Mr. Jim Richmond: LVEC, Co-op, Work Experience, Technical Education

Mr. Brian Ruplinger: Science

Mr. John Ryder: Exceptional Educational Needs

Mrs. Lee Schultz: Art

Mrs. Ann Schwalenberg: Family and Consumer Education

Mrs. Lisa Simonson: Social Studies

Mrs. Kristen Sporakowski: Music

Mr. Neil Sternweis: Science

Mr. Terry Stults: Technical Education

Mrs. Denise Tomlinson: Math

Mrs. Mary Trice: Exceptional Educational Needs

Mr. Gary Weier: Science

Mrs. Cathy Wilhite: Learning Disabilities

Mr. Dan Wolfgram: Music

Mr. Neil Young: English

**Library Aide:** Mrs. Kay Ellingson

**WALC Aide:** Mrs. Nancy Bloomberg

**Exceptional Educational Needs Aides:** Mrs. Debbie Derks, Mrs. Erin Wolfgram, Mrs. Brenda Towne, Ms. Coreen Truman, Mrs. Michelle Widolff, Mrs. Lisa McCann

**Kitchen Staff:** Mrs. Marlene Petersen, Mrs. Jenny Abrahamson, Mrs. Renee Meihak, Mrs. Kay Winkler, Mrs. Christal Buch, Mrs. Kathy Corrigan, Mrs. Hazel Doyle, Mrs. Marie Lang, Mrs. Dorothy Servey, Mrs. Laurie Krisher

**Custodians:** Mr. Dave Huebner, Ms. Jodi Baumeister, Mr. Dave Huycke, Mr. John Sanders, Mr. Joseph Serio, Mr. Casey Hartfiel, Mr. Bob Gill, Ms. Dawn Jacobs

## **COUNSELOR ASSIGNMENTS**

ALL STUDENTS

A—L

Mrs. Bauman

ALL STUDENTS

M—Z

Mr. Dolski

## **APPENDIX A: WAUPACA HIGH SCHOOL ACTIVITY CODE**

### **I. INTRODUCTION**

As a student of the Waupaca High School, you are a representative of your school and community. The School District of Waupaca believes the use and/or possession of intoxicating beverages, controlled substances, or tobacco is harmful to you as a student and to the image of the School District. The School District also believes that involvement in outside school hour activities is a privilege which must be retained through compliance with this code.

### **II. APPLICATION OF CODE**

This code applies to all Waupaca High School and Waupaca Alternative Learning Center students on a year-round basis. It is not intended to conflict with or take precedence over WIAA rules, County and Municipal ordinances, or State Statutes.

- A. This code applies to all school activities, both curricular and extracurricular, that occur outside of the normal school day. The attached list of activities is representative of the types of activities that are covered by this code. The list is not intended to be all-inclusive.
- B. The penalties listed below shall be cumulative through the high school career (grades 9-12) except as follows: The most recent violation will be cleared from the record if a student has no further violations during the following one-year period.

### **III. VIOLATIONS OF THE CODE**

#### **A. Behavioral**

1. The use, possession, buying, or selling of an intoxicating beverage.
2. The use, possession, buying, or selling of a controlled substance, street drugs, or performance enhancing substances (PES).
3. The use, possession, buying, or selling of smoking or chewing tobacco.
4. Presence at any function where the student knows intoxicating beverages controlled substances, street drugs, and/or PES are being used illegally.
5. The violation of standard ethical and behavioral ideals which may include but are not limited to:
  - a. Illegal acts against a person or persons.
  - b. Acts which are viewed as contrary to accepted moral standards such as, but not limited to, severe profanity, harassment, and cheating.

## B. Academic

1. A student must have obtained the following credits by August 1st of the next school year in order to be eligible to participate in extra-curricular activities:

First year	5.5
Second year	11.0
Third year	16.5
2. Interscholastic activities require a student to meet school and DPI requirements defining a full-time student and have received no more than one failing grade in the most recent grade-reporting period in order to be eligible for interscholastic competition.
3. A student who becomes academically ineligible may regain eligibility by meeting the academic standard following a period of 15 scheduled school days and nights of ineligibility.

## IV. PENALTIES FOR VIOLATIONS

### A. Behavioral Violations

1. First Time Violator:
  - a. Suspension from all outside school day activities for seven calendar days. If the seven-day suspension includes public performance in any activity in which the student is an active participant, the suspension would only include the first public performance of each activity. Note: freshman, junior varsity and varsity programs are considered as separate activities.
  - b. A first time violator may be referred to the Student Assistance program for offenses involving intoxicating beverages and/or controlled substances. The cost of other certified agencies and the decision to participate shall be the responsibility of the parent/guardian of the student.
  - c. A student will be expected to participate in practices that are held in an activity in which they are involved during the period of suspension.
2. Second Time Violator
  - a. Suspension from all outside, school-day activities for a period of 30 calendar days. This includes suspension from all public performances in any activity in which the student participates.
  - b. A second time violator shall be referred to the Student Assistance Program or other certified agency for offenses involving intoxicating beverages and/or controlled substances. The cost of other certified agencies and the decision to participate shall be the responsibility of the parent/guardian of the student.
  - c. A student will be expected to participate in practices that are held in an activity in which they are involved during the period of suspension.
3. Third Time Violator
  - a. Suspension from all outside, school-day activities for a period to include the immediate semester and the next succeeding semester.
  - b. A third time violator shall be referred to the Student Assistance Program or other certified agency for offenses involving intoxicating beverages and/or controlled substances. The cost of other certified agencies and the decision to participate shall be the responsibility of the parent/guardian of the student.
  - c. A student will not be allowed to participate in practices that are held during the period of suspension.
4. Fourth Time Violator
  - a. Suspension from all outside, school-day activities including practices for a minimum of 365 days.
  - b. A fourth time violator shall be referred to the Student Assistance Program or other certified agency for offenses involving intoxicating beverages and/or controlled substances. The cost of other certified agencies and the decision to participate shall be the responsibility of the parent/guardian of the student.

5. Opportunity for a Reduction in Suspension Time
    - a. The period of suspension may be reduced by up to one-third by completing a pre-approved plan of community service. The plan shall be designed by the student and approved by a High School Administrator.
    - b. The plan shall reflect approximately two hours of community service for each day of reduction.
    - c. WIAA rules will supersede this clause for WIAA-related activities.
  6. Violation of Terms of Suspension
    - a. A violation of the terms of the suspension shall be considered as another code violation and the student shall advance to the subsequent penalty.
  7. Nature of Violation
    - a. The District reserves the right to consider the serious nature of a behavioral violation of this code; and in doing so, determine if the second, third, or fourth time violation penalty would more appropriately fit the violation. Any determination of this nature may be appealed through the process described below in IX: C and D.
- B. Academic Violation
1. Students who have not reached the credit threshold levels described in III.B.1. shall be suspended from attending and participating in outside, school-day activities. The length of the suspension shall be determined by a student's effort to get back on track to graduate as follows:
    - a. Attendance: Students may regain the privilege of attending school activities outside of the regular school day by maintaining passing grades in a minimum of 25 hours of work in the latest grade reporting period. "Grade reporting period" is defined as first and third quarter grades, first and second semester grades, and mid-term progress reports.
    - b. Participation in extra-curricular activities: Students may regain the privilege of participating in identified III.B.1.
    - c. Participation in co-curricular activities: Students will not be prohibited from participation in co-curricular activities outside of the school day. Co-curricular activities for the purpose of this clause are limited to Band Concerts, Choir Concerts, Pep Band, Musical, and Drama Play.
- C. Obligations
1. Detentions - Students placed on this obligation list (as distributed by the office) for not making up detention time shall be suspended from all outside school activities until the detention time is made up.
  2. Fines - Students placed on the obligation list (as distributed by the office) for failure to pay fines (typically library fines, book damages, and or equipment damages) shall be suspended from all outside school activities until the fine(s) are paid.
  3. Fees - Student placed on the obligation list (as distributed by the office) for failure to pay fees (typically book fees) shall be suspended from all outside school activities until the fees are paid or until a schedule is arranged with the student or parent to pay the fees over a period of time.
- D. Independent Application
1. All suspensions and reinstatements shall be handled independently and the ability to participate under one category shall not supersede the term of suspension under another category.

## **V. STUDENT ASSISTANCE PROGRAM AND/OR CERTIFIED AGENCY**

- A. The student and parent/guardian shall assume financial responsibility for drug and alcohol assessment/evaluation and treatment.
- B. If the offender is referred to the Student Assistance program or other drug and alcohol agency, he/she must:
  1. Meet with the Student Assistance personnel or with a certified professional.
  2. Complete the recommendations of the Student Assistance Program or the professional as verified by the assisting personnel.
- C. If the recommendations are not successfully completed, the student will be declared ineligible for all outside school day activities.
- D. A student may regain eligibility by fulfilling suspension requirements and fulfilling the recommendations of the Student Assistance Program or professional involved.

## **VI. ATTENDANCE**

A student must attend school the ENTIRE day of the practice or event in order to be eligible to participate in the practice or event scheduled for later that same day. An exception may be made for students who have made prior arrangements with a school administrator to be absent from school.

## **VII. ALTERNATIVE ASSIGNMENTS**

An instructor shall provide an alternative assignment for a student who is suspended from practices or events which could result in the lowering of a grade. Successful completion of the alternative assignment shall return the student to his/her previous standing in the class.

## **VIII. REPORTING PROCEDURES**

Any person who witnesses a student violating the Activity Code may report the violation to the high school administration. Anonymous phone calls and/or letters reporting an alleged violation will not be used as evidence.

## **IX. PROCEDURES/HEARINGS**

- A. A high school administrator shall notify a student, parent, and coach/advisor when a violation has been reported. The administrator shall then initiate an investigation regarding the alleged violation. The investigation shall include an interview with the student.
- B. Upon completion of the investigation, the administrator shall make a determination as to whether or not the Activity Code was violated. If a violation was found to have occurred, the administrator shall determine the appropriate penalty consistent with this code. Any suspension shall begin immediately unless the administrator's decision is appealed.
- C. A student and/or parent may request that an Activity Panel be formed in order to appeal the administrator's decision. The Activity Panel shall be appointed by a high school administrator and shall consist of any three teachers, advisors, or coaches. The Dean of Students, or their designee, shall be the non-voting chairperson of the panel. The request and appeal must be in writing and must occur within two school days of receipt of the administrator's decision. An Activity Panel is a review body and does not find or establish facts, except as it determines necessary. The Activity Panel shall report its decision immediately and confirm in writing within two school days of its review.
- D. A student and/or parent may appeal the Activity Panel's decision to a three member panel of the School Board. This written appeal is to be knowledge of the Activity Panel's decision. The School Board Panel will identify the relevant positions set forth in the Activity Code and then decide on the appeal. If a suspension is required under the code, it will take effect immediately upon the School Board panel's decision. A written notification will be sent to the student/parent within three days of the School Board Panel's decision.

# CALENDAR YEARS

## 2011

<b>January</b>	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February</b>	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>March</b>	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>April</b>	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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<b>September</b>	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October</b>	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>November</b>	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>December</b>	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## 2012

<b>January</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February</b>	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>March</b>	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>April</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>May</b>	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June</b>	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>July</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August</b>	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>September</b>	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October</b>	S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>November</b>	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>December</b>	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## 2013

<b>January</b>	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February</b>	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>March</b>	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>April</b>	S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>May</b>	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June</b>	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>July</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August</b>	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>September</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October</b>	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>November</b>	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>December</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31