

School District of Wausaukee

# **Student/Parent Handbook**

## **2025/2026**



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District Calendar

School District of Wausaukee  
2025/2026 School Calendar  
Board of Education Adopted: 11/13/2024

August 2025

MON	TUE	WED	THUR	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

0

January 2026

MON	TUE	WED	THUR	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22 /	23
26	27	28	29	30

19

September 2025

MON	TUE	WED	THUR	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

21

February 2026

MON	TUE	WED	THUR	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

19

October 2025

MON	TUE	WED	THUR	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

22

March 2026

MON	TUE	WED	THUR	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

17

November 2025

MON	TUE	WED	THUR	FRI
3 /	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

14

April 2026

MON	TUE	WED	THUR	FRI
		1 /	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

20

December 2025

MON	TUE	WED	THUR	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

17

May 2026

MON	TUE	WED	THUR	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

20

High School Graduation 05/17/2026

74 Days

June 2026

MON	TUE	WED	THUR	FRI
1	2	3	4	5

4

	Full Day Teacher Inservice
	1/2 Day Teacher Inservice
	Vacation
	Start School/End School
	Parent-Teacher Conferences
	12:30 Student Early Release
	New Teacher Inservice
/	End of Quarter
	Elementary School Day Off

99 Days  
173 Total Days



Bell Schedule



School District of Wausaukee  
2025/2026 Bell Schedule

Middle School

Monday - Friday

Student Prep	8:00 AM	-	8:15 AM
1st Period	8:19 AM	-	9:05 AM
2nd Period	9:09 AM	-	9:55 AM
3rd Period	9:59 AM	-	10:45 AM
4th Period	10:49 AM	-	11:35 AM
SH/HR	11:39 AM	-	12:25 PM
<b>LUNCH</b>	<b>12:25 PM</b>	-	<b>12:55 PM</b>
5th Period	12:59 PM	-	1:45 PM
6th Period	1:49 PM	-	2:35 PM
7th Period	2:39 PM	-	3:25 PM

MS 2 Hour Delay

1st Period	10:00 AM	-	10:33 AM
2nd Period	10:37 AM	-	11:10 AM
3rd Period	11:14 AM	-	11:47 AM
4th Period	11:51 AM	-	12:25 PM
<b>LUNCH</b>	<b>12:25 PM</b>	-	<b>12:55 PM</b>
SH/HR	12:59 PM	-	1:32 PM
5th Period	1:36 PM	-	2:10 PM
6th Period	2:14 PM	-	2:48 PM
7th Period	2:52 PM	-	3:25 PM

MS Early Release

1st Period	8:00 AM	-	8:26 AM
2nd Period	8:30 AM	-	8:56 AM
3rd Period	9:00AM	-	9:26 AM
4th Period	9:30 AM	-	9:56 AM
SH/HR	10:00 AM	-	10:26 AM
5th Period	10:30 AM	-	10:56 AM
6th Period	11:00 AM	-	11:26 AM
<b>LUNCH</b>	<b>11:26 AM</b>	-	<b>11:56 AM</b>
7th Period	12:00 PM	-	12:25 PM

Elementary School

8:05 AM - 3:21 PM

High School

Monday - Friday

Student Prep	8:00 AM	-	8:15 AM
1st Period	8:19 AM	-	9:05 AM
2nd Period	9:09 AM	-	9:55 AM
3rd Period	9:59 AM	-	10:45 AM
4th Period	10:49 AM	-	11:35 AM
<b>LUNCH</b>	<b>11:35 AM</b>	-	<b>12:05 PM</b>
5th Period	12:09 PM	-	12:55 PM
6th Period	12:59 PM	-	1:45 PM
7th Period	1:49 PM	-	2:35 PM
8th Period	2:39 PM	-	3:25 PM

HS 2 Hour Delay

1st Period	10:00 AM	-	10:33 AM
2nd Period	10:37 AM	-	11:10 AM
3rd Period	11:14 AM	-	11:47 AM
<b>LUNCH</b>	<b>11:47 AM</b>	-	<b>12:17 PM</b>
4th Period	12:21 PM	-	12:55 PM
5th Period	12:59 PM	-	1:33 PM
6th Period	1:37 PM	-	2:11 PM
7th Period	2:15 PM	-	2:48 PM
8th Period	2:52 PM	-	3:25 PM

HS Early Release

1st Period	8:00 AM	-	8:26 AM
2nd Period	8:30 AM	-	8:56 AM
3rd Period	9:00AM	-	9:26 AM
4th Period	9:30 AM	-	9:56 AM
5th Period	10:00 AM	-	10:26 AM
6th Period	10:30 AM	-	10:56 AM
<b>LUNCH</b>	<b>10:56 AM</b>	-	<b>11:26 AM</b>
7th Period	11:30 AM	-	11:56 AM
8th Period	12:00 PM	-	12:25 PM



# Introduction

## Welcome Students & Parents

Welcome to the School District of Wausaukee, Home of the Rangers! We are honored to provide your child(ren) with the highest quality of education available. Our Ranger Family is dedicated to, ‘Every Student, Every Day’ by supporting students inside the classroom to create a strong foundation in achieving their individual goals. Our District takes pride in holding true to our vision, “Every Student, Every Day” not only for our students, but our community. Our Mission is: “At The School District of Wausaukee, we empower students with academic excellence, build character, and foster leadership in a safe, family-like environment. We prepare students for lifelong learning and responsible citizenship by partnering closely with families, community, and staff. Our focus on relevant learning opportunities nurtures knowledge, critical thinking, and character development to shape future citizens who are empowered, compassionate, and ready to positively impact society.”

## Board of Education

President.....	Sandy Wojcik
Vice President.....	Elmer Busick
Treasurer.....	Bill Orlando
Clerk.....	Greg Schroeder
Board Member.....	Bob Orlando
Board Member.....	Brandon Taylor
Board Member.....	Thomas Arthur

## Forward

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein is revised after the adopted date, the language in the most current policy or administrative guideline prevails. This handbook was developed to answer many of the commonly asked questions. Information regarding student rights and responsibilities are also included in the handbook is the student’s responsibility for not just knowing, but understanding and complying with. If there is clarification or any topics not addressed in the handbook, please see the District office.

This handbook is effective immediately and supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

If you would like to discuss any topics enclosed in this handbook or have any questions of concern, contact the District Office 715-856-5151 ext 413 or [office@wausaukee.k12.wi.us](mailto:office@wausaukee.k12.wi.us) and a member of Administration will be happy to meet with you.

# Student Rights and Responsibilities

## Nondiscrimination and Equal Educational Opportunities

The right of students to be admitted to school and to participate fully in curricular, co-curricular, recreational, student services, or other programs or activities shall not be unlawfully abridged or impaired because of a student's sex (including conformity to sex or gender-based stereotypes), sexual orientation, race, color, national origin, ancestry, religion, creed, age, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Accordingly, the School Board prohibits all forms of unlawful discrimination against students, regardless of the legally-protected status or classification that serves as the basis for any prohibited discriminatory conduct, policy, or practice. When based upon a legally-protected status or classification, examples of unlawful and discriminatory acts can include:

1. The denial of admission to any public school;
2. The denial of participation in, equal access to, or the benefits of any curricular, extracurricular, student services, recreational, or other program/activity, including the District's career and technical education opportunities;
3. The discriminatory and inequitable provision of resources among comparable curricular or extracurricular programs; or
4. Any action, policy, or practice, including segregation, bias, stereotyping, or student harassment, which is detrimental to a person or group of persons and differentiates or distinguishes among persons, or which limits or denies a person or group of persons opportunities, privileges, roles or rewards based, in whole or in part, on a legally-protected classification or characteristic.

[\*Nondiscrimination and Equal Educational Opportunities - Policy 411\*](#)

## Student Harassment Based on a Legally Protected Status

Harassment of students that is based on, or that occurs because of, a student's legally-protected status, including harassment that is based on a student's sex (including any non-conformance with sex or gender-based stereotypes), sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification is prohibited. The District prohibits and will intervene to respond to reports, complaints, or other sufficient notice of any such harassment not only because of the District's legal obligations, but also because such conduct is detrimental to the educational environment and to the well-being of students.

Although different state and federal laws establish different standards to define conduct that does (or does not) constitute prohibited student harassment, prohibited harassment generally includes behavior (or any course of conduct) affecting one or more students that is based, in whole or in part, on a legally-protected status or classification and that:

1. Substantially interferes with a student's school performance;
2. Substantially interferes with a student's ability to participate in or benefit from any District activity or program; or
3. Creates an intimidating, hostile, or offensive environment within any District school, activity, or program.

## **Bullying**

The District is committed to providing a safe, supportive and respectful school environment for all students and strictly enforces a prohibition against bullying. Bullying behavior interferes with student learning and has a detrimental effect on the personal health and well-being of students, and will not be tolerated in the District.

Bullying of students is prohibited at school, on school grounds, during school-sponsored activities, on school buses and at bus stops, and through the use of digital technologies. “Bullying” is defined as deliberate or persistent behavior, using words or actions, that is intended to cause fear, physical harm or psychological distress on another student and has the effect of doing any of the following:

1. substantially interfering with a student’s education or school performance;
2. creating an intimidating or fearful environment in a school setting for a student or group of students; or
3. substantially disrupting the orderly operation of the school.

[\*Bullying - Policy 443.71\*](#)

## **Special Education**

The School District of Wausaukee provides a variety of Special Education programs for students identified as having a disability defined by the State and Federal law. A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Director of Pupil Services.

### **Americans with Disabilities Act and Section 504**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitations Act of 1973 require the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child’s ability to function properly in school, should contact the Director of Special Education.

[\*Federal Notices of Nondiscrimination - Notice 113.1\*](#)

## **Student Records**

The Wausaukee School District maintains student records for each student attending school in the District. These records include: (1) **student progress records** – courses taken, grades, immunization records, extracurricular activities and attendance; and (2) **student behavioral records** – psychological tests, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, physical health records

other than immunization records, law enforcement agency records obtained by the District and any other student records which are not progress records.

State and federal laws require that the maintenance of student records assure confidentiality. The District has also adopted a student records policy and procedures. This notice is subject to state and federal laws and the District's policy and procedures.

[Student Records - Policy 347](#)

## **Student Directory Data**

In accordance with the District's designation and written notice of student directory data, the District may disclose a student's directory data to any person unless the student's parent or guardian (or adult student, if applicable) has notified the District, in writing, that any or all of the student's directory data shall not be disclosed. If an appropriate party exercises a valid opt out under this policy, then the District shall not disclose the directory data covered by the opt-out decision unless (1) an appropriate party provides advance written consent for the disclosure; or (2) the District determines that there is a separate and otherwise applicable exception to the confidentiality of the records that permits or requires such disclosure.

The District designates the following data elements from student records as "directory data":

- Student's name
- Recorded images of the student that are not being maintained by the District for a separate purpose as a behavioral record
- Student's school/grade level
- Degrees and awards received by the student
- Student's participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- The name of the school most recently previously attended by the student
- Student's dates of attendance (not including daily attendance records)

[Student Directory Data - Policy 347.1](#)

## **Opt-Out from Student Directory Data**

Independent of the District's designation of student "directory data" items, federal law separately requires the District to provide institutions of higher education and military recruiters, upon their request, with high school students' contact information **unless** an eligible student or the parent or guardian of a minor student has opted out of such disclosures. The contact information the District is required to provide to colleges and military recruiters includes a high school student's name, address, and telephone number, and, for military recruiters only, a student's electronic mail address. When the terms "contact information" or "student contact information" are used in this form, they are referring to those specific data items for **high school** students.

When a parent, guardian, or adult student wishes to opt-out of District disclosures of (1) student directory data; and/or (2) student contact information to military recruiters and institutions of higher

education, they should fill out District Form 347.1 OPTIONAL form and return the form to the District office.

[Opt-Out from Student Directory Data and Disclosures of Students Contract Information - Form 347.1](#)

## **School Admission**

Any student seeking school admission in the District must reside within the established boundaries of the District, except as otherwise provided by law and/or Board policy.

Individuals enrolling a student are expected to follow the District's registration procedures, including providing appropriate documentation of the student's age and in-District residency (or other status that permits admission to a District school). The District's registration procedures shall be sufficiently flexible so as to not unlawfully interfere with the prompt admission, school placement, and attendance of children in a special legal status that provides rights and protection regarding school enrollment (e.g., homeless, foster care, Safe at Home program participants, etc.)

Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

[Admission of Students Over School Age - Policy 425](#)

## **Child Custody and Court Orders**

Parents/Legal guardians must provide the school with a copy of any type of court order that may affect the student (visitation, access to records etc.). In the absence of such an order, the school must remain neutral and assume both parents/legal guardians have equal access and joint custody of their child(ren). If any changes to the court order occur during the year, the school must be notified.

## **Transfer Out of the District**

If a student plans to transfer from the School District of Wausaukee, the parent must notify School Office Personnel. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents are encouraged to contact the School Office for specific details.

## **Scheduling and Assignment**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space and are expected to be followed. Any variation should be approved with a schedule change through the School Counselor's office. It is important to note that some courses may be denied because of the available space or the need to take prerequisites. A student dropping a course after 2 weeks will receive a failing grade unless an exception is made through the recommendation of the teacher and Administration.

## **Promotion, Placement and Retention**

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits. A student is only promoted when the necessary requirements are

met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the School Counselor's office and the School Counselor will be pleased to answer any questions.

*Promotion and Retention of Students Through 8th Grade - Policy 345.4*

## **Parental Review of Instructional Materials**

Parents have the right to review any instructional materials that are part of the District's curriculum or other activities. Parents may request a change in or exemption to their child's participation in certain District educational programs or activities in accordance with state and federal laws. Any parent who wishes to review instructional materials or observe classroom instruction should contact Administration to make the appropriate arrangements. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits may, upon request, opt their child out of participation in:

1. Instruction in human growth and development;
2. Instruction in certain health-related subjects (physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body);
3. Any state-mandated achievement examinations authorized by the School Board and allowed by the Wisconsin Department of Public Instruction.

*Parent Rights in Relation to District - Policy 333*

*Selection of Textbooks and Other Classroom Instructional Materials and Resources - Policy 361.1*

## **Student Attendance**

### **Attendance Policy**

The primary purpose of the School District of Wausaukee's Attendance Policy is to help students succeed. Development of positive habits is a key factor in student achievement and identifies the whereabouts of every student for safety, school management and establishing intervention strategies early on. Students are also expected to be on time for classes in order to benefit from the instructional program and develop habits of punctuality, self-discipline and responsibility. Participation in class is an important aspect of the learning process and can only take place when a student is in attendance. Consistent attendance is a vital component of every teacher's grading system. It is understood that there will be days when students are not able to attend.

If a student leaves at any time during the day, they must have written approval from their parent/guardian and the School Office before leaving. No student, regardless of age, may write their own pass to leave. The student **MUST** sign into and out of the office arriving or leaving the building.

A student cannot practice, participate, or be in attendance at any extracurricular activity if they are absent from school during any part of the day, including out-of-school-suspensions. **Exceptions** may be made for a doctor/dentist written excuse, family emergency, funerals, court appearance, and other events that have prior Administrative approval.

*Compulsory Student Attendance - Policy 431*



## Excused Absences

A student excused in writing by their parent/guardian prior to an absence is excused from school attendance. When reporting an absence, parents/guardians are requested to contact the school office prior to 9:00 AM on each day the child is absent from school, unless pre-arranged. Acceptable notification forms are: note/letter, email, direct contact with teacher or a voicemail message to the school office including: the name and grade/teacher of the student, the name of who is reporting the absence and the reason for the absence. A student may be excused by the parent or guardian under this provision for not more than 10 school days in the school year. Students so excused are responsible for making up work missed during the absence. Excused absences examples include, but not limited to: temporary illness, medical appointments, mandatory court appearances, family emergency, funerals, severe weather conditions that would endanger student welfare or safety, school suspension, etc. A written statement from a healthcare provider may be required to be submitted as proof of the student's condition for student absences due to illness that are 3 school days or more in length. The health care provider's excuse shall state the period of time for which it is valid, and shall not exceed 30 days. In the event parent/guardian contact had not occurred within 24 hours, the absence(s) will be considered unexcused.

### Prearranged Absence

Pre-arranged absences, within the 10 day cumulative absence limit, may be excused for an entire day or a portion of a day depending on the student's needs. In anticipation of an upcoming absence, a parent/guardian must notify the School Office (in writing, by phone or by email) at least 24 hours prior to the actual absence(s). The student is responsible to inform their teacher(s), for classes that will be missed, to receive any homework assignments. Examples may include family vacations, youth group trips, medical/dental/vision appointments, college visits, or attendance at Wausaukee School off-site sporting events. Failure to comply with the 24-hour advance notice will result in an **unexcused** absence but may be waived by Administration in certain emergency situations.

## Unexcused Absences

The following reasons **are not** and cannot (under 118.16) be considered justified and excused absences: leaving without signing out, non-medical appointments (hair/pictures), 'skip' day, working/at-home childcare or any other condition under the discretion of Administration. An absence will be marked unexcused, and if a parent/guardian does not contact the office within 24 hours to submit a written parental excuse. The written parental excuse **must** indicate one of the reasons found in the "excused absence" section of this policy in order to be considered an excused absence.

Consequences for unexcused absences will include one or more of the following: Detention/In-school suspension, school/parent communication, restriction from extracurricular activities or notice of truancy.

Seniors must have **zero unexcused absences** during the second semester of their senior year or they will not be allowed to participate in the commencement exercises on graduation day. Seniors have the opportunity to clear one unexcused absence from their second semester attendance record by performing School Service. If a senior incurs an unexcused absence of 212 minutes or less, he/she is



required to perform 8 hours of School Service. If a senior incurs an absence of between 213 and 424 minutes, he/she is required to perform sixteen (16) hours of School Service. School Service must be approved by the administration, performed outside of the normal school day, and completed prior to graduation day. This exception may be used for one (1) second semester unexcused absence occurrence only. A second unexcused absence occurrence may not be cleared with School Service and will result in exclusion from commencement exercises on graduation day. It is the students responsibility to reach out to their instructor(s) for unexcused guidelines related to missed assignments.

## **Tardiness/Absences**

The District recognizes that a student, without an acceptable excuse, may arrive late for school or for a particular class or activity on an occasional and sporadic basis, and that such tardiness should not immediately and in all cases result in a finding of truancy. At the same time, repeated tardiness is inconsistent with the purpose of the compulsory attendance law and can be disruptive to a student's learning and/or to school/classroom operations. Further, regularly tolerating tardiness without any consequence can inhibit the development of personal responsibility.

If a student accumulates more than 6 tardy notations in their attendance record during a semester, the school attendance officer or designee will attempt to meet with the student and/or the student's parent or guardian to evaluate the reasons for the tardiness, to consider any available strategies the parent/student can use to avoid future tardiness, and to establish progressive consequences. Following such a meeting (or attempt to hold a meeting) that involves the student's parent/guardian, tardiness during the remainder of the semester that also involves an unexcused lack of the student's physical presence at school will be considered an instance of truancy under these procedures, but prior to such a meeting (or attempted meeting) such tardiness will not be considered truancy.

In grades 9 through 12, a student will be marked tardy (rather than absent) if they are not at school or not otherwise present in their regularly assigned class/activity (or another school-approved location) at the start of each instructional period where attendance is taken, but the student arrives within 10 minutes of the beginning of the period. Tardy students who initially arrive at school after 8:05 a.m. shall check in at the designated school attendance office before proceeding to their classroom or other assigned location. Tardiness that was not caused by any of the reasons that qualify as an excused absence is considered unexcused, and any opportunities for make-up work shall be provided according to makeup work guidelines that apply to unexcused absences. A student who arrives at school late because the student's school-provided transportation arrived late shall not be considered tardy and the student's non-attendance in the relevant class/activity shall be deemed excused in all respects.

## **Truancy**

Wisconsin State Statute 118.15 (1), requires all students to attend school on a consistent and regular basis with rare exceptions, and be required to regularly attend school between the ages of 6 and 18. Regular attendance by the student is the responsibility of both the parent/guardian and the student. Students who are absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester are considered "habitually truant." The District is required to notify parents/guardians of a child who is considered habitually truant. The parent/guardian is advised of his/her responsibilities and rights and of the penalties under the law that may be imposed on him/her if the child fails to attend school. A citation and fine will be issued after twenty (20) blocks of unexcused absences and for each unexcused absence that follows.

## **Early Dismissal**

No student will be allowed to leave school prior to dismissal time without verbal permission or a written request signed by the parent. No students will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. Any variation from this procedure requires approval by Administration.

## **Work Release Education Program**

See Appendix for Work Release Education Program Guidelines and Worksite Evaluation Form.

## **Student Conduct**

The school is a learning environment where students, families and staff are expected to behave in an orderly, mutually respectful manner at all times. A major component of the educational program at the School District of Wausaukee is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Students, parents/guardians and staff should expect a safe, orderly and positive environment in which to work and learn. Students have a responsibility to learn and comply with the rules and regulations of the school. Students are to respect themselves, others and property. They are to be responsible for their own actions and accept both positive and negative consequences for the choices they make with regards to their behavior. Common sense as well as age appropriateness will be used for student expectations. Students shall be expected, but not limited to:

Abide by national, state, and local law as well as the rules of the school;

Respect the civil rights of others;

- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly, and productive;
- Act at all times in a manner that reflects pride in self, family, and in the school.

*Student Conduct and Discipline - Policy 443*

## **Dress and Grooming**

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

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- present a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats or harm or depictions of harmful conduct directed at others;
- interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities.
- cause excessive wear or damage to school property;
- prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

In enforcing the dress code, the following procedures shall be used:

- the principal shall serve as the initial arbiter of student dress and grooming in his/her building;
- before taking action to enforce dress code requirements, including by requiring that a student remove, cover or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two (2) that does not require separate explanation.

Expressive dress may not be protected speech if it involves;

- Obscenity;
- Language or depictions intended to incite violence or foment hatred of others.

Dress that is speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District Officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depiction of support for one (1) political party, but prohibiting depictions of support for the other). Students who violate the foregoing rules will not be admitted to class and may be suspended from school. Students must remember that there is a time and a place for everything. School is a time and place to wear appropriate clothing. The majority of the students use good judgment and taste in their dress, but since there are times when some individuals may wish to know whether a particular type of clothing is either acceptable or unacceptable, a few guidelines are provided for your benefit.

Students should be dressed in a manner that will not create either a safety or health hazard, or cause a disruptive influence on other students in and around the school. All clothing should be modest and kept clean at all times.

- No student shall be permitted to wear any clothing that is normally identified with an antisocial organization such as a gang or clothing that contains pictures and/or writing references to obscene, racist, or sexist connotations or to alcohol or drug products, racially, ethnically or religiously offensive.
- Clothing which could cause violence or disruptions is prohibited. Dangerous items like chains are not to be carried or worn at any time in school. Items will be taken from the student and a parent conference may be required before it is returned.
- See-through blouses and shirts are prohibited unless a T-shirt is worn under it, and/or it is **adequately** covered by other clothing. No underwear may show through in either case.
- Shorts are acceptable school attire under the following conditions:
  - Shorts must have a decent taste.
  - Shorts may not be revealing when a person is seated.
- Skirts should be of decent taste.
- Hats/headgear will not be worn by students in school between classes, in class, in the cafeteria, in the library, or in study halls. The only exception to this rule are days designated by the Principal as hat or dress-up days.
- Blankets are not allowed in the classrooms.
- Footwear must be worn at all times.

## School Dress Code Violations

Clear violations of these rules will result in the student being sent to the Principal's office. In cases of questionable dress, students may appeal to the principal who will make the final determination, with potential input from other staff members as appropriate, as to whether or not the clothing is acceptable for school.

**1st Violation:** Any student dressing inappropriately will be given a dress code violation t-shirt and/or sent down to the principal by the teacher or other staff member to make the necessary adjustments in his/her dress. This is considered a warning. Parents may be requested to bring a substitute item of clothing to school for the student concerned.

**2nd Violation:** The student will be sent down to the principal by the teacher or other staff to make the necessary adjustments in his/her dress. Two (2) detentions will be issued. If a student does not change into proper attire, an in-school suspension will be issued.

**3rd Violation:** An in-school suspension will be issued and the parents will be called for a conference on proper attire.

## Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment with no educational purpose, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. The school may confiscate such items and return them to the student's parents.

Lost and found clothing items may be retrieved from the general lost and found area in the front lobby. Lost and found valuables may be retrieved in the high school office. Unclaimed items will be given to charity at the close of the school year.

## **Backpacks / Bookbags**

Backpacks and Bookbags are not allowed in the classroom. This rule is for the safety of our students and staff. Students bringing backpacks and bookbags should store them in their lockers during the school day.

## **Student Fees, Fines, and Charges**

The School District of Wausaukee may charge specific fees for activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the refurbishment or replacement of the damaged property or equipment.

School materials are available for student use. Late fines can be avoided when students return borrowed materials promptly. Damage to or loss of school equipment and facilities costs taxpayers money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the students will also be subject to discipline according to the Student Discipline Code.

# **Student Safety**

## **Student Wellbeing**

Student safety is the responsibility of the District. All staff members are trained and reviewed annually with the School Safety Plan regarding emergency procedures. Students are instructed to inform a staff member of any dangerous situation or accident immediately.

State law requires that all students must have emergency medical information on file with the District. The required information is collected during the registration process annually. A student may be excluded from school until this requirement has been completed.

Students with specific health care needs should submit, in writing with supporting documentation by a physician, to the school's wellness center. All medications, (prescribed and non-prescribed) are to be delivered to the school's wellness center and be administered by the School Health Aide or School Nurse. For questions regarding school procedure for medications and treatments see the School Health Aide or School Nurse. No medications or medical treatments are to take place in school without the School Health Aide or School Nurse's approval. Additional information under the Use of Medications section.

## **Injury and Illness**

All injuries must be reported to the wellness center. If medical attention is not needed, the student will be treated and may be returned to class. If medical attention is required, the School Health Aide or School Nurse will contact parent/guardians of the student and office personnel stated in the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to be sent to the school's wellness center. The nurse will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. If a parent cannot be reached, the emergency contact will be called, as identified during Student Registration.

## Use of Medications

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

1. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The Medication Request and Authorization Form 453.4 (Appendix D) must be filed with the Principal or School Health Aide/School Nurse before the student will be allowed to begin taking any medication during school hours.
3. All medication must be registered with the wellness center. Students may not be in possession of any medication (including over the counter medications) without the approval of the School Health Aide/School Nurse and parent. Any violation of this guideline will be reported to the Principal.
4. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request and should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Controlled substances (such as with most ADD medications and narcotic painkillers or cough medicine) MUST be delivered by a parent or bus driver. Medication may not be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
5. Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered.
6. Any unused medication unclaimed by the parent will be destroyed by school personnel or may be requested to be picked up by the student's parent/guardian when a prescription is no longer to be administered or at the end of a school year.
7. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

Guidelines are subject to change according to legislative changes. Changes in state law and board policy will prevail.

[\*Administering Medications to Students - Policy 453.4\*](#)

## Emergency Drills Involving Students

Under the direction of and in consultation with the designated District Safety Coordinator, it is the responsibility of each building principal to ensure that his/her school schedules and conducts an appropriate number of (1) fire drills; (2) tornado and other hazard drills; (3) school safety incident response drills; and (4) school violence response drills, in accordance with state law requirements and the District's school safety plan.

[\*Emergency Drills Involving Students - Policy 723.1\*](#)

# Emergency Closing and Delays

## Radio Stations:

WIMK (93.1 FM)    WMAM(570 AM)    WLST (95.1 FM)    WAGN (1340 AM)    WPFF (90.5 FM)  
WZNL (94.3 FM)    WMIQ (1450 AM)    WHYB (103.7 FM)    WIXX (101.1 FM)    WRQE (99.7 FM)  
WSFQ (96.3 FM)    WROE (94.3 FM)    WNCY (100.3 FM)    WOZZ (93.5 FM)    WNFL (1440 AM)  
WJNR (101.5 FM)    WOB (100.7 FM)    WHTO (106.7 FM)    WNLI (88.5 FM)

## Television Stations:

WBAY - CH 2            WFRV - CH 5            WLUK - CH 11            WGBA - CH 26            WACY - CH 32

The District will complete the following step to provide notification of a school closure or two (2) hour delay:

- Notify radio stations and television stations;
- Automated Emergency Notifications via Infinite Campus - phone, text or email;
- Post Notification on the District website and Social Media Outlets;

In the event of a two (2) hour delay, a student’s pick up time would be delayed by two hours (if pickup is normally scheduled for 7:15AM, the delayed pickup time would be 9:15AM). Always assume that if nothing is being broadcasted, school will be in session on schedule.

The District encourages families to have a plan in place if an unpredicted dismissal occurs. It is imperative that the District has up to date information including phone numbers and emergency contacts listed for all students.

[Emergency School Closings - Policy 723.3](#)

# Visitors

Visitors must first report to the middle/high school office, sign in and state the purpose of their visit. Visitors shall be required to wear an appropriate form of identification when on school premises and sign out upon leaving school. Administration or designee shall have the authority to determine what is a valid reason for the visitation.

Administration or designee shall have the authority to determine reasonable restrictions and/or conditions on the nature or extent of visits. Classrooms and/or instructional areas are the most vulnerable to disruption, such restrictions of conditions may include, but are not limited to:

1. The visitor remains in a designated place or seat.
2. The visitor refraining from speaking to the student or teacher during instruction.
3. The visitor refraining from entering or leaving the area while an activity is underway.
4. The visitor being chaperoned.
5. The duration of the visit being limited to particular times or length of time.
6. The activities of the visitor being limited to a particular purpose(s).
7. The visitor is to remain in a designated area and the student/staff member will gather at the designated area.

[Visitors to the School - Policy 860](#)



## Video Surveillance

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

# Student Technology

## Student Technology Use

The District's technology resources, including the District's technology-related equipment, software, networks, network connections, and Internet access, are open to limited and regulated use by students as a privilege. Each student who uses the District's technology resources is required to follow the District's established expectations for acceptable use.

Acceptable use of District provided technology resources requires students to utilize in a manner that:

1. has a legitimate educational or other school-authorized purpose;
2. is legal;
3. is ethical (including, for example, avoiding plagiarism);
4. avoids harm to any person (including, for example, making threats, harassing or bullying someone, violating someone's privacy, accessing another person's accounts, records or files, etc.);
5. avoids harm to property (including, for example, damaging hardware, software, equipment, another person's work or electronic files, etc.);
6. avoids accessing or transmitting harmful or inappropriate material;
7. is respectful of others; and
8. is consistent with all applicable school notices, rules, and regulations, as well as any additional directives or instructions that may be provided by District staff.

Prior to use of District's technology resources, it is **required** for both the student and parent/guardian to accept the established expectations for acceptable use of any technology access by signing an Acceptable Use Policy Agreement (Appendix). Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities. Students are expected to use technology resources with the understanding that all of the school rules and expectations that apply to in-person interactions and student conduct apply to their online conduct including electronic communications.

[Internet Safety and Acceptable Use - Policy 363.2](#)

[Student Acceptable Use of Technology - Procedure 363.2](#)

[Student Use of Electronic Communication Devices - Policy 443.5](#)

## District Device Take-home Policy

### General Guidelines

1. The laptop/Chromebook shall remain the property of the School District of Wausaukee at all times.
2. The laptop/Chromebook is provided for educational purposes only. Its primary use should be

in support of the learning objectives of the School District of Wausaukee.

3. The student has no expectation of privacy with regard to materials accessed or created on the laptop/Chromebook, including internet search history.
4. The laptop/Chromebook is configured for the following:
  - a. to work only with a student's school-provided G Suite account,
  - b. to be remotely managed by school staff;
  - c. to be remotely located when necessary.

Any attempt to 'jailbreak' the laptop/Chromebook or remove, bypass or circumvent the login restrictions, remote management tools or location services is strictly prohibited and will result in disciplinary action.

5. The laptop/Chromebook is labeled with a unique serial and identification number that are used for inventory and repair purposes. At no time should these labels be altered, covered, or removed.

## **Care and Safety**

Students assigned a laptop/Chromebook for use at home are solely responsible for its care and safety.

### **Proper Handling**

1. The laptop/Chromebook should be secured in a suitable bag or carrying case while in storage or transport. The laptop/Chromebook should never be placed in a bag or case that contains books or other heavy objects.
2. The laptop/Chromebook or any case/bag that contains the laptop/Chromebook should never be dropped or thrown.
3. The laptop/Chromebook must always be lifted or carried with two hands, especially when its lid is open.
4. The laptop/Chromebook's screen is particularly fragile and can be easily scratched or broken. Never lift or carry the laptop/Chromebook by its screen. Never touch the screen with sharp objects or items that may scratch or mar its surface. Be sure the keyboard area is clear of any objects before closing the lid.
5. Avoid sitting on, standing on, leaning on, or placing excessive weight on top of the laptop/Chromebook.
6. The laptop/Chromebook should be kept away from food or drink at all times.
7. The laptop/Chromebook should not be exposed to long-term extremes in temperature or direct sunlight, or left in a parked vehicle, especially in very cold or warm weather.
8. The laptop/Chromebook has multiple ports for charging and connecting accessories. Care must be taken when plugging and unplugging the AC charger and accessories. Never unplug an accessory by pulling its cord.

### **Charging**

1. To prevent damage, only use the approved charger that was issued with the laptop/Chromebook, or an authorized replacement.
2. Take care to avoid creating a tripping hazard when plugging in the laptop/Chromebook to charge.

### **Physical Security**

1. The laptop/Chromebook should never be left unattended in any public area. When not

- in a student's personal possession, the laptop/Chromebook must be kept in a secure, locked environment.
2. A laptop/Chromebook should only be used by the student to which it is assigned. The responsibility for the condition and content of each laptop/Chromebook lies solely with the assigned student at all times.

### **Cleaning**

1. The laptop/Chromebook's case and screen can be safely cleaned with a soft microfiber or anti-static cloth.
2. Do not use window or other household cleaners, aerosol sprays, solvents, alcohol, or abrasives to clean any part of the laptop/Chromebook, including its screen.
3. Use of unapproved cleaning methods may result in permanent damage to the laptop/Chromebook's screen or finish.

## **Daily Use**

### **Printing**

The student may wirelessly connect the laptop/Chromebook to a printer at home, if desired.

### **Video and Audio Recording**

1. The laptop/Chromebook is equipped with video and audio recording capabilities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group.
2. The student must obtain permission to distribute or publish still images, video, or audio recordings of any school-related activities.
3. Unauthorized recording will result in disciplinary action in accordance with Board of Education policy.

## **Software and Data Management**

### **Operating system**

1. The laptop/Chromebook is configured to automatically update to the most recent version of the Chrome OS operating system, thus eliminating time-consuming installs or imaging. The laptop/Chromebook must be powered down weekly in order for the updates to take effect.
2. Factory resets, restores, or other software adjustments will be performed by school staff only.

### **Approved software**

1. The laptop/Chromebook comes pre-installed with the necessary educational software. Additional apps or extensions may be installed remotely by school staff, as needed.
2. Adding/deleting any software to/from the laptop/Chromebook – including apps and extensions – may only be done by the student with the prior knowledge and approval of school staff.
3. Any software that violates the Student Technology Acceptable Use and Safety Agreement or is otherwise deemed inappropriate for use in school may not be downloaded or

installed for use on the laptop/Chromebook. Failure to comply will result in disciplinary action as well as restricted access, and may result in financial liability, not to exceed the full replacement cost of the device.

### **Student Data**

1. The student is encouraged to save all school work to their Google Drive.
2. A limited amount of local storage space is available on the laptop/Chromebook, and should only be used for educational purposes. The student should understand that any local data stored on the laptop/Chromebook is not backed up, and may be lost should the laptop/Chromebook need to be restored.
3. The laptop/Chromebook is equipped with ports to allow portable hard drives or USB storage devices to be connected to transfer/save files.
4. The student should learn to recognize and guard their personal and private data and contact information. While online, the student should be careful not to reveal personal contact information, including their home address or telephone number, or the home address or telephone numbers of others.

### **Technical support**

From time to time, issues may occur that affect the operational status of the laptop/Chromebook. Students are responsible for promptly reporting such issues to school staff and securing a loaner device, if necessary. Depending on the nature of the issue, students may also be responsible for fines to cover repair or replacement costs. In all cases, students remain responsible for completing assigned classwork on time.

### **Technical Issues**

1. Students are responsible for promptly reporting to school staff any technical issues affecting the laptop/Chromebook, including information about when and how the issues occurred.
2. Hardware/software repairs due to circumstances beyond the student's control will be covered at no cost.
3. Technical issues affecting the laptop/Chromebook as a direct result of misuse, neglect or abuse are the responsibility of the student and will result in disciplinary action and/or fines not to exceed the full replacement cost of the device.

### **Vandalism or Accidental Damage**

1. Students are responsible for promptly reporting to school staff any damage to the laptop/Chromebook, including information about when and how the damage occurred.
2. It is understood that accidents happen. School staff will give students the benefit of the doubt when determining how to deal with laptop/Chromebook damage, but repeat offenders may have their access restricted, lose take-home privileges, or face financial liability, not to exceed the full replacement cost of the device.
3. Damage to the laptop/Chromebook as a direct result of misuse, neglect or abuse is the responsibility of the student and will result in disciplinary action and/or fines not to exceed the full replacement cost of the device.

- a. Repairable Damaged - \$50.00
- b. Damaged (*not repairable*) - Replacement cost of the device
- c. Charging Cord Replacement \$20.00

### **Loss or Theft**

1. Students are responsible for promptly reporting to school staff any loss or theft of the laptop/Chromebook, including information about when and how the loss/theft occurred.
2. In the event of a theft, a police report must be filed by the student/parent in a timely manner.
3. Loss or theft of the laptop/Chromebook as a direct result of misuse, neglect or abuse are the responsibility of the student and will result in disciplinary action and/or fines not to exceed the full replacement cost of the device.

### **Repair Policy**

Repairs are to be performed by school staff only. Students are not authorized to disassemble any part of the laptop/Chromebook for any reason. The use of outside repair options is strictly forbidden. In all cases, repair/replacement decisions will be made by appropriate school staff and are not subject to negotiation.

### **Parent Information**

The School District of Wausaukee recognizes that with new technologies come new challenges for parents. Below is some information that may aid parents in effectively guiding student use of the laptop/Chromebook at home.

1. **Take extra steps to protect your student.** Encourage your student to use and store the laptop/Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what they're doing online. Use the internet with your students to help develop safe browsing habits. Students often model adult behavior.
2. **Go where your student goes online.** Monitor the place that your student visits. Let your student know that you're there, and help teach them to act appropriately as they work and socialize online.
3. **Review your student's friend list.** You may want to limit your student's online "friends" to people they actually know and are working with in real life.
4. **Understand sites' privacy policies.** Internet sites should clearly spell out your rights to review and delete your student's information.
5. **Report unwelcome or malicious online threats.** Any online interactions that can be considered threatening should be reported in a timely fashion to the proper authorities. When in doubt, contact the school for advice.
6. **Help your student develop a routine.** Many parents have found success by creating and monitoring a routine for their student's appropriate use and care of the laptop/Chromebook.
7. **Familiarize yourself with the device.** It is to everyone's advantage that parents have a working understanding of the applications and student work found on the laptop/Chromebook.
8. **Read the District Device Take-Home Policy with your student.** By reading and discussing the information in this document, including the care and maintenance policies, you can create a clear set of expectations and limitations for your student.

9. **Encourage the use of a protective carrying case/bag.** The School District of Wausaukee strongly suggests that students utilize a protective carrying case/bag to help prevent accidental damage to the laptop/Chromebook while in storage or transport.

## Electronic Communication Devices

The district recognizes the value of students maintaining communication with their parents/guardians and other appropriate people for their health and safety. It is also clear that cell phones and other electronic communication devices distract students in the classroom and hamper the educational efforts of the staff throughout the school day. In an effort to promote appropriate usage of technology, students will be permitted to use electronic communication devices (cell phones, earbuds, headphones, smartwatches, etc.) before school, after school, and during the lunch period. Electronic communication devices must be turned off before entering the classroom. Students may not use their electronic communication device during any class period including study halls or during passing periods outside of the classroom time. The use of any electronic communication device is **prohibited** at all times in **locker and rest rooms**.

Electronic communication device policy violations would result in, but not limited to the following penalties:

**1<sup>st</sup> Offense:** The student will turn his/her electronic communication device into the classroom teacher at the time of the offense and may pick it up from the office at the end of the school day.

**2<sup>nd</sup> Offense:** The student will turn his/her electronic communication device into the classroom teacher at the time of the offense and may pick it up from the office after the resource period ends at the end of the school day. On the following **two school days**, the student will turn his/her electronic communication device into the office before 1<sup>st</sup> block begins and may pick it up at the end of each day. If a student forgets to turn in his/her phone on any given day of the penalty period, 1 day will be added to the penalty period. **A parent or legal guardian will be notified.**

**3<sup>rd</sup> Offense:** The student will turn his/her electronic communication device into the classroom teacher at the time of the offense and may pick it up from the office after the resource period ends at the end of the school day. On the following **nine school days**, the student will turn his/her electronic communication device into the office before 1<sup>st</sup> block begins and may pick it up at the end of each day. If a student forgets to turn in his/her phone on any given day of the penalty period, 2 days will be added to the penalty period. **Parents or legal guardians will have to pick up the student's device in the District office.**

**4<sup>th</sup> Offense (& Subsequent Offenses):** The student will turn his/her electronic communication device into the classroom teacher at the time of the offense and may pick it up from the office after the resource period ends at the end of the school day. On the following **nineteen school days**, the student will turn his/her electronic communication device into the office before 1<sup>st</sup> block begins and may pick it up at the end of each day. If a student forgets to turn in his/her phone on any given day during the penalty period, 2 days will be added to the penalty period. **Parents or legal guardians will have to pick up the student's device in the District office.**

Administration has the authority to modify the penalty based on the seriousness of a violation. In addition, a student who has had their electronic communication device privileges suspended may not use a replacement or anyone else's electronic communication device during that time. Doing so would result in an additional

violation. Any student who fails to turn over their electronic communication device to a requesting staff member will receive an in-school and/or out-of-school suspension for insubordination in addition to the penalty.

District policies continue to apply when students are using their electronic communication device during authorized time within the school day. If a student is sending inappropriate material by use of any electronic communication device during school can result in serious penalties, up to, and including, expulsion.

# Transportation

## Bus Transportation

The School District of Wausaukee contracts with the Lamers Bus Company for student transportation to and from school. Such transportation is available for all students residing within the boundaries of the Wausaukee District. If your child will not be riding the bus on any given day, please call Mark Kutcha by 6:00 a.m. that morning.

Although bus transportation service is provided to all students, it is considered a privilege to ride the bus and all students are expected to comply with the bus rules of safety at all times. Violations of the bus rules could result in suspension from riding the bus. Student and driver safety is paramount and any distractions or impediments to safety will be dealt with immediately. If you have questions regarding the bussing for your child, contact Mark Kuchta, Lamers Bus Manager [markkuchta@golamers.com](mailto:markkuchta@golamers.com) or 715-927-4040. If you would like to speak with the bus garage call 715-856-6060.

## Bus Procedures

### Arrival

- Buses will drop off students at Door 6 (Sports Entrance) upon arrival at school.
- Parents may drop their students off at Door: 1

### Dismissal

- Buses will pick up students at the main entrance, lining up along the sidewalk to prevent students from entering the parking lot unsupervised
- Parent/Guardian student pickup is located at the sports entrance (Door 6)
  - This door will open at 3:15 PM, and parents are encouraged to meet their children there or in the cafeteria
  - For safety, please walk your child through the parking lot.

## Bus Guidelines

- The bus route number, pick up time and approved bus stop location will be provided to families prior to the start of school.
- Students must be out at the bus stop location a minimum of five (5) minutes prior to the scheduled pickup time. The bus will not wait or return for students.
- Due to space and liability issues a bus route will be assigned to all students. This bus will pick up and drop off students only at designated stops along the route. A bus pass will be issued for



temporary changes in student pick up and drop off locations. A student without a bus pass will have to ride their normal bus and/or be picked up/dropped off at their normal stop.

- It is the parent's responsibility to contact the school office for a bus pass prior to **2:30pm**. It is strongly suggested that a parent or a neighbor wait at the bus stop to supervise younger children.
- In the event no one is at the designated location when the bus arrives the child will remain on the bus until the end of the route. Drivers will attempt to drop the child off again at the end of the route. If there is still no one at the stop to receive the child, the transportation provider will bring the child back to school. The child will be instructed to wait on the school's front lobby steps and parents will be responsible for picking up their child.
- All bus riders are to assume responsibility for their conduct while on the bus and demonstrate respect for the driver, other riders and themselves.
- All riders are expected to follow the rules and instructions of the bus drivers.
- Students are expected to be respectful of private property while waiting at the bus stop and wait in the proper location.
- Students are not to move towards the bus while it is in motion. Once the bus comes to a complete stop, students may approach and board the bus.
- Students are not to push and shove when entering, riding or exiting the bus and are to remain seated at all times when the bus is in motion.
- All objects are to remain in the bus, including arms and legs.
- Students are to use normal conversational voices while on the bus, Students are not allowed to yell, scream or use profane language.
- Students are to be respectful of the bus and not engage in any type of vandalism or destruction to the bus.
- Emergency exits are not to be tampered with by any riders.
- All bus riders are expected to clean up their area on the bus and not litter.
- Electronic devices and cell phones are authorized to be used for communication purposes only
  - Videos and photos/pictures are not permitted.

## Major Bus Violations

**1st Violation:** The incident will be documented by the bus driver with copies sent to parents, school and transportation providers.

**2nd Violation:** The incident will be documented by the driver with copies sent to parents, school and the transportation provider. The building principal will impose consequences.

**3rd Violation:** The incident will be documented by the driver with copies sent to parents, school and transportation providers. A mandatory face-to-face meeting will be scheduled with the parent, the bus company, school administration and classroom teacher. A minimum of one day suspension from the bus will be imposed. The school may impose additional consequences.

**4th Violation:** In addition to the above mentioned consequences, a minimum of three day suspension from the bus will be imposed with possible additional consequences from the school.

**5th Violation:** In addition to the above mentioned consequences, a minimum of five day suspension from the bus with possible additional consequences from the school.

**6th Violation:** In addition to the above mentioned consequences, a bus suspension of 45 days will be imposed along with possible additional consequences from the school.

## **Self-Transportation to School**

Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

1. Students shall complete the District Parking Authorization Form located in the High School Office and provide a driver's license, insurance certificate, and registration;
2. Parking lot speed limit is 15 mph;
3. The student must obtain a permit from the high school office;
4. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.
5. Students registered to utilize the school parking lot, will be subject to the suspicionless random drug testing.

## **Student Discipline**

Students found to be in violation of general student conduct. This includes but is not limited to demonstrating respect for the school staff, self, others and property. In addition, students are expected to be prepared for class and on time. Students are expected to assume responsibility in these areas. Consequences for misbehavior will be under the discretion of the Administration and shall be subject to disciplinary action ranging from positive behavioral interventions and supports up to and including detention, suspension or expulsion from school. Students involved in co-curricular and extracurricular activities can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment. Referrals may also be made to law enforcement officials, if applicable.

When determining the appropriate consequences and remedial action, the Administration shall consider the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, and the context of the offense. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

If a District employee has been found to have bullied and/or retaliated against a student in a violation, shall be subject to disciplinary action. Employee disciplinary action shall be consistent with applicable provisions of the Employee Handbook including District procedures.

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Two types of discipline are possible, informal and formal.

**Informal /Minor Infractions:** Take place within the school. It includes: writing assignments, change of seating or location, after-school detention, in-school restriction. A student may be detained after school or asked to come to school early by the principal, staff member or a teacher, after giving the student and his/ her family one day's notice. The student or his/her parents are responsible for transportation.

**Formal/Major Infractions:** Removes the student from school. It includes suspension for up to five (5) school days or up to fifteen (15) days if a notice of expulsion has been sent as well as expulsion from school. Suspensions and expulsions can be appealed and may carry over into the next school year. Parents may appeal the suspension, in writing, to the District Administrator and a formal appeal hearing will be held. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed.

In-school suspension, students will be expected to: have class assignments, not communicate with others, remain in designated seats (unless permission is granted), no music, cards, magazines, electronic devices or food/beverages.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education or their designee and the parents will be given written notice of the hearing and will be expected to be present. Based on the testimony provided at the hearing, the Board of Education will determine whether or not to expel a student. This decision may also be appealed to the Wisconsin Department of Public Instruction. In case of expulsion, the student remains out of school during the appeal period.

[Student Conduct and Discipline - Policy 443](#)

## **Due Process Rights**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

### **Suspension from School**

When a student is being considered for a suspension of five (5) days or less, Administration will notify the student and parent/guardian of the charges. The suspension may be appealed to the District Administrator. The request for an appeal must be in writing. Suspension from co-curricular and extracurricular activities may not be appealed. During the appeal process, the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. When a student is suspended, they may make up work missed after the return to school and while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.

### **Expulsion from School**

Prior to expelling a student from school, the Board of Education shall conduct a hearing. The student and parent/guardian will be given written notice of the intent to expel at least five (5) days prior to the date of the hearing. The hearing is an opportunity for the student and parent/guardian to appear with a

representative or legal counsel before the Board to answer the charges. Such representation is at the option of the student or parent. The Board will keep written minutes of the hearing and the hearing will be closed to the public. The student or parent/guardian may appeal the expulsion to the State Superintendent for Public Instruction and subsequently to the County Circuit Court. During any appeal process, the expulsion shall remain in effect. The School District of Wausaukee makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent/guardian have questions regarding the propriety of an in-school disciplinary action, they should contact the Administration.

## **Removal of Student from Classroom**

When a student is removed from class, the teacher shall send the student to Administration and provide the reason for the student's removal from class. A written explanation of the reason(s) shall be given to Administration within 24 hours of the student's removal from class.

The Administration shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation then determine the appropriate educational placement for the student who has been removed from a class by a teacher. Alternative educational settings may include:

- Another class in the school or another appropriate place in the school.
- Another instructional setting, time-out, in-school suspension or out-of-school suspension.
- The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the Principal determines that readmission to the class is the best or only alternative.
- An alternative education program based by the Board.

Administration will notify the parent/guardian of a student, in writing, when a teacher has removed a student from class. This notification shall include the reasons for the student's removal from class and the placement decision involving the student. The notice shall be given as soon as practicable after the student's removal from a class and placement determination. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e. suspension) the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

[Staff Use of Physical Force, Physical Restraint and Seclusion - Policy 447.1](#)

## **Discipline of Students with Disabilities**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

## **Student Discipline Code**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action along with behaviors and the terms. The following provides an explanation of each behavior and possible consequences that could result in disciplinary action.

The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

## **Use of Drugs**

The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and school provided transportation. This means that any activity, sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs including non-alcoholic beers and wines, steroids, and the like is prohibited. Violation could be punishable with, but not limited to suspended or expelled. Law enforcement officials may be contacted.

[\*Student Alcohol and Other Drug Use - Policy 443.4\*](#)

## **Use of Breath-Test Instruments**

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever there is reasonable suspicion to believe that a student has consumed an alcoholic beverage. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. The test will be administered in a confidential manner on school property with at least one or more District staff present. **Refusal to take the test, will be treated as a positive test** along with consequent discipline. Students will be offered a second opportunity to take the test.

## **Use of Tobacco**

Smoking, vaping and other tobacco uses are a danger to a student’s health and the health of others. The school and State prohibits the sale, distribution, use, or possession of any form of tobacco and nicotine products (including electronic cigarettes, nicotine vaporizers/pipes, etc.) during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

## **Student Disorder/Demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, it is encouraged to contact Administration. Students who disrupt the school may be subject to suspension or expulsion.

## **Possession of a Weapon**

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed that a weapon was brought on to District property by

a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

### **Use of an Object as a Weapon**

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

### **Possession of a Dangerous Weapon**

In compliance with State and Federal law, the administration shall commence expulsion proceedings for any student who possesses a firearm on school property, commits arson or commits rape in a District building or on District property, including buses or other school transportation. Proceedings may be commenced for any student who possesses a weapon or dangerous weapon in a weapon-free school zone in a District building or on District property, including school buses and other school transportation.

The term “dangerous weapon” means any object which in the manner is used, is intended to be used, or is represented, is capable of inflicting bodily harm or property damage, as well as endangering the health and safety of persons present on school property, in school vehicles or school buses, or at school-related activities. Dangerous weapons include, but are not limited to firearms, guns of any type whatsoever including air and gas-powered guns, knives, razors, clubs, electric weapons, martial arts weapons, ammunition, explosives, and pepper spray. The fact that a “dangerous weapon” is not loaded will not make possession, use, going armed with, or storage of the dangerous weapon, lawful or permitted under this definition.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Federal due process rights appropriate to disabled students. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the Principal’s office.

[Student Use of Weapons - Policy 443.6](#)

### **Physically Assaulting/Verbally Threatening a Staff Member or Student**

Physical/verbal assault on a staff member, student, or other person associated with the District causing injury or not or use of profanity as well as language in a threatening tone, may result in suspension and expulsion.

### **Gambling**

Gambling which includes casual betting, betting pools, organized-sports betting, and any other form of wagering is prohibited. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

### **Falsification of School Work, Identification, Forgery**

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

## **False Alarms/Reports**

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

## **Theft/Extortion**

When a student steals school or someone's property, they will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from Administration. The school is not responsible for personal property.

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of theft or extortion could result in suspension or expulsion and law enforcement officials may be contacted.

## **Disobedience/Discipline Refusal**

School staff is acting "in loco parentis", which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to students. If given a reasonable direction by a staff member, the student is expected to comply. The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

## **District Property Vandalism/Unauthorized Use**

Vandalism and disregard for school property will not be tolerated. Schools are public facilities, the law does allow the school to restrict access on school property. Violations could result in suspension or expulsion, along with reimbursement for damages and law enforcement officials may be contacted. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Administration.

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Arson is a felony and will subject the student to expulsion and law enforcement officials may be contacted. Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

## **Persistent Absence or Tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Refer to the Attendance Policy in this handbook.



## **Displays of Affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Any contact between students beyond holding hands is considered inappropriate in the school building and will result in disciplinary referral. Such behavior may result in suspension from school or possibly expulsion.

## **Violation District Rules**

Each learning environment has specific rules for students in the classroom. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules and are expected to resist peer pressure and exercise sound decision-making regarding their behavior. If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violations of this rule could result in suspension or expulsion.

## **Search and Seizure**

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others.

Students are provided lockers, desks, and other equipment in which to store materials. This equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private. Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

[\*Student Searches - Policy 446\*](#)  
[\*Privacy in Locker Rooms, Restrooms and Other Changing Areas - Policy 731.1\*](#)

# **Student Rights of Expression**

The school recognizes the right of students to express themselves within the student dress code. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. At least twenty-four (24) hours prior to expression, student(s) are asked to seek approval from the Principal. All items must meet the following school guidelines:

1. A material cannot be displayed if it:
  - a. is obscene to minor, libelous, indecent, or vulgar;
  - b. advertises any product or service not permitted to minors by law;
  - c. intends to be insulting or harassing;
  - d. intends to incite fighting or presents a likelihood of disrupting school or a school event.
2. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

# **Student Concerns, Suggestions and Grievances**

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to Administration or to the student council.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of legitimate concern. As with suggestions, concerns, and grievances may be directed to Administration or to the student council. A student has the right to a hearing if the student believes they have been improperly denied participation in a school activity or has been subjected to an illegal standard.

## **Food Service**

### **Food Service**

The Wausaukee School District participates in the National School Breakfast and Lunch Programs which ensures meals are available to students. Students are permitted to bring their own lunch to the school's cafeteria, if so chosen. Wausaukee operates under a closed campus guideline. No student shall be allowed to leave school premises, during the lunch period, without specific written permission granted by Administration.

The students enter the kitchen through the designated doors to be served. The food service staff will serve students and monitor the food items selected to verify the meal consists of the required components to ensure that it is reimbursable through the federal guidelines including a half- pint carton of milk (skim white, 1% white, or skim chocolate). Students key in their individual school number at the end of the serving line to charge the meal to their individual/family food service account. Students are monitored to verify that the correct student number is entered.

Students in grades 6th through 12th will be allowed to have grab n go breakfast in the classroom. No other food or drinks, besides water, are permitted in the classroom unless approved by administration.

## **Meals**

The District participates in the Community Eligibility Provision (CEP) program which is a non-pricing meal service option for schools and school districts in low-income areas. CEP allows high-poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without collecting household applications.

Food Service menus are provided monthly and are made available on the District website, the school office, published in the Ranger Report Newsletter and are sent home with elementary students. Menus are subject to change(s).

### **Breakfast**

Breakfast begins at 7:30 AM. Breakfast consists of a 'grab n' go' (bagged) format, Monday through Friday. A hot breakfast alternative is offered two days a week on Tuesdays and Wednesdays. The charge for an additional milk or juice is \$0.55. If school has a delayed start to the day, breakfast will not be served.

### **Lunch**

Wausaukee Schools participate in, 'Offer Versus Serve' provision of the National School Lunch Program. Five items are offered, students have the right to refuse up to two of the five items with a half cup of fruit or vegetable mandatory on each tray. The following five items are offered daily: meat/meat alternative, 2 fruits or 2 vegetables, 1 fruit or 1 vegetable, bread/bread equivalent and a half pint of milk.

## **Ala Carte Items**

### **Milk**

A half-pint of milk is included with each meal. Students may choose to purchase individual cartons of milk for cold lunches or additional milk at the cost of \$0.55 per carton. Milks are only allowed to be claimed for reimbursement on a full meal only, meaning that any milk in addition to the one provided with a meal, will receive a \$0.55 charge regardless of the free or reduced eligibility status.

Wausaukee Elementary participates in the Wisconsin School Day Milk Program (WSDMP). This program provides students 4K - 5th the opportunity to purchase milk during snack time. Students who qualify for assistance through the state or by completing the alternative household income form, the milk would be no cost. For non-identified students, a \$0.55 charge will occur.

### **Extra Entrees and Sides**

Students in grades six through twelve are permitted to purchase an extra entree or side if there is extra food prepared. Students can pay cash or charge the student/family account, if the account is in good standing. Extra entrees or sides are identified as non-reimbursable meals. The cost of an extra entree or side is \$1.50. Students are limited to purchasing one additional entree and one additional side per day.

## **Food Allergies/Eating Disorders**

If a student has been identified by a doctor to have a disability or food allergies that would prevent the child from eating the school meal offered, substitutions will be provided to accommodate the student at no additional cost. All meals must meet standards established by the U.S. Department of Agriculture. Parents are asked to notify the Food Service Director and/or School Health Aide/Nurse to complete required documentation.

If you or someone you know has an eating disorder, the District has resource material available to help educate and support a healthy lifestyle. Information can be found on the school website or contact the Food Service Director, Health Aide/Nurse or School Counselor.

## **Food Service Accounts**

Students are permitted to place food service charges (additional milks or double lunches) to their family account. When there are not sufficient funds in an account to pay for meals, students will not be permitted to charge to the account and parents/guardians are expected to send a cold lunch to school with their child(ren). Notification of low account balance will be automated through Infinite Campus. Food service balances are also available through the Parent or Student Infinite Campus Portal.

*Food Service - Policy 763*

## **Food Service Payments**

Meal accounts are set up by family/household, meaning that one payment will apply to all students in the household. Meals payments are accepted in the District Office by cash, check or money order. Meal account charges consist of any charges associated with food service. Students may pay cash on a meal-by-meal basis by purchasing tickets in the District Office.

Account/balance information is online through the Infinite Campus Parent or Student Portal. Infinite Campus sends notifications via phone call, text message and/or email to alert parents/guardians when a student's account balance is low. If a family withdraws from the district, the collection of negative balances will be required prior to the end of the enrollment. If a family has a positive balance, the amount will be refunded by check through the District. It is the responsibility of the family to notify the District of the correct address to send the check. Graduating seniors will be informed during the end of year check out process if their account has a negative balance. Graduating seniors with a negative balance must resolve the balance prior to collecting their diploma.

*School Meal Account Charges and Collections - Procedure 763*

# GENERAL INFORMATION

## Fundraising

The School Board supports fundraising activities that are designed to promote educational and extracurricular activities without interfering with the educational process. Fundraising (and the expenditure of such funds) by students and by student groups shall be for school and school-related purposes, for items outside the budget that enhance the programs, or for charitable purposes. Preference is given to fundraising activities that are community-building in nature, rely on unsolicited voluntary participation (e.g. putting on a school dance, a fish fry dinner, a car wash, etc.), and have a profit margin of 50%.

Student participation in any school-based fundraising activity shall be strictly voluntary. The District does not permit door-to-door fundraising activities. All student fundraising activities or services shall have prior permission from Administration. Violation of this may lead to disciplinary action.

No announcements or posting for outside activities will be permitted without the approval of Administration. A minimum of twenty-four (24) hours' notice is required to ensure that the review of the announcement or posting.

[\*Student Fundraising Activities - Policy 374\*](#)

## Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

[\*Field Trips \(One Day Trips\) - Policy 352\*](#)

[\*District-Sponsored Trips/Activities Involving Long-Distance Travel or an Overnight Stay - Policy 352.1\*](#)

## Recognition of Student Achievement

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by staff and coordinated by Administration.

## School Wellness Plan

The Wausaukee School District is committed to a healthy school environment that supports the physical, mental, and nutritional well-being of all students, staff, and the broader community. The Local School Wellness Plan establishes guidelines and initiatives to promote balanced nutrition, regular physical activity, and overall wellness. It encourages leadership roles within the district to oversee implementation, sets locally developed wellness goals, and ensures compliance with national nutrition standards.

[\*Local School Wellness Plan - Procedure 458\*](#)

# Elementary

*Grades 4K - 5th*

## The Ranger Way

The Ranger Way is a school-wide expectation for students: We Are Safe, We Are Responsible, We Are Respectful. Students are expected to follow the Ranger Way guidelines at all times, not just to themselves but also to others.

### Ranger Way Expectations

#### Hallway

We Are Safe	We Are Respectful	We Are Responsible
<ul style="list-style-type: none"><li>• Use walking feet</li><li>• Stay on the right side of the hallway</li><li>• Keep your body to yourself</li><li>• Face forward and watch out for others</li></ul>	<ul style="list-style-type: none"><li>• Be courteous of others space and belongings</li><li>• Hold the door for others</li><li>• Use appropriate language and speak kindly</li><li>• Level 1 voice</li></ul>	<ul style="list-style-type: none"><li>• Keep hallways clean and throw away any garbage</li><li>• Travel to your destination efficiently and quietly</li></ul>

#### Lockers

We Are Safe	We Are Respectful	We Are Responsible
<ul style="list-style-type: none"><li>• Open and close door carefully</li></ul>	<ul style="list-style-type: none"><li>• Open and close door quietly - lift and shut</li><li>• Magnets ONLY on lockers</li><li>• Level 1 voice</li></ul>	<ul style="list-style-type: none"><li>• Keep your locker organized and clean</li><li>• Keep area around locker neat and tidy</li><li>• Hang items on hooks</li></ul>

## Bathroom

We Are Safe	We Are Respectful	We Are Responsible
<ul style="list-style-type: none"><li>● Be careful when entering and exiting the bathroom</li><li>● Use walking feet</li><li>● Wash hands with soap and dry with paper towel</li></ul>	<ul style="list-style-type: none"><li>● Use the toilet, stall, and sink as intended</li><li>● Give others privacy</li><li>● Use bathroom quickly so others can have a turn</li><li>● Level 1 voice</li></ul>	<ul style="list-style-type: none"><li>● Flush the toilet, wash your hands, and throw the paper towel in the garbage</li><li>● Tell an adult if there are any problems</li><li>● Return to class right away</li></ul>

## Cafeteria

We Are Safe	We Are Respectful	We Are Responsible
<ul style="list-style-type: none"><li>● Use walking feet</li><li>● Stay seated at the table</li><li>● Report any spills to an adult</li></ul>	<ul style="list-style-type: none"><li>● Be courteous of other space and food</li><li>● Stay seated and raise my hand if I need help</li><li>● Use your manners</li><li>● Voice Level 2</li></ul>	<ul style="list-style-type: none"><li>● Clean up after myself and throw away all trash</li><li>● Use your lunch time to eat your lunch</li><li>● Remember your lunch number</li></ul>

## Playground

We Are Safe	We Are Respectful	We Are Responsible
<ul style="list-style-type: none"><li>● Use equipment for intended purposes</li><li>● Keep your body to yourself</li><li>● Get help from an adult if someone is hurt</li></ul>	<ul style="list-style-type: none"><li>● Include everyone in activities</li><li>● Show good sportsmanship and encourage others</li><li>● Use appropriately language</li><li>● Share equipment</li><li>● Voice Level 4</li></ul>	<ul style="list-style-type: none"><li>● Report problems that cannot be solved on my own to an adult</li><li>● Put equipment away</li><li>● Line up quickly after the whistle</li><li>● Dress appropriately for the weather.</li></ul>

## General Playground Rules

- Voice Level 4
- Listen to and respect all adults
- Play in designated areas



- Always get permission to enter the building from a playground supervisor
- Line up quickly and quietly when it is time to re-enter the building
- Keep all electronics at home or in locker
- Keep your body to yourself
- Daycare area is for daycare students and staff. If something goes into the daycare area, please ask an adult.
- Tag is only to be played in the designated area, not on or around play structures
- Games such as kickball, football, gaga ball, etc. are to be played in safe manner
- Railings are meant for our safety. Use playground equipment for hanging and climbing.

### **Weather & Winter**

- Children are expected to dress appropriately according to weather conditions
- Boots and snow pants are required to play off of blacktop when snow is present
- Snow stays on the ground

### **Technology**

<b>We Are Safe</b>	<b>We Are Respectful</b>	<b>We Are Responsible</b>
<ul style="list-style-type: none"> <li>• Hold your device with two hands</li> <li>• Only use your username and password</li> <li>• Use appropriate websites</li> </ul>	<ul style="list-style-type: none"> <li>• When communicating with others, use kind words</li> </ul>	<ul style="list-style-type: none"> <li>• Remember your username and password</li> <li>• Only use computers for school use</li> <li>• Put the device away properly</li> </ul>

### **Bus Expectations**

<b>We Are Safe</b>	<b>We Are Respectful</b>	<b>We Are Responsible</b>
<ul style="list-style-type: none"> <li>* Use walking feet</li> <li>* Stay seated and face forward while the bus is moving</li> <li>* Keep your body to yourself</li> <li>* Wait for the driver to tell me to cross the street</li> <li>* Voice level 0 at railroad crossing</li> </ul>	<ul style="list-style-type: none"> <li>* Follow directions from the bus driver</li> <li>* Be courteous of others space and belongings</li> <li>* Use appropriate language</li> <li>* Voice Level 1</li> </ul>	<ul style="list-style-type: none"> <li>* Clean up after myself and throw away all trash</li> <li>* Be ready for your turn to get off the bus</li> <li>* Keep track of my things</li> </ul>

- Ask your driver if you can eat or drink anything.
- Windows are to be opened only with driver's permission.
  - Keep hands and belongings inside the bus.
  - Damages to the bus will be paid by the offender.

- A bus pass is **REQUIRED** for students to ride a bus other than their assigned bus, to or from school.
  - It is the parent's responsibility to contact the elementary office for a bus pass **prior to 2:30**.

### **Before School**

- School breakfast begins at 7:30 A.M. Students are to be either on the lobby steps or at breakfast.
- Those students eating breakfast will take their items with them, such as backpacks, coats, etc. to breakfast and will assume responsibility for their items. They are not to stop at lockers first.
- The bell will ring at 7:55 A.M. and students will be dismissed to go to lockers and classrooms.
- School begins at 8:05 A.M.

### **Leaving School During/End of Day**

Although we encourage families to make appointments after school hours, we know this is not always possible to do, and students may need to leave school during the day. When students need to leave during the day, they must either bring a written, dated and signed note from a parent/guardian to the school office or contact the school by phone or email. The child must be signed out of school by the designated adult prior to leaving and signed back in if the child is returned to school on that same day. All students arriving after the start of the day need to be signed into the office by an adult.

At the end of the school day, all students are expected to leave the school building; take the bus home or have parents pick them up. As there is no supervision of students after school, unless they have prior permission, students are to leave school at the end of the day. Parent pick up is located at door six (sports entrance). Parents can park in the white lined spaces. Parents are encouraged to meet their child at the door and safely walk them to their vehicles.

## **School/Home Communication**

Communication between home and school is a vital component of the successful education of each student. The staff at Wausaukee Elementary will make every effort to ensure effective communication with parents. The main avenue for communication for the 2025/2026 school year will be the Remind App. Other methods of communication may include newsletters, email, Infinite Campus, phone calls, report cards, District website and student conferences.

Parents are encouraged to contact their child(ren)'s teacher if questions arise. The classroom teacher should be the first point of contact for issues, questions or concerns as the vast majority of questions and concerns can be resolved at this level. If issues and questions continue after consultation with the classroom teacher, parents can contact the building principal. At that point, the building principal will review the matter and attempt to resolve the issue with both the parent and teacher. At all times, what is in the best interest of the student will be the standard for resolution.

# Grading Procedures

The Wausaukee Elementary School uses Standards Based Grading for the areas of Math and Reading/Writing but will continue the traditional grading procedures for the other subject areas. Standards based grading is designed to promote greater student learning and achievement by identifying specific learning standards and targets and students demonstrate their proficiency of the standards based on their academic performance.

The scoring levels are listed below and should be used for scoring student work and reporting on student report cards.

## Scoring Levels 1 - 4

**Level 1:** *With support* the student is *meeting few* grade level expectations

**Level 2:** *With support* the student is *meeting some* grade level expectations

**Level 3:** The student *consistently meets* grade level expectations independently

**Level 4:** The student *independently applies* and extends concepts

# Student Assessment

To measure student progress, students will be tested in accordance with State standards and District policy. Assessments includes:

- **State Mandated:**
  - Wisconsin Forward Exam
  - Dynamic Learning Maps (DLM)
    - Students identified with significant cognitive disabilities
  - English Learner Assessments
    - WIDA Screener
    - ACCESS for ELLs
    - Alternative ACCESS for ELLs
  - National Assessment of Educational Progress
  - AIMS Web grades K-3
- **District Provided:**
  - STAR Testing

[Annual Notice of Student Assessment Information K-12 - Procedure 346](#)

# Title I

A Wisconsin Title I school is designed to generate high levels of academic achievement for all students. The primary goal is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on state academic achievement standards. All staff, resources and classes are part of the schoolwide program and it serves all the children in the school.

Core requirements for Schoolwide Programs include:

- A comprehensive needs assessment that identifies that school's strengths and challenges in key areas affecting student achievement

- A comprehensive plan for long-term improvement, created with stakeholders and designed to address identified students
- Regular evaluation of the program and updating of the plan as necessary
- Appropriately licensed teachers and qualified paraprofessionals.

The plan must be developed with the involvement of parents and other members of the community to be served, as well as individuals who will carry out the plan. The information must be in an understandable format, and to the extent practicable, the plan should be provided in a language that parents can understand (Every Student Succeeds Act of 2015, 20 USC § 6314. See Appendix for Schoolwide Elementary Title I Teacher/Student/Parent Contract Agreement.

[Title I Federal Program - Policy 342.5](#)

# Middle School

*Grades 6th - 8th*

## Course Offerings

For a current list of course offerings, see the Course Description Book which is available on the District website or in the School Counselor's office.

## Grades

### Grading Philosophy

Grading and reporting at the Wausaukee Middle School will support the learning process and encourage student success. Grades measure a student's mastery of the course content expectations.

### Grading Student Work

The primary purpose for grading student work is to communicate achievement to students, parents, and others. In addition, it provides: information that students can use for self-evaluation and growth, encourages student growth and progress in learning, evaluates the effectiveness of curricular, instructional, assessment practices and programs and helps identify students for available educational opportunities (AP courses).

### Assessment Categories

- Summative assessments demonstrate the student's knowledge of a subject after instruction. Summative assessments include tests, projects, products, and demonstrations.
- Formative assessments demonstrate the students' progress in mastering subject content during the course of instruction. Formative assessments include homework, participation, daily quizzes, and inquiry activities.

**Grades, report cards, and academic reports:** The present grading system is a standard A-F range for all students 5-12. The Honor Roll will be determined by the following grade point system:

A	=4.00	C+	=2.34	D-	=.67
A-	=3.67	C	=2.00	F	=0
B+	=3.34	C-	=1.67		
B	=3.0	D+	=1.34		
B-	=2.67	D	=1.00		

The Honor Roll will be published every quarter of the school year and recognition certificates will be sent to students who earn a 3.0 average or better each quarter.

A series of grade reports will be issued to each student at the close of each nine weeks grading point. Teachers will make themselves available to confer with students and parents concerning their individual grades and their respective programs and deficiencies. Two Parent-Teacher conferences are scheduled throughout the school year. Contact the teacher for a conference to correct the situation as soon as possible.

## High School Credit for Middle School Courses

**Math and English:** The intent is for all students to be required to take 3 credits of mathematics and 4 credits of English while in grades 9-12 regardless of how far they have advanced themselves in middle school. If this occurs, then the student may petition the Principal, By December 1st of their senior year, to receive 1 or 2 credits for having successfully completed advanced middle school math, English, or Spanish classes. These credits will be classified as “elective credits” and will not count toward required math or English credits. The grades earned for these classes will also be calculated into the student’s overall GPA (grade point average) if they meet the criteria of a high school class.

## Student Assessment

To measure student progress, students will be tested in accordance with State standards and District policy. Assessments includes:

- **State Mandated:**
  - Wisconsin Forward Exam
  - Dynamic Learning Maps (DLM)
    - Students identified with significant cognitive disabilities
  - English Learner Assessments
    - WIDA Screener
    - ACCESS for ELLs
    - Alternative ACCESS for ELLs
  - National Assessment of Educational Progress
- **District Provided:**
  - STAR Testing

[Annual Notice of Student Assessment Information K-12 - Procedure 346](#)

# High School

*Grades 9th - 12th*

## Course Offerings

For a current list of course offerings, see the Course Description Book which is available on the District website or in the School Counselor's office.

## Grades

### Grading Philosophy

Grading and reporting at the Wausaukee High School will support the learning process and encourage student success. Grades measure a student's mastery of the course content expectations.

### Grading Student Work

The primary purpose for grading student work is to communicate achievement to students, parents, and others. In addition, it provides: information that students can use for self-evaluation and growth, encourages student growth and progress in learning, evaluates the effectiveness of curricular, instructional, assessment practices and programs and helps identify students for available educational opportunities (AP courses).

### Assessment Categories

- Summative assessments demonstrate the student's knowledge of a subject after instruction. Summative assessments include tests, projects, products, and demonstrations.
- Formative assessments demonstrate the students' progress in mastering subject content during the course of instruction. Formative assessments include homework, participation, daily quizzes, and inquiry activities.

**Grades, report cards, and academic reports:** The present grading system is a standard A-F range for all students 5-12. The Honor Roll will be determined by the following grade point system:

A	=4.00	C+	=2.34	D-	=0.67
B-	=3.67	C	=2.00	F	=0.0
B+	=3.34	C-	=1.67		
B	=3.0	D+	=1.34		
B-	=2.67	D	=1.00		

The Honor Roll will be published every quarter of the school year and recognition certificates will be sent to students who earn a 3.0 average or better each quarter.

A series of grade reports will be issued to each student at the close of each nine weeks grading point. Teachers will make themselves available to confer with students and parents concerning their individual grades and their respective programs and deficiencies. Two Parent-Teacher conferences are scheduled throughout the school year. Contact the teacher for a conference to correct the situation as soon as possible.



## High School Credit for Post-Secondary Courses

In order to meet individual educational needs, the district shall accept for credit any coursework satisfactorily completed by students which is sanctioned and sponsored by the district.

A student will be awarded high school credit and GPA points for the following coursework:

- Start College Now
- Early College Credit Program
- Articulated/Transcripted Credit Courses as part of WHS curriculum
- Credit Recovery

A student will not be awarded high school credit for the following coursework:

- Personal Enrichment
- Non-credit Technical College Coursework

[Early College Credit Program - Policy 343.46](#)

[Technical College Course Program \(Start College Now\) - Policy 343.45](#)

## Graduation Requirements

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to pass all proficiency tests, meet the school requirements for basic coursework, and earn the total number of minimum credits. A student enrolled in Special Education will need to earn the required credits with modified curriculum as indicated by the I.E.P.

**A student must average 6.5 credits per year in order to graduate with their class in 4 years.**

- **Freshmen:** Less than 6 Credits
- **Sophomore:** 6-12 Credits
- **Juniors:** 12-18 Credits
- **Seniors:** 18 or more Credits

Specific course requirements are:

*\*Average of 6.5 credits per year*

English	4	credits
Health	0.5	credit
Phy Ed.	2	credits
Personal Finance	0.5	credit
Mathematics	3	credits
Science	3	credits
Social Studies/Gov	3	credits
Electives	11	credits

**27      Total Credits**

A student must have taken and successfully completed the state-required civics test while enrolled in the high school or as determined by the Administration, in another qualifying school or program. Students are also required to complete an ACP Portfolio, which qualifies as .50 of a credit on completion, for graduation.

[High School Graduation Requirements - Policy 345.6](#)

## High School Credit for Middle School Classes

Math and English: The intent is for all students to be required to take 3 credits of mathematics and 4 credits of English while in grades 9-12 regardless of how far they have advanced themselves in middle school. If this occurs, then the student may petition the Principal, By December 1st of their Senior year, to receive 1 or 2 credits for having successfully completed advanced middle school math, English, or Spanish classes. These credits will be classified as “elective credits” and will not count toward required math or English credits. The grades earned for these classes will also be calculated into the student’s overall GPA (grade point average) if they meet the criteria of a high school class.

[High School Grading Scale, Grade Point Average and Class Rank - Policy 345.11](#)

## College Credit Eligible Programs

### Start College Now

Any student in 11<sup>th</sup> or 12<sup>th</sup> grade may enroll in a post-secondary program providing they meet the requirements established by law and by the District. Any interested student should contact the School Counselor’s office to obtain the necessary information.

[Technical College Course Program - Policy 343.45](#)

### Early College Credit Program

Any student in 9<sup>th</sup> or 12<sup>th</sup> grade may enroll in a post-secondary program providing he/she meets the requirements established by law and by the District. Any interested students should contact the School Counselor’s office to obtain the necessary information.

[Early College Credit Program - Policy 343.46](#)

## Student Assessment

To measure student progress, students will be tested in accordance with State standards and District policy. Assessments includes:

### State Mandated:

- PreACT Secure
- ACT with Writing
- Wisconsin Forward Exam
- Dynamic Learning Maps (DLM)
  - Students identified with significant cognitive disabilities
- English Learner Assessments
  - WIDA Screener
  - ACCESS for ELLs
  - Alternative ACCESS for ELLs

- Civics Test
- National Assessment of Educational Progress

**District Provided:**

- STAR testing

[Annual Notice of Student Assessment Information K-12 - Procedure 346](#)

# Student Activities Code

## Middle/High School Activities Code

Wausauke Middle/High School has many student groups that are authorized by the school. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

<b>Clubs</b>	<b>Advisor</b>
Athletic Director	Joe Thompson
Middle School	Becky Dunlap
Class of 2029	Kelsey Meyers and Bradley Taylor
Class of 2028	Sierra O'Mary
Class of 2027	Tracy Jaworski and Laura Struve
Class of 2026	Zack Navarrete and Kelly Stumbris
Band	Madison Bjorkman
Baton Twirling	Alex Schwartz
Baseball	Jon Betts
Boys Basketball	Danny Suennen
Bowling	Susie Olsen
Football	Kurt Stumbris
Forensics/Physics	Laura Struve
Girls Basketball	Grant Russ
Hi-Q	Matt Schweiger
Ice Fishing	Jared Deschane
National Honor Society	Sandy Wojcik
Powerlifting	Tina Brunette
Softball	Zack Navarrete
Spanish	Guillermo Quintanilla
Student Council	Bradley Taylor
Trap Shooting	Andy Novak
Volleyball	Amanda Allman
Wrestling	Zack Navarrete
Yearbook	Kelsey Meyers

## Athletics

The School District of Wausaukee provides a variety of athletic activities in which students may participate provided they meet any eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact Joe Thompson, Athletic Director, at 715-856-5153, ext. 362.

**BOYS:** Football, Basketball, Baseball, Wrestling

**GIRLS:** Volleyball, Basketball, Softball, Wrestling

Prior to each individual sports season, the prospective athlete and his/her parents will be provided with information regarding Concussions and Head Injuries. In order for students to participate in any athletic program, all athletes and their parents must agree to and sign a Parent & Athlete Agreement regarding their understanding and acceptance of the guidelines. **Every student participating in extracurricular activities (athletics or others) must abide by the athletic/activity code.**

## Activities Code

Both parent/guardian and student **must** sign the Activities Code Agreement Form (Appendix) signifying understanding and acceptance of the conditions as set forth. Each coach/advisor will be responsible for reviewing the Activities Code with members of their activity. This policy includes students who move into the district during the school year and homeschooled students participating in Wausaukee School District activities. Any questions regarding the Activities Code are to be directed to the Athletic Director.

## Philosophy

The School District of Wausaukee sponsors extra- and co-curricular programs to provide students with additional opportunities for personal growth, self-discipline, skill development, cooperation with others, creativity, and fun. Although it is understood that the main purpose for attending school is to obtain an education, extra- and co-curricular programs are also supported as a valuable part of the total educational experience. School-sponsored activities include any school related organized activity that is offered outside of academic course requirements.

Participation in any of these activities is a **privilege**, which carries additional responsibilities. The standards outlined in this code will help to ensure that the involved students serve as a credit to themselves, their family, their school, and the communities. Students are required to follow the school's code of conduct at all times regardless if school is in session.

## Notice of Nondiscrimination

It is the policy of the Wausaukee School District that no person shall, on the basis of race, color, sex, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation or physical, mental, emotional, learning disability, or any other legally-protected status or classification be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program or activity.

## Complaint Procedure

Any person who believes the Wausaukee School District has failed to follow a nondiscrimination policy may bring a complaint in accordance with the procedures outlined below. A written complaint must be filed with the building principal. The complaint will be investigated and the complainant will receive a

written acknowledgment within 45 days. A final written decision in regard to the complaint will be made within 90 days of receipt of the written complaint, unless the parties agree to an extension of time. Any individual not in agreement with the school district’s decision may file an appeal with the state superintendent within 30 days of the school board’s decision.

**Purpose & Application**

The School District of Wausaukee Activities Code is a living document. As a living document, it is subject to revision. Students are reminded that ignorance of the code will be no excuse for violations.

This code is designed to:

- A. Promote the health and well-being of all student participants.
- B. Establish appropriate standards of conduct for all student participants.
- C. Provide fair and equitable consequences for code violations.
- D. Offer appropriate counseling for students who are found in violation of the code.

This code applies to all students (including homeschooled students) participating in all school-sponsored activities including those listed in the following chart and those activities that would be added in the future.

Band Trip(s)	Ice Fishing Team	Snowball Court	Volleyball	Powerlifting
Baseball	Girls’ Basketball	Softball	Overnight Trips	NHS
Boys’ Basketball	Hi-Q	Solo and Ensemble	Yearbook	Football
Baton Twirling	Homecoming Court	Spanish Club	Wrestling	Bowling
Football	Forensics	Student Council	Prom Court	Class Officers
Trap Shooting				

Wisconsin Interscholastic Athletic Association (WIAA), Wisconsin High School Forensics Association (WHSFA), Wisconsin School Music Association (WSMA), and other pertinent state and/or national governing regulations will apply according to their respective activity. **The most stringent standard shall be the one that applies including specific situations not covered under this code.** Copies of such regulations shall be made available to the student participants by their coach/advisor.

A participant is any student who is eligible to participate or engage in the activities listed and activities to be added in the future. It is intended that a student is defined as a “participant” **during any off-season periods, including any summer vacation periods**, until the student is no longer eligible to participate in any activities or until a student has affirmatively terminated any further participation.

**Activities Board**

Members of the Activities Board include: the Athletic Director (or designated representative), Principal (or designated representative), Coach, an Activity Advisor, one or two faculty members (to ensure a majority vote) and one community member. The coach/advisor of the student will also be present at the hearing.

# Eligibility

Students must be enrolled as a full-time student (carrying a minimum of 3.0 credits per semester) within the School District of Wausaukee, understand and abide by the Activity Code. An acknowledgement is required to be submitted to the District from the student and parent/guardian order for the student to be considered eligible for participation in school activities covered under this policy. Students will not be able to practice or play in games, until the Student Activities Code Agreement and the Suspicionless Random Drug Testing Consent/Release Form (grades 9-12 only) is completed and submitted to the District. Once the code is submitted, these expectations will be enforced throughout the current school year. For the purpose of this policy, students having completed their 8<sup>th</sup> grade year will be considered high school students (i.e. the summer between middle school and high school).

[Suspicionless Random Drug Testing- Policy 443.45](#)  
[Consent/Release - Form 443.45A](#)  
[Refusal - Form 443.45B](#)

Student/Athletes must meet all WIAA requirements for eligibility. A WIAA Eligibility Form and a WIAA Physical or Alternate Year Permission Card is required for students participating in Interscholastic Athletics. Review of a student’s eligibility status will also apply to transfer students and new participants to the program.

Academic achievement is a prerequisite to participate in athletic and extracurricular programs. Eligibility requires students to be in good standing; which means students **must** receive passing grades in all courses, for all marking periods, both quarterly and at the semester. Fall eligibility is determined by the fourth quarter and second semester grades from the previous year. Grades are considered issued when the report cards are issued.

- A. If a student is **FAILING ONE SUBJECT AREA** at the time grades are issued, s/he will serve an event suspension (as indicated in the table below); after which, s/he will remain eligible under probationary status until mid-term progress reports are due. After the probationary period if the student is not passing all subjects, then s/he will be declared ineligible to participate in events until the next date that grades are issued.

Activity	No. of Event Suspensions
Football	2 consecutive events
Volleyball	3 consecutive events
Basketball	4 consecutive events
Softball/Baseball	4 consecutive events
Forensics	1 event
Hi-Q	1 event
Wrestling	2 consecutive events

Members of all other activities not listed above, will be suspended for two (2) weeks after which, s/he will remain under probationary status until mid-term progress reports are due. After the probationary period if the student is not passing all subjects, then s/he will be declared ineligible to participate in the activity until the next date that grades are issued.



Students, **FAILING IN TWO OR MORE SUBJECT AREAS** at the time grades are issued, will serve a suspension of 1/3 of the events; after which s/he will remain eligible under probationary status until mid-term progress reports are due. After the probationary period if the student is not passing all subjects, then s/he will be declared ineligible to participate in events until the next date that grades are issued.

- B. For the purpose of determining eligibility, any incomplete grade (without just cause) will be considered as a failure pending a 2 week period to complete the work. After the 2-week period, if the incomplete is not made up, the policy in A above will be in force.
- C. Students enrolled in the special education program, or who are At-Risk, or who have other unique learning needs (504), and are determined to have difficulty in meeting the grade requirements established in this policy because of their special needs, can maintain eligibility if consensus of the involved teachers and the activities board both agree that the student is meeting the goals outlined in his/her Individual Education Plan (IEP), At-Risk plan, or other plan of remediation.

### **Review & Reinstatement of Eligibility**

The athletic director will verify student eligibility and monitor probationary plans for athletics. The principal will verify student eligibility and monitor probationary plans for non-athletic clubs and activities.

- A. Eligibility will be restored after the period of probation has been completed and if the student has passing grades in all subject areas.
- B. While ineligible, the student athlete **must** practice, **must** sit with the team at events, but will not suit up in the team uniform. The academic participants **must** practice, attend events with the team, but will not participate in the event.

### **Attendance at School Practice/Games/Contests/Performances**

“Parent Permission” is not acceptable by itself as a legitimate reason for an excusable absence.

- A. A student cannot practice or participate in an activity if absent from school during any part of the day including out-of-school suspensions.
  - a. **Exceptions may include:**
    - i. Verifiable medical appointments (note from the doctor)
    - ii. Specific family emergencies (will need to be disclosed)
    - iii. Administrative approval
      - 1. Funerals, court appearances, and other circumstances
- B. A student **is required** to practice but not participate in an activity when the student is in In-School Suspension.
- C. If a school day follows an activity/contest/performance, the student will be **REQUIRED** to be in attendance for the **entire academic day**.
  - a. Exceptions may include:
    - i. A legitimate illness communicated by a parent/guardian to the high school office by 8:05 AM on the day of the absence

- ii. Verifiable medical appointments (note from the doctor)
- iii. Specific family emergencies (will need to be disclosed)
- iv. Administrative approval
  - 1. Funerals, court appearances, and other circumstances
- b. Violation of this rule will result in the student being suspended for the next scheduled game or contest.
- D. The Athletic Director and the Principal will monitor and evaluate excessive daily absences to determine participation in an event.

## Transportation

- A. All student participants are required to ride the school provided transportation to and from the event. Exceptions to this rule:
  - 1. When a parent/guardian, after an event, personally notifies the coach/advisor that they or a designated person will be taking their student home from the event and completes the Parent Request - Waiver of School Responsibility Form. (*Appendix*)
  - 2. When a parent or guardian requests in advance to be able to drive their student to an event and completes the Parent Request-Waiver of School Responsibility Form (*Appendix*) prior to 8:05 a.m on the day of the event.
- B. A student may be dropped off at a designated area or at home with written permission signed by parent/guardian and the principal. If the parent/guardian is not at the designated spot, the student will return to school. (*Appendix*)
- C. A student may drive themselves to/from the solo and ensemble event with written permission and waiver of school responsibility signed by a parent/guardian and the principal by the Monday **prior** to the day of the event. (*Appendix*)

## Standards of Conduct

Participation in school-sponsored activities is a **privilege** which carries with it additional responsibilities. Students involved in these activities will be expected to conduct themselves in such a manner that brings honor to themselves, their families, their school, and the community.

- A. Athletes are allowed to participate in no more than two sports per season.
- B. Students involved in school-sponsored activities will not possess, use, sell, transfer, be under the influence of, or transmitted in any form, tobacco products (including electronic cigarettes, vape pens and vape paraphernalia), alcoholic beverages, drug paraphernalia, chemical substances that are inhalants, stimulants, depressants, hallucinogens, narcotics, volatile substances, other illegal drugs, cannabis derivatives or look-a-likes of any kind—including clothing and accessories. This includes performance enhancing drugs and/or substances. The use of medication as prescribed is exempted.
- C. It is the requirement of this Code that a student involved in an activity will immediately leave, disassociate themselves, and not knowingly linger in the presence of others illegally possessing alcohol/tobacco, using alcohol/tobacco, possessing or using controlled substances or knowingly remain in environments where illegal possession or use is taking place. “Holding” an alcoholic drink, tobacco products (including electronic cigarettes), or illegal drugs shall also be considered a violation of this code.
- D. Upon awareness of the presence of alcohol or other drugs, a participant should excuse him/herself and/or just leave if s/he has a ride or can walk, or make a phone call for a ride and

then leave. The length of acceptable presence will be determined by the principal or athletic director based on evidence and circumstances.

- E. Although attendance at some gatherings may be permissible, consumption of alcohol or use of drugs by a participant is illegal and will be considered a violation.
- F. Violations of the standards of conduct include but may not necessarily be limited to the following:
  - 1. Drug/Alcohol/Tobacco Violations.
  - 2. Being convicted of a criminal felony, not including non-criminal traffic violations.
  - 3. The failure to comply with reasonable directions and/or instructions of advisers, judges, or other persons responsible for the conduct at an event.
  - 4. Any violation of rules or regulations of local, state, or national charter.
  - 5. Permanent removal from class for disciplinary reasons. (Students permanently removed from class for disciplinary reasons will be considered as earning a failure in that course and therefore declared ineligible until the next grading period.)
  - 6. Use of inappropriate/profane language or gestures toward staff or other persons placed in a supervisory capacity while in school or at school functions. Insubordination or lack of respect applied in the same manner. This may result in the suspension of the participant from an activity.
  - 7. Other serious matters not covered, warrant the student and parent(s)/guardian(s) being heard before the extra-curricular board. The intent of this section is to include but not be limited to such items as three (3) or more detentions, suspension (in or out of school), plagiarism/cheating, or other failure to follow general school, classroom behavior and academic expectations.
- G. Beginning with the 2025-2026 school year, if a student participating in any school activities covered by this Activities Code tests positive for nicotine as a result of a Suspicionless Drug Test and the test result is the student's first violation of the Activities Code via a Suspicionless Drug Test, the student can avoid serving the discipline associated with that offense if: (1) the student confesses to use prior to the District's receipt of the test results; and (2) he or she completes a vaping/nicotine/tobacco awareness class as directed by District Administration within one week's time of the positive notification.

## **Reporting a Violation**

- A. Activity code violations may be observed or reported by administration, faculty, parents, students, community members, or law enforcement personnel. When appropriate, the anonymity of the informant will be maintained.
- B. The participant and his/her parent(s)/guardian(s) will be notified of the accusation within two school days of the receipt of the report. An interview with the student will be conducted within two days of giving notice to him/her. If an accusation is brought forward during the summer months it will be dealt with in a timely manner.
- C. If the athlete admits the violation or it is determined that the violation is substantiated, the athletic director will immediately impose the appropriate penalty.
- D. Violations can be reported in the following manner:
  - 1. A verbal or written report from a law enforcement official identifying the incident, date, and person or persons involved.

2. A written report signed by the person reporting the violation identifying the incident, date, and person or persons involved.
- E. Violations will be reported to the high school principal or athletic director.
- F. In the event of a reported violation, a written report will be completed by the principal or athletic director.
- G. A copy of the written report will be given to the following within three school days:
  1. District Administrator
  2. Athletic Director
  3. Director of the Activity Involved
  4. Parent/Student
- H. The principal may use whatever investigative techniques and/or strategy that s/he deems necessary, so long as they are fair and reasonable, and not in violation of state law.

## Consequences

Category	Activity	# of Events	Character	1st Violation	2nd Violation	3rd Violation
Academics	Academic Bowl	N/A	1	Discretion of the advisor or ineligible to go on trip for that school year.		
	Forensics	5				
	Hi-Q	3				
Clubs/ Organizations	Class Officers	N/A		5 Hours Community Service	10 Hours Community Service	20 Hours Community Service
	Dance Court					
	Solo & Ensemble					
	Spanish Club					
	Student Council					
	Yearbook					
	Baton Twirling					
	Ice Fishing	N/A	1	Discretion of the advisor or ineligible to compete for that school year.		
	Powerlifting	5	1	1/3 events	1/2 events	1 calendar year
	Trap Shooting	5	1	1/3 events	1/2 events	1 calendar year
School Trips	Band Trip	N/A		Discretion of the advisor or ineligible to go on trip for that school year.		
	Chorus Trip(s)					
	Overnight Trip(s)					
Athletics	Baseball	20	2	1/3 of Events	1/2 of Events	1 Calendar Year
	Basketball	22				
	Softball	20				
	Football	9	1			
	Cross Country	11	1			
	Volleyball	15				

Members of all other activities not listed above, will be suspended for a two (2) week period for their first infraction, a month for their second, and a calendar year for their third. Following this period the principal or athletic director will determine future eligibility.

## **Character Clause**

The Character Clause (applicable on the **first offense only**) reduces the suspension by one-third if the student admits to the offense during the first meeting with the athletic director. The number will be rounded down to the nearest whole number. The character clause cannot reduce the penalties if an official police report of the incident has been made. That is, a participant cannot admit to a violation already documented to reduce the consequences.

## **Athletics**

**First Violation:** The participant will be suspended for one-third of the events and will forfeit all awards associated with the activity. The participant must remain a member of the organization during the period of ineligibility and practice with the team/organization during the period of ineligibility.

**Second Violation:** The participant will be suspended for one-half of the events and will forfeit all awards associated with the activity. The participant must remain a member of the organization during the period of ineligibility and will practice with the team/organization during the period of ineligibility.

**Third Violation:** The participant will be suspended for 1 calendar year from the date of determination of the violation. The student will not be allowed to practice during the suspension. If the participant wishes to return, s/he must petition the Activities Board to be reinstated. The student also forfeits all awards for that activity.

**Fourth Violation:** The participant will be suspended from all activities for the remainder of his/her high school career.

## **Additional Information**

1. It is an M & O Conference rule that any violations during the season cause the participant to forfeit any conference awards.
2. Any violation may impact the awarding of school/community scholarships, Wausaukee Ranger Booster Club Awards, the Charles Roberts award and the Marilyn Sandifer award.
3. The percentage of the participation period shall be based on the total of regular season contests scheduled in that sport.
  1. If the penalty is determined to be a fraction of events such as 5.1, it would be rounded upwards to an even 6 events.
4. If participating in more than one activity in a season, then suspensions will affect each activity.
5. Suspension will be served across all categories.

6. If an athletic participant serves a contest suspension during a sports season and does not complete or finish that sport's season, the suspension served will become void. The full suspension will be carried over to the next sport the athletic participant joins and finishes.
7. A violation involving a student not currently participating in a sport or activity shall be applied to the next sport or activity that the student participates in.
8. If the penalty cannot be applied fully due to there not being enough contests remaining in the season when the violation occurred, the remaining portion (based on percentage) of the penalty shall be carried over to the next sport or activity the student participates in.
9. Suspension penalties are cumulative throughout the student's high school career.
  1. If a student violates the code and receives the suspension for a first offense as a freshman, and then as a senior violates the code again, this is now the second offense and the corresponding suspension will be enforced.
10. The principal may, at any time, utilize administrative action to restrict participation of a participant who has demonstrated poor or inappropriate citizenship, behavior, or similar actions.
11. Athletes dropped from one sport for disciplinary reasons shall not be able to participate in another sport for that particular season, or the length of the suspension, whichever is longer.
  1. Athletes who quit a sport may go out for another provided that permission is granted by both coaches.
    - i. The coach of the sport the athlete is quitting, and the coach of the sport the athlete is joining.
  2. A person who gains permission to change sports will be ineligible to compete for a period of two weeks.

## Academics and School Trips

See table above.

## Clubs and Organizations

**First Violation:** The participant will not be allowed to participate in any group activities until they have served 5 hours of community service. The community service must be approved by the principal or athletic director prior to beginning the hours.

**Second Violation:** The participant will not be allowed to participate in any group activities until they have served 10 hours of community service. The community service must be approved by the principal or athletic director prior to beginning the hours.

**Third Violation:** The participant will not be allowed to participate in any group activities until they have served 20 hours of community service. The community service must be approved by the principal or athletic director prior to beginning the hours.

**Fourth Violation:** The participant will be suspended from all activities for the remainder of his/her high school career.

## Student Parking

Students who have a district parking pass ONLY must be part of the suspicionless random drug testing pool. Students who test positive will temporarily lose their parking privilege.

**1st Violation:** 10 school days loss of parking privileges

**2nd Violation:** 20 school days loss of parking privileges

**3rd Violation:** Parking privileges for the remainder of the current school year

**4th Violation:** Terminate parking privileges until students complete high school

## **Appeal Process**

If a student or parent wishes to appeal the action taken within this policy, the following procedures must be followed.

1. The participant and/or parent(s)/guardian(s) may appeal the decision within five (5) school days to the Activities Board, asking for an opportunity to present new evidence.
2. The Activities Board will meet to hear the new evidence and render a decision. The student will be provided reasonable advance notice of the hearing, the opportunity to be heard and to present new evidence.
3. When hearing appeals, the Activities Board cannot reduce a suspension. It can only overturn a suspension based upon a finding that the suspension was not supported by previous evidence.
4. Minutes of the hearing including the decision will be mailed to the participant, his/her parent(s)/guardian(s), members attending the meeting, the district administrator, and other appropriate persons.
5. The student will be ineligible to compete during the appeal process.

Students who receive a code violation will have the opportunity to have one violation expunged from their record if they are able to go two consecutive years without additional code violations.

## **School Sponsored Dances**

Wausaukee High School students, in good standing as determined by the Principal, may be permitted to bring one (1) guest to a school dance. If the guest is not currently enrolled in the School District of Wausaukee, a W.H.S. Dance Guest Permission Form (*Appendix*) must be submitted one week prior to the event.





# APPENDIX A

## Acknowledgements

### Student/Parent Handbook

- ☐ We hereby acknowledge and accept the responsibility to read and abide by the standards, policies and procedures outlined in the *School District of Wausaukee Student/Parent Handbook* and understand that the handbook is subject to change. All District policies and procedures are available on the District website in their entirety and updated policies may supersede this handbook.

### Attendance Policy

- ☐ We hereby acknowledge and accept the responsibility to read and abide by the Attendance Policy and is subject to change. We understand and support the procedures and responsibilities pertaining to students.

### Transportation Policy

- ☐ We hereby acknowledge and accept the responsibility to read and abide by the Transportation Policy and is subject to change. We understand and support the procedures and responsibilities pertaining to students. *\*This policy includes all field trips, buses and all instances when students would be transported.*

### Technology Use

- ☐ We hereby acknowledge and accept the responsibility to read and abide by the Acceptable Use of Technology Policy and is subject to change. We understand and support the procedures and responsibilities pertaining to students.

### Activities Code

- ☐ We hereby acknowledge and accept the responsibility to read and abide by the Activities Code Policy and is subject to change. We understand and support the procedures and responsibilities pertaining to students.

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Student Name PRINTED	Parent/Guardian Name PRINTED	Date
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Student Signature	Parent/Guardian Signature	Date
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## **APPENDIX B**

### **Schoolwide Elementary Title I Teacher/Student/Parent Contract Agreement**

Wausaukee Elementary School-wide Title I Program serves ALL of our students in grades EC through grade 5. We know that learning takes place when there is a combination of ability, effort, interest, and motivation. Parents, teachers, and students working together can foster meaningful learning. We ask that you please complete the section of this compact agreement that applies to you and return this form to your child's homeroom teacher. Thank you for your commitment to our partnership.

#### **PARENT/GUARDIAN PLEDGE**

I will do my personal best to:

- Let the teacher know if my child has any problems with learning
- Practice reading and math skills at home on a regular basis
- Attend school functions when possible
- Promote reading and math activities at home
- Help my child see how to use reading and math to pursue his/her interests and goals

#### **STUDENT PLEDGE**

I will do my personal best to:

- Let my teacher and family know if I need help
- Read on my own and with my family every day
- Write down assignments, do my homework every day, and turn it in when due
- Be safe, be respectful, and be responsible
- Work on my math and reading skills at home

#### **TEACHER PLEDGE**

I will do my personal best to:

- Provide a safe, caring, and supportive learning environment
- Use individual learning levels to monitor progress
- Maintain meaningful school/home communication
- Be aware of individual learning styles
- Use effective instructional methods and strategies

## APPENDIX C

# Wausaukee High School

## Dance Guest Permission Form

Wausaukee High School students, who are in good standing, may be permitted to bring one (1) guest to a school-sponsored dance.

1. Guests must be in 9<sup>th</sup> grade or higher and may not be over the age of 19 years.
2. Guests enrolled in 9<sup>th</sup>- 12<sup>th</sup> grade must obtain a signature from their superintendent, administrator, or principal, verifying that s/he is in good standing.
3. The WHS student's parent/guardian must also sign below to acknowledge that s/he is bringing the intended guest.
4. This form must be completed and returned to the School Office **AT LEAST** one (1) week prior to the dance. **NO EXCEPTIONS!**

### School District of Wausaukee

Phone: 715-856-5151

Fax: 715-856-6592

Email: [vanlaanenj@wausaukee.k12.wi.us](mailto:vanlaanenj@wausaukee.k12.wi.us)

### Wausaukee Student Information

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Parent/Guardian Signature: \_\_\_\_\_

### Guest Information

Guest's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Guest's School: \_\_\_\_\_ School Phone #: \_\_\_\_\_

Guest's Parent/Guardian Signature: \_\_\_\_\_

Guest's School Administrator Signature: \_\_\_\_\_

Position/Title of Administrator: \_\_\_\_\_

*Is this student in good standing with your school & able to attend your school's activities?* YES NO

APPENDIX D

Physician’s Authorization  
Student Medication While at School

Name of Child:\_\_\_\_\_ DOB:\_\_\_\_\_ Grade:\_\_\_\_\_

Name of Parent:\_\_\_\_\_ School:   **Elementary**   **Middle School**   **High School**

This is to certify that in order to keep this child in optimum health and/or help maintain optimum performance at school, it is necessary that medication be given during school hours.

1. Medication (include trade name):\_\_\_\_\_
2. This medication is to be given in the form which is circled:  

Tablet      Ointment      Capsule      Inhalation      Liquid
3. If this medication is on a PRN(as needed) schedule, please describe how the person supervising medication is to determine when the medication is needed:  
\_\_\_\_\_  
\_\_\_\_\_
4. Dosage (amount to be administered during school hours):\_\_\_\_\_
5. Side effects (expected or predictable):\_\_\_\_\_
6. At what time during school hours should the medication be administered:\_\_\_\_\_
7. The child’s parent/guardian knows of this request and is in full agreement that this medication will be administered as indicated. Should the student manifest any of the following symptoms, please discontinue administration and notify the parents and/or my office immediately.
8. Contradiction for administration of medication are:\_\_\_\_\_
9. Furthering written instruction will follow from me to the school if the drug is to be discontinued or the dosage/administration time is changed from these instructions.

In accordance with the 1963 Wisconsin Act 334, I agree to retain power to object, supervise, decide, inspect and oversee that administration of such medication(s). Direct contact shall be made with me at any time should you have any questions.

**\*Before school personnel may administer prescription medication, a licensed physician must complete this form.**

Physician Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Name of Clinic:\_\_\_\_\_ Phone:\_\_\_\_\_

Parent Signature:\_\_\_\_\_ Date:\_\_\_\_\_

# APPENDIX E

## Wausaukee High School

### Work Release Education Program

#### Guidelines

The focus of this program is to provide the opportunity for juniors and seniors in various courses of study to gain work related skills and apply learned concepts in an actual work setting. Placements will be in areas related to a production or business type of operation.

Students must meet the following criteria:

1. Senior and Junior in good standing.
2. Have a good attendance record from sophomore/junior year.
3. Have at least a 2.0 grade point average.
4. Maintain 3.5 credits.
5. Has exhibited acceptable behavior as determined by the administration.
6. Students may be assigned up to 1 block per day of cooperative placement to be worth .5 credits per class period per semester.

Once a student has been enrolled in the program and placed, they must maintain the following standards:

1. Maintain a 95% excused attendance record, unless documented by doctor's attention.
2. Students will maintain a cooperative attitude towards school, and exhibit good behavior throughout the semester. Failure to comply could result in termination of program and possibly insufficient credits for graduation.
3. Students will have **no unexcused absences or office referrals**.
4. Maintain a "C" average or better in all classes. Failure to do so will result in a 15 school day probationary period, in which the student will raise the grade(s), or may have cooperative placement terminated. A form will need to be obtained from the supervisory instructor, and signed off by all teachers and administration to verify improved status.

*\*If a student's placement is terminated, he/she will receive an "F" for the course and be assigned a study hall for no credit. This may affect the overall number of credits needed to graduate and could prevent the student from graduating with his or her class. Should the placement be terminated on positive grounds, alternative placement will be attempted.*

I understand all of the above guidelines and feel I am qualified for the program, and would like to be considered as a potential participant.

_____ Student Signature	_____ Date	_____ Parent/Guardian Signature	_____ Date
_____ School Counselor Signature	_____ Date	_____ Principal Signature	_____ Date
_____ Employer Signature	_____ Date	_____ Employer Signature	_____ Date

Placement: \_\_\_\_\_ Current Grade Point Average: \_\_\_\_\_

Related Academic Course-Work: \_\_\_\_\_

#### Student Nondiscrimination

The right of students to be admitted to school and to participate fully in curricular, co-curricular, recreational, student services, or other programs or activities shall not be unlawfully abridged or impaired because of a student's sex (including conformity to sex or gender-based stereotypes), sexual orientation, race, color, national origin, ancestry, religion, creed, age, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Accordingly, the School Board prohibits all forms of unlawful discrimination against students, regardless of the legally-protected status or classification that serves as the basis for any prohibited discriminatory conduct, policy, or practice.

APPENDIX F

Wausaukee High School

Worksite Evaluation

Student Name: \_\_\_\_\_ Business: \_\_\_\_\_

Employer/Supervisor: \_\_\_\_\_

Please evaluate the student in the following areas on this five-point scale:

- 5 – Excels in performance
- 4 – Consistently displays more than acceptable behaviors
- 3 – Displays acceptable behaviors
- 2 – Displays less than acceptable behaviors
- 1 – Unsatisfactory performance

Comments about the student’s performance in these areas are welcome, not mandatory.

\_\_\_\_\_ Competencies

\_\_\_\_\_

\_\_\_\_\_ Attendance

\_\_\_\_\_

\_\_\_\_\_ Teamwork/Cooperation

*Works well in a group to complete a task or assignment; contributes to a team effort; gets along with others to accomplish a specific goal; willing to work together; listens to and follows directions.*

\_\_\_\_\_

\_\_\_\_\_ Initiative

*Originates action rather than being told what to do; seeks additional challenges and responsibilities.*

\_\_\_\_\_

\_\_\_\_\_ Effort

*Takes action to complete assignments and achieve goals*

\_\_\_\_\_

\_\_\_\_\_ Interpersonal Skills

*Gets along with people; builds rapport; utilizes appropriate interpersonal methods to guide individuals or groups toward task accomplishment; uses appropriate grammar and communication skills.*

\_\_\_\_\_

---

**Quality of Work**

*Submits work that is neat and accurate; work is well thought out.*

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**Responsibility/Time Management**

*Makes wise use of time; is prepared for daily activities; completes and submits assignments on time.*

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**Integrity**

*Displays a high level of social and moral values; honesty and loyalty.*

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**Self Confidence**

*Believes in themselves; willing to express opinions or take on an assignment; presents an appropriate appearance and good grooming.*

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**Evaluator's Signature**

---

**Date**

<b>47-50</b> Excellent
<b>41-47</b> Above Average
<b>31-40</b> Average
<b>25-30</b> Below Average
<b>0-24</b> Unacceptable

**Total** \_\_\_\_\_

**Comments:**

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# APPENDIX G



School District  
of Wausaukee

*Every Student, Every Day*

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## Parent Request Waiver of School Responsibility

Student Name: \_\_\_\_\_

Event/Competition: \_\_\_\_\_

Date of Competition: \_\_\_\_\_

Designated Person: \_\_\_\_\_

- ☐ I, the parent/guardian of student(s), authorize the **designated person listed to pick up my student(s) at the event/competition location**. I understand that if this individual is not at the designated location, my child will return to school with the group. I hereby waive the School District of Wausaukee of any responsibility for my student(s), while s/he is being transported by the person I have designated above.
- ☐ I, the **parent/guardian, will be transporting my student(s) home from the event/competition** on the date provided. In doing so, I hereby waive the School District of Wausaukee any responsibility for my student(s) while being transported in my care.
- ☐ I, the **parent/guardian, will be transporting my student(s) to the event/competition** on the date provided. In doing so, I hereby waive the School District of Wausaukee any responsibility for my student(s) while being transported in my care.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

***\*This form must be presented to the teacher/principal personally by the parent/guardian.***

# APPENDIX H

[Form 443.45 A](#)

## School District of Wausaukee

### Random Suspicionless Drug Testing

### Co-Curricular Consent/Release Form

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

I am the parent/legal guardian of \_\_\_\_\_.

Student Name

☐ **I consent to my child's participation in co-curricular activities within the Wausaukee School District.**

District students who choose to exercise the privilege of participating in extracurricular activities that are defined in the extracurricular Activities Code must agree to participate in the random suspicionless drug testing program. Student participants registering for extracurricular activities will be provided with a consent form annually. The completion of the consent form by the participant and, if the student is a minor, his/her parents or guardians, constitutes express permission and agreement that the student will submit to random suspicionless drug testing. Signing the consent form, and adherence to the conditions thereafter, shall be a condition for participation in extracurricular activities. If an extracurricular participant refuses to take a drug test when they are randomly selected, it will be treated as a positive test and the student will be given an Activity Code violation. Parents or guardians of students who are not adults will be notified regardless of the result of the test.

☐ **I consent to my child registering to park a motor vehicle in the school parking lot.**

I understand that as a condition of participation in co-curricular activities and/or the exercise of parking privileges, my child will be subject to random suspicionless drug testing pursuant to the School District of Wausaukee's Random [Suspicionless Drug Testing Policy #443.45](#).

I consent to my child's participation in the Random Suspicionless Drug Testing Program pursuant to the terms of [District Policy #443.45](#). I also consent to the release of information concerning the results of the Random Suspicionless Drug Testing Program to the School District of Wausaukee's personnel who hold a legitimate educational interest.

Since my child has elected to become a member of the School District of Wausaukee's co-curricular programs and/or to exercise District privileges, I agree to abide by the Random Suspicionless Drug Testing Policy which I have read and understand.

\_\_\_\_\_  
Signature of Parent(s)/Legal Guardian(s)

\_\_\_\_\_  
Date

APPENDIX I

[Form 443.45 B](#)

School District of Wausaukee  
Random Suspicionless Drug Testing  
Co-Curricular Refusal Form

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

I am the parent/legal guardian of \_\_\_\_\_  
Student Name

- ☐ I understand, that as a condition of participation in the School District of Wausaukee’s co-curricular programs and/or the exercise of parking privileges in the school parking lot, my child will be subject to Random Suspicionless Drug Testing pursuant to the School District of Wausaukee’s [Random Suspicionless Drug Testing Policy #443.45](#).
- ☐ I, the undersigned, am refusing to participate in the School District of Wausaukee’s Random Suspicionless Drug Testing Program. I understand that by refusing to participate in the Program, my child will not be allowed to participate in the co-curricular programs, nor will my child be permitted parking privileges in the school parking lot. I have read and understand the District’s Random Suspicionless Drug Testing Policy.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent(s)/Legal Guardian(s)

\_\_\_\_\_  
Date