STUDENT HANDBOOK

WITTENBERG - BIRNAMWOOD HIGH SCHOOL

WBHS School Song:

Across the Field

The Green and Gold are here to win this game
and win we'll surely try
For they're a team who always fights
and fights to score for Witt-Birn High.
U Rah Rah.
Watch them play and you're sure to know
The Green and Gold can beat any foe.
Score, Score, we all want more.
So come on team, let's Fight, Fight, Fight
Fight Fight!

Wittenberg, Wisconsin

2026-2027

Wittenberg - Birnamwood High School
Student Handbook

400 West Grand Avenue
Wittenberg. Wisconsin 54499
(71 5) 253-2211 or
(715) 449-2675
Fax (715) 253-3588
School website: www.wittbirn.k12.wi.us

Garrett Rogowski
Superintendent

Megan Rothmeyer
Principal

Julie Clark
Dean of Students

Megan Marcks
Director of Pupil Services

Chris Nier
Athletic Director

Sheila Weller
Director of Food Service

Jeff Miller
Maintenance & Custodial Supervisor

All courses, including Career and Technical Education courses are available without discrimination based on race, color, religion, sex, national origin, age, disability, political affiliation or belief or sexual orientation.

WBHS FACULTY and STAFF MEMBERS

Agriculture
Matthew Christian

Art
Diana Treu

Business Education
Cheryl Muscha

English
Joanna Fradrich
Katie Stegeman
Stacy Rocke

Family/Consumer Ed.
Joy Tryba

Health
Nick Mechelke

Librarian
Chanda Kersten

Mathematics
Brian Rew
Brian Beyer
Brian Justen

Music Arts
Jennifer Nueske – Band
Melissa Gauderman – Choir

Driver's Education
Troy Ostrowski
(In classroom instruction only, summer)

Physical Education
Tina Bacon
Nick Mechelke

Science
Avery Koblings
Kody Szews
Christina Priewe

Social Studies
Chris Bartletti
John Heinrich
Chad Moegenburg

Spanish
Jonathan Olson

Technology Education
Owen Batten - Woods
Dylan Wieland- Metals/Engines

Alternative Programs Coordinator
Julie Clark

Special Education Services
Calista Treptow
Tarrie Beran
Kari Hahn

Work-Based Learning Coordinator
Chris Nier

School Counselor
Stephanie Gruber

Athletic Director & Youth Apprenticeship Coordinator
Chris Nier

District Office
Kim Moede
Jill Resch
Janessa Yaklovich

Secretary
Tracy Keeney
Robin Pukall

Technology Coordinator
Trent Gunter
Kimberly Grahl

Teacher Assistants
Michelle Hill
Deb Carroll
Lisa Damos
Elizabeth Hegewald

Food Service
Sheila Weller
Tammy Bushman
Lois Anderson

Maintenance
Mitch Block

Custodians
Amy Reynolds
DuWayne Wicke
Kimberly Wilson
Elaine Spranger
Tammy Peters

School Psychologist
Kara Muthig

School Nurse
Molly Meverden

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1. WITTENBERG-BIRNAMWOOD DECISION MAKING MODEL:

District Vision:

- Striving to be the best district in the state at preparing every student to excel and achieve to their maximum potential based on their individual talents and interests.

School Board Long-Term Goal:

- The District will commit to continuous students improvement through forward thinking, balanced decision making, and a commitment to excellence.

School Board Mission:

- We will inspire all students to obtain a quality of life that is productive and meaningful by providing them with a challenging curriculum and experiences that are relevant to their futures in a safe, supportive, and nurturing environment.

School Board Short-Term Goals:

- The district will commit student-centered decision making that focuses on positive growth and outcomes.
- The district will commit to fiscally responsible decisions that are viable and supportive of the school community.
- The district will commit to cohesive communication, management and promotion of the W-B School District.

District Goals:

- We will provide students with articulated learning goals for each lesson, so that they will meet content proficiency standards through reading, writing, speaking, and/or performing.
- We will provide students with engaging, responsive instruction so that they become self-determined and take ownership of their learning.
- We will commit to providing a safe, welcoming and community-oriented learning environment where we are responsive to the cultural, physical and mental health needs of each individual student.

2. WEBSITE PHOTO RELEASE/VIDEO:

➔ Throughout the school year Wittenberg-Birnamwood School District is proud to share the news of our students' activities, projects, and achievements with the community. This information may be posted on our District website, facebook, newsletters, and/or the newspaper. Sometimes this news includes photos of students in school settings. When the photo captions include the names of students, it will only include the first name and last initial of each student.

➔ For your child to be included in these photos, you must give written permission to the office of the school that your child attends. Your permission will be included in a database and will hold for the duration of the student's enrollment in our district. There also could be a time that students will be videotaped for modeling to help students learn.

➔ The forms for Photo-Release/Video-Taping Release are available in the high school office and will be part of our yearly registration process.

3. ACADEMIC INFORMATION:

A. GRADUATION REQUIREMENTS:

- Because the amount of credits available to students has increased, the amount of credits needed to graduate from WBHS will also proportionally increase as follows: Class of 2027 must earn 27.0 credits to graduate from WBHS and the Class of 2028 and beyond must earn 28.0 credits to graduate from WBHS.
- Students are required to successfully complete high school credits in the following areas:

Subject	Credits
English	4
Health	.5
Math	3
Science	3
Physical Education	1.5
Social Science	3.5
Electives	11-12
Personal Finance	.5

- Successfully completed ***State Civics Exam***
- Anyone not meeting these requirements will not be allowed to graduate or to participate in the graduation ceremonies. For more information about the courses offered, please refer to our student scheduling handbook.

B. EARLY GRADUATION:

- WBHS will consider early graduation following completion of the second trimester of the senior year dependent upon these factors:
  - ❖ A letter petitioning for early graduation has been submitted to the High School Principal by the parent or guardian of the student or the 18-year-old student by the first Friday of December
  - ❖ All present academic requirements are to be met.
  - ❖ The Principal and School Counselor have consulted with faculty members who have worked with the student to assess academic achievements and social and emotional factors.
  - ❖ The student has presented a solid, viable, post-secondary plan that would be enhanced by early graduation.

C. GRADUATION CEREMONY–SENIOR ATTENDANCE & GRADUATION ATTIRE

- According to the Wittenberg-Birnamwood school policy, any senior who does not attend 90% of their scheduled classes during the last trimester of their senior year will not be allowed to participate in the graduation ceremony. (See Appendix A)
- Students are allowed to wear cords ONLY for WBHS academic Laude honors. National Honor Society, military and cultural stoles can be worn with prior administrative approval. Lastly, students may decorate their caps with prior administrative approval. Students who do not adhere to these guidelines may not be allowed to participate in the graduation ceremony.

D. REAL ACADEMY – ALTERNATIVE EDUCATION PROGRAMS:

- REAL Academy Alternative Programs are designed for students at-risk of not meeting graduation requirements. It provides two levels of support and may be an option for students who learn best in non-traditional school settings. The REAL Academy will be a place of minimal distractions, one on one help, transitional support, and a program for student achievement.
    - ❖ Level 1: The Credit Recovery Program:
        - ❏ This program is designed to serve students identified as at-risk of not meeting graduation requirements. Students enrolled in this program will have a Personal Education Plan to meet the individual needs of each student. The program will be devoted to the success of each student and should include strong parental/adult involvement. The Personal Education Plan may incorporate school and partner agencies to address students who need intervention in the areas of behavior, mental health, academic needs, attendance, or AODA issues. Instruction may be in the regular classroom with support or it may be specialized. Specializations may include: pull-out classes for core subjects of difficulty, project based learning for greater understanding and engagement, specialized reading/writing intervention, and online school courses. Study/social skills will be emphasized as well as planning for post high school goals and objectives.
    - ❖ Level 2: GEDO #2:
        - ❏ The GED Option #2 Program is designed for students with severe credit deficiencies who are unable to meet graduation requirements through other means such as the Credit Recovery Program.This program allows our district to use the GED test battery to measure proficiency in lieu of high school credit for students enrolled in the alternative education program. A student who passes the GED tests and completes other requirements will receive a traditional high school diploma from their home school district and will be eligible to participate in graduation ceremonies. This program will also include a Personal Education Plan and an employment/community service component.
- Students must meet state or district criteria to be eligible for these programs. For more information contact REAL Academy Coordinator – Julie Clark

E. EARLY COLLEGE CREDIT PROGRAM (ECCP), START COLLEGE NOW (SCN), RURAL VIRTUAL ACADEMY (RVA) ONLINE COURSES:

- The objective of the Early College Credit Program (ECCP) and Start College Now (SCN) is to offer students the ability to take college courses (dual credit) directly through colleges with their instructors. This will not affect the courses we offer, but rather how we can offer them to students. Students can take courses through ECCP and SCN once they have completed all courses in that content area here at WBHS. Cost for these options varies, but usually means less of a financial burden on the family's behalf. Once this is confirmed, students will be notified of any cost sharing expense. For more information on ECCP, SCN, and earning college credit in high school please contact our school counselor.

- WBHS RVA (Rural Virtual Academy) Class Parameters
    - 9th and 10th Grade: RVA courses are not available for 9th and 10th graders
    - WBHS required elective prerequisite to take RVA courses junior and senior year:
        - A student must have successfully completed, or is concurrently attending, an introductory course from five out of the following seven content areas: Agriculture, Art, Business & Information Technologies, Family & Consumer Science, Spanish, Music, and Technology Education.
        - In order to take RVA foreign language courses, a student must have successfully completed one full credit of Spanish I at WBHS if offered.
    - 11th and 12th Grade: A maximum of two RVA courses may be taken if all WBHS elective introductory course requirements are met. (see above)
        - If any specific course is two trimesters in length during a given year, the student may only take that course for the year.
    - Additional RVA Course Information:
        - A student-parent contract is required for any student taking an RVA course. If a student fails an RVA course, the student and family is responsible for all fees associated with the course.
        - If a student is enrolled in an RVA course for credit recovery (with the exception of transfer students), the student and family is responsible for all fees associated with the course.
        - For full time RVA students who partner with WBHS for one or two class periods: The student will be subject to all applicable school policies, including attendance requirements, grade monitoring procedures, the co-curricular code, and established course drop timelines.
- For more information on participating in one of our school-to-work programs like WBL or YA, please contact our Work-Based Learning Coordinator.

F. ACADEMIC AWARDS:

- Students achieving a 3.5 GPA for 3 consecutive trimesters will be awarded an academic letter. For each subsequent trimester, a 3.5 to 3.99 GPA (silver) or a 4.0 GPA (gold) lamp is awarded.

G. LAUDE SYSTEM:

- The Laude System is a point-based system utilizing a student's unweighted grade point average along with the number of trimesters of advanced coursework (laude honors courses). To earn the highest honors, Summa Cum Laude, **a student must earn both the indicated range of points in the Laude System as well as earn a 26 or higher on the ACT.**
- Students will earn one point per trimester for designated Laude courses (as indicated on the Laude course chart available on our website). Students must also successfully pass and complete a class to receive the designated honor points.
- Students will be eligible for the Summa Cum Laude, Magna Cum Laude, or Cum Laude recognition by ***multiplying their grade point average at the end of the second trimester senior year (after 11 trimesters) times the total number of Laude Course points earned through all 12 trimesters***.

- Upon graduation, students will be recognized for earning Laude standing in the following manner:
    - ❖ **Cum Laude:** Royal Blue Honors Cords
    - ❖ **Magna Cum Laude:** Silver Honors Cords
    - ❖ **Summa Cum Laude:** Gold Honors Cords

- With the change in this academic excellence recognition system, we will no longer be using the valedictorian or salutatorian awards. The class president will do one speech. The remaining two speeches will be reserved for students earning Summa Cum Laude distinction. Please see Appendix B.

H. HONOR ROLL:

- To be an Honor Roll student, a 3.0 average is needed for all work in which credit is given. Averages are figured on a point basis as follows: A, 4 points; B, 3 points; C, 2 points; D, 1 point; F, 0 points. A plus is a .3 of a point above the mark and minus.3 below the marking. For example: A- is 3.7 and C+ is 2.3. Honor Roll runs from 3.00 - 3.699. High Honor Roll runs from 3.70 - 4.00.

I. HONOR STUDENT PRIVILEGES:

- Available to junior and senior students earning a 3.0 or better Grade Point Average for two or more consecutive trimesters and do not have any D's or F's on their trimester report card.
    - ❖ Open campus during lunch
- Honors students must complete the "Honors Agreement" form and return it to the high school office before obtaining the privileges. Consequences for violating school expectations will result in suspension of honors privileges. Students not meeting the required GPA or necessary grades will be removed from honors upon trimester grade checks. Approval is subject to WBHS principal authorization.

J. REPORT CARDS/GRADING:

- Report cards are issued at the end of each trimester. Visit "Family Access" on the school website daily to keep up with your child's grades. Please reference individual teacher syllabus for individual grading policies.
- Wittenberg - Birnamwood High School Grading Scale:

Letter Grade	Percent Grade
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72

D+	67-69
D	63-66
D-	60-62
F	Below 60

K. SCHEDULE CHANGE POLICY:

- Students will be given the opportunity to request schedule changes for the upcoming school year from the moment schedules are released until 3:00 pm on the first day of class each trimester. Much time and effort is spent scheduling students in the spring, so students who feel it is necessary to request a schedule change must complete a "Schedule Change Request" form and meet with or email the school counselor. Parent/guardian permission is required. Students are required to carry a minimum of 7.5 credits during the academic school year. (An exception is made for students with only band or choir in their schedule. Those students are only required to carry 2.25/trimester.)
- After a trimester begins, students have until 3:00 pm on the first day of class to change schedules with the "Schedule Change Request" form completely filled out at the time of the change. After the first day of class, changes must be **teacher initiated or approved by the principal**. A drop due to misconduct or initiated by the parent/guardian before the trimester ends is recorded as a failure on the permanent record of the student. A class that is two or three trimesters long must be changed before the start of the trimester; these waive the one day of classes grace period since they have already been in progress. You are expected to work hard at being successful in each class.

L. WBHS STUDENT SERVICES:

- SCHOOL COUNSELOR – The School Counselor's office is located on the second floor above the library area, on the balcony. The counselor is available to help students make informed and individually appropriate social, educational, and vocational choices. Parents are encouraged to communicate with the counselor as well.
- Counselors provide information and assistance in the following: social/emotional needs and resources, career and college/technical school choices, financial aid, class schedules, grade point averages, testing services, and various WBHS programs.

M. WORK-BASED LEARNING/YOUTH APPRENTICESHIP (YA):

- Students have the opportunity to leave during the school day to go to work. They will work with the Transition/Assessment Coordinator, Chris Nier, and fill out any necessary paperwork/forms. Students may only earn a ½ credit for 90 hours of work upon proof of paystubs or record of hours per trimester.
- Students wishing to participate in work-based learning must first apply for the Youth Apprenticeship Program. If accepted to YA, students must participate in YA as part of their work-based learning experience.
- Work-based learning is available to juniors and seniors. Juniors may leave school to work a maximum of one period a day. Seniors are allowed to leave school to work two periods a day, any additional time would need administrative approval.

- Students must have a job by the start of the trimester that they have WBL in their schedule. If they do not have a job by the start of the trimester, they must pick a class in the building by 3:00 pm the first day of classes.
- Students have one week from the start of the trimester to turn in the signed Work Experience Training Agreement. If this form is not turned in on time, the student will have to remain at school and pay for an online course.

4. STUDENT FEE/INSURANCE:

A. WBHS FEES :

- A WBHS non-refundable WBHS registration/ID fee of $25.00 will be assessed to all students. Fees will accumulate throughout your high school years and will need to be paid before graduation (WB School Board Policy).

B. SCHOOL LUNCH:

- Children need healthy meals to learn. Wittenberg-Birnamwood School District offers healthy meals every school day.
- Please fill out a Free and Reduced school meals application for qualification. Prices on meals are subject to change.
- Information on lunch prices are available on the district website.

C. AUTOMATED FOOD SERVICE:

- WBHS students will each be assigned a Personal Identification Number (PIN) for them to use when purchasing hot lunch. Students caught fraudulently using others' PIN will be disciplined for theft. Online payments will be available for you to use your debit/credit card on the Wittenberg-Birnamwood School District webpage. If your family's lunch account goes "negative" you will receive a phone call from our automated phone master and you will also receive a notice home from the office. If payment is not made by Tuesday of the 2nd week, your child will be served PB & J until the lunch account is brought into a "positive" balance. If payment is not made by the 3rd week, your child will not be allowed to use the school lunch system until the account has a positive balance.

5. GENERAL INFORMATION:

A. LEAVING SCHOOL GROUNDS:

- All students are required to sign in and out in the high school office when entering or exiting the school building during school hours. All students should only enter and exit the building through the main entrance.
- WBHS has open-campus lunch periods for juniors and seniors who have earned honors and parental permission. Upon arrival in the morning, students may not leave the school building without permission.
- If it is necessary to leave school grounds during the day, a student must present a note in the office from the parent indicating the reason for the request. The student will then be given a pass excusing them from the classroom. Each request will be handled on its particular merit. If a student is transporting themselves or riding as a passenger with a

student driver during the school day, a WBHS Student Driver Waiver (see appendix D) must be signed by a parent/guardian and turned into the office prior to leaving.

- For field trips/school sponsored events where school transportation is provided for events beginning and ending during the school day:
    - ❖ Students must ride on the school provided transportation and must accompany the group if they wish to participate in the activity.
    - ❖ In certain situations, administration may approve a parent/guardian transporting the student or allow students to drive themselves with a completed Student Driver Waiver form. A note from the parent/guardian must be provided to the administration for these exceptions.
    - ❖ All in-school regulations are in effect on any field trip.

B. SCHOOL DAY:

- The school building will be open to students from 7:30 a.m. to 4:00 p.m. each day. The commons will remain open for students participating in after school activities or who are waiting for rides. Students are not to be in the building at other times unless participating in school sponsored activities with a supervising teacher/advisor present.

C. VISITORS:

- We welcome parents and community members. Visitors must register in the main office and obtain a visitor's pass.
- WBHS does not permit students to bring student friends/relatives from other schools during the school day.

D. NURSING SERVICES:

- A school nurse is available to assist students with health/medical needs. Please notify the school nurse if your child has school health needs including but not limited to; epilepsy, diabetes, asthma, severe allergies, etc. Along with notifying the school nurse, please update in Skyward. The School Nurse travels between all three schools. School secretaries are available to help with needs and medications.

E. MEDICATION:

- Prescription Medications: Prescription medications can be administered at school with written instructions from a licensed healthcare provider and written consent from a parent/guardian. A medication consent form must be completed and filed in the office.
- Over-the-counter Medications: All over-the-counter medications require written consent and instructions from a parent/guardian. A medication consent form must be completed and filed in the office. A medication consent form is not needed for Acetaminophen and/or Ibuprofen, if parental/guardian consent was entered during student registration in Skyward. Requesting dosage beyond recommendation on the medication label will require a medical order from a licensed healthcare provider.
- All medication will be kept in and dispensed through the main office unless other official programmed arrangements have been made with the administration. All medication must be in the original container with proper labeling. A new medication consent form must be filled for each school year. Please see Administration of Medication/Emergency Care policy number 5330 located on the Wittenberg-Birnamwood School District website for more information regarding medication in school and emergency care.

F. IMMUNIZATIONS:

- Students must have the following minimum required immunizations by the 30th day of school:
    - 4: DTP/DTaP/DT/Td[2]
    - 1: Tdap[3]
    - 4: Polio[4]
    - 3: Hep B
    - 2: MMR[5]
    - 2: Varicella[6]
    - 2: MenACWY (This is part of a two dose series. The second dose is needed before starting 12th grade.)
- **<u>Waivers</u>: Parents have the option to decline any and/or all immunizations based on personal, religious and/or health reasons. If you choose *not* to immunize your child, check the appropriate waiver and sign the immunization form which is available in the main office.** Failure to meet immunization requirements or provide signed waivers may result in exclusion from school, court action, and/or forfeiture penalty. In the event of the outbreak of any of these vaccine preventable diseases, those students who are not completely immunized against that disease may be excluded from school to prevent further spread of the disease. This includes students who claim waivers. Please contact the school nurse if you have questions.

G. SCHOOL CLOSING:

- In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over radio or television stations:
    - ❖ WRIG / WDEZ - Wausau 101.9 FM
    - ❖ WIFC / WSAU - Wausau 95.5 FM
    - ❖ WAOW - Wausau Channel 9
    - ❖ WSAU - Wausau Channel 7
    - ❖ WBAY - Green Bay 2
    - ❖ WFRV - Green Bay 5
    - ❖ NBC26 - Green Bay 26
- The school may also announce closure on the district Facebook page and/or via a Skylert message.
- If no report is heard, it can be assumed that school will be in session.
- Please do not call the school. Check the school website for details about closings.
- Virtual learning will take place at home to make up for the school closure.

H. SCHOOL DANCES & PROM:

- Students from WBHS, grades 9-12, may attend. Guests (grade 9-12) may attend by completing and submitting a WBHS Dance Permission Slip. Guests (ages 15-20) may attend only if they have been approved by the WBHS principal by the posted deadline which will be no less than one week in advance of the school sponsored event.
    - ❖ Once students leave, they may not return.
    - ❖ Guests and WBHS students must comply with all WBHS rules and regulations as

expected of WBHS students or they will be asked to leave.

- ❖ Guests must have an ID when entering.
- ❖ All WBHS rules and regulations at school sponsored events, even if the event is not held at WBHS, will be enforced.
- ❖ Random drug and alcohol tests may be given during any school sponsored event, even if the event is held outside of our school grounds.

I. SCHOOL CLUBS & ACTIVITIES:

- Staff and administration have the authority to hold a student back from a club event or school related activity if the student has a failing grade at the time of the event/activity.

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J. AGE OF MAJORITY:

- All students at WBHS regardless of age must comply with school rules. WBHS recognizes that by state law when students reach the Age of Majority they are afforded all the rights and privileges of adulthood. Students may, upon reaching 18 years of age, assume full responsibility for their report card, attendance and other school related procedures and activities. In order to accomplish this, the student must meet with the principal and convey this in writing.
- We recognize that in some situations, a student may be independent with all the responsibilities of adult life. However, we remind all 18-year-old students who continue to reside at home with parents/guardians that out of courtesy and respect, the WBHS will continue communication unless explicitly asked not to in writing.

K. SCHOOL LOCKERS:

- A student locker is provided by the school for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the locker for any other purpose. Items brought to school or those in lockers are not insured for reimbursement by the Wittenberg-Birnamwood School District.
  - The school locker assigned to a student is the property of the Wittenberg-Birnamwood School District. The use of a locker other than the one assigned to the student is prohibited.
  - School administration reserves the right to search lockers at any time without notice or student consent.
  - Students are subject to disciplinary action if there is graffiti, stickers, or any damage done to lockers.
  - No offensive or inappropriate material may be posted or displayed on school property or student lockers.
  - Students should keep their lockers locked at all times to prevent theft.

L. BUS RIDERSHIP:

- Safety in moving vehicles demands a set of rules for riding a bus. The guides are designed for your safety as well as for making the trip to school, or co-curricular trip, a little more enjoyable. Students may be suspended from riding the bus for disciplinary reasons. The Wittenberg-Birnamwood School District may use video monitoring in all buses.

M. PARKING / DRIVING PRIVILEGES:

- Students who wish to drive must submit a completed parking permit form in person to the high school office. Parking permit forms can be obtained in the office or online. Student fees for parking may be paid in the High School office or online. Fee rates are $40 per year, $15 per trimester, or $1 per day.
    - Students are to properly park in their assigned spot in the student parking lot during the school day.
    - Students returning to school after school hours may park in any available spot.
    - Parking permits must be displayed on the rear-view mirror at all times.
    - Students parking for one day will park in spots 26-32 and must sign in before 8:00 a.m. or immediately upon arrival at school before going to any classes.
    - Students are not allowed to speed in front of buses to get out of the parking lot. Buses have the right of way at all times.
    - The school administration reserves the right to search any vehicle at any time without notice or student consent. A copy of Board Policy (JLIE) rules are given to you at the time of registration.
    - Students who violate the rules pertaining to driving and parking are subjected to police referrals and will have their privileges suspended and/or the vehicle may be towed at the owner's expense.

N. SNOWMOBILES, Utility-Terrain Vehicles (UTVs), & All-Terrain Vehicles (ATVs):

- Snowmobiles are allowed on campus only when the area trails are open and then only from the trail to the parking area behind the Agriculture building. They are not allowed anywhere else on school property.
- UTVs are allowed on campus only from a legal road to the south-side of the student parking lot along the fence. They are not allowed anywhere else on school property.
- Students must have all permission paperwork completed before bringing a snowmobile or UTV to school.
- ATVs are not allowed on school property at any time.
- Students who violate the rules pertaining to driving and parking are subjected to police referrals and will have their privileges suspended and/or the vehicle towed at the owner's expense.
- See Appendix C for specific details.

6. ATTENDANCE REGULATIONS:

A. COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT:

- Under the State of Wisconsin attendance laws, it is the expectation that all students are in attendance while school is in session. It is our goal to ensure that all of our students receive a successful and rewarding experience at WBHS. In order for this to occur, regular school attendance is necessary.
- **Absence Procedures:**
    - ❖ All absences must be reported to the school office by phone (715-253-2211) or by a signed note within 48 hours of the absence. All absences not reported within 48 hours will be considered unexcused.
- **Absence Types:**
    - ❖ *Parent Requests:*

- ❏ According to Wisconsin's Compulsory School Attendance laws, parents are allowed to excuse their child from school a maximum of 10 days per school year. A “day” counts as all or part of a day. These absences should be requested prior to the day the student is absent.

❖ *Excused Illnesses:*
- ❏ In addition to the allowed parent request days, WBHS will allow a parent to excuse their child from school for illnesses 5 days per trimester. Illness days beyond 5 days in a trimester will require a doctor’s note to be counted as excused.

❖ *Doctor’s Excuses:*
- ❏ Any time a student misses school due to a medical appointment, signed documentation from the medical provider is required to count the absence as excused.

❖ *Unexcused Absences:*
- ❏ Once a student accumulates five unexcused absences (all or part of a day) in a trimester, a truancy warning letter will be sent home requesting a meeting to discuss the student’s absences. Unexcused absences beyond 5 days in a trimester may result in a truancy referral to law enforcement.
- ❏ Absences not accompanied by a written or verbal warning will be charged towards the allotted Parent Request days. Students arriving after 8:10 will be marked Unexcused truant.
- ❏ Students picked up at 3:00 or later on Monday through Thursday or at 2:25 or later on Friday will not be marked as Unexcused or a Parental Request.

❖ *Tardies:*
- ❏ Students arriving between 8:00 and 8:10 will be marked Tardy. Students who accumulate 15 tardies in a trimester will also be subject to a truancy citation.

B. ATTENDANCE NOTIFICATION LETTERS:

- You may periodically receive letters notifying you of the number of parent requests and excused illnesses that you have used during the school year. These letters are for informational purposes and to assist you in keeping track of your child’s attendance.
- If you have any questions about the attendance policies or have concerns regarding your child’s attendance, please contact Julie Clark, Dean of Students.

7. STUDENT BEHAVIOR/EXPECTATIONS:

A. DRESS CODE

- The Wittenberg-Birnamwood High School believes that the student dress code is an important part of creating a school environment that is safe, conducive to learning and free from disruption.
- The following student dress code standards shall be enforced in the district during the school day, on school bus/district/school-sponsored vehicles and at all school-supervised activities and functions. Exceptions will be made only for religious or medical reasons.

- ❖ Students shall dress appropriately for the school environment. Student attire that causes, or is likely to cause, an interference with school operations or a substantial disruption to the school environment will not be permitted. School staff shall consider the link between the potential disruption or interference and the student's attire at issue when making decisions under this provision.
- ❖ No student shall be permitted to wear any clothing that depicts, promotes or advertises alcohol, illegal drugs, tobacco products, firearms, gang affiliation/activity, profanity, violence or pornography. Furthermore, students shall not wear anything that staff determines is offensive to another person.
- ❖ Students shall wear protective clothing and/or safety equipment when working in science labs, technical education, family and consumer science, school cafeterias, and other program areas as required to comply with health and safety codes and regulations.
- ❖ Clothing and/or accessories that cause injury to anyone or damage to property may not be worn.
- ❖ Students participating in activities or events representing the school before the public shall be expected to dress appropriately so as not to distract from the group or the occasion.
- ❖ Clothing must cover all private areas and may not expose the chest or undergarments.

- Additional school or activity rules concerning student dress may be established but only if they are in line with provisions of this belief.
- School staff shall be responsible for enforcing student dress code standards on a fair and consistent basis. If there is a disagreement between staff and students and/or their parent/guardian regarding the appropriateness of a student's attire, the building principal has the authority to make this decision and determine the actions that will be taken to deal with the matter.

B. ACADEMIC DISHONESTY:

- Academic dishonesty is defined as any type of cheating that occurs in relation to a formal **academic** exercise, including plagiarism. Plagiarism is the adoption or reproduction of ideas, words, or statements of another person without due acknowledgment.
- We see **academic dishonesty** as a behavior and believe that it is our responsibility to help change that behavior so that each and every student can make responsible choices for him/herself independently over time. Therefore, the following procedure will be followed upon learning about or witnessing an event that reflects **academic dishonesty**.
  - ❖ The staff member will immediately **address the behavior** with all parties involved.

- ❏ If deemed factual, a **behavior referral** will be completed and sent to the office as record of the incident.
- ❏ The teacher may choose to represent the grade with a “zero” at the time of the incident.

❖ The teacher will **communicate with the family** via phone call or face to face, if at all possible.

❖ The teacher, student, and principal will **meet** to discuss the following:

- ❏ Review evidence, determine cause, and assign consequence.
- ❏ A possible consequence for repeat offenders may be not allowing the student to makeup the assignment, resulting in a permanent “zero”, and/or school suspension.
- ❏ If allowed, establish a timeline for redoing the exercise.
  - ★ The student will be held accountable for completing the exercise independently under staff supervision outside of the regularly scheduled school day.
  - ★ A reasonable timeline will be created during the meeting.
  - ★ If a student fails to meet the deadline agreed upon collaboratively, they will be issued a behavior referral and will complete the exercise during lunch detention.
  - ★ The academic grade will be replaced upon completion of the redo.

- WBHS recognizes the increasing availability of artificial intelligence tools (eg. ChatGPT, Bard, etc.) to our student body. WBHS strictly prohibits the unauthorized use of artificial intelligence for student completion of assignments, assessments, etc. Staff reserve the right to check student work and will treat unauthorized use as plagiarism.
- Repeated violations of academic integrity will result in additional consequences from the office, including, but not limited to detention and suspension.

C. LUNCH PERIOD EXPECTATIONS:

- Each student is responsible for the return of trays, dinnerware, etc. to the proper place.
- Hallways, lockers and classroom areas are off-limits to permit a quiet atmosphere for classes in session.
- Weather permitting, students may go outside to the designated area in front of the school if a staff member on duty is available to supervise – the parking lot is off limits.
- WBHS is a closed campus; anyone going off campus for lunch needs to sign out in the office with parental, honors or office permission.
- Students with junior or senior honor privileges may leave campus during lunch if they sign out in the office.

D. PERSONAL COMMUNICATION DEVICES (PCDs):

- WBHS is committed to providing a learning environment free from digital distractions. Research indicates that the presence of personal electronic devices during the school day can negatively impact student focus, contribute to cyberbullying, and increase social anxiety. This policy aims to foster authentic social interaction and deep academic

engagement. For the purposes of this policy, PCDs include, but are not limited to: cell phones and smartphones, smartwatches and wearable technology with communication capabilities, wireless headphones/earbuds (e.g., AirPods), personal tablets, gaming devices, and laptops.

- Students are prohibited from using or possessing PCDs on their person during the official school day, defined as the period from the first morning bell until the final dismissal bell.
    - Student PCD Storage & Waiver Agreement
    - Storage: Upon entering the building, all PCDs must be powered off (or set to "do not disturb") and stored in a school-designated secure location such as an assigned classroom storage unit.
    - Permitted Times: Use of PCDs is strictly prohibited during instructional time, passing periods, lunch breaks, and recess. **As a reminder, state law prohibits the use of a PCD in a locker room or bathroom and during instructional times.**
    - Exemptions: The district recognizes that certain circumstances require the use of personal technology. Exemptions will be granted for students with documented medical conditions (e.g., blood glucose monitoring) as verified by a licensed physician and/or documented IEP/504 accommodations.
- To ensure safety and peace of mind without the need for personal phones:
    - Parents needing to reach their child for an urgent matter must contact the Main Office.
    - Students needing to contact a parent may use school-provided landlines in the office or classroom with staff permission.
- If a student violates the PCD rules, the PCD will be taken away from the student and turned into the office. The following consequences will apply:
    - **First offense:** Students will be able to pick up the device at the end of the day.
    - **Second & third offense:** parent/guardian must pick the PCD up. If a parent/guardian is unable to pick up the PCD at the end of the day, the student will be able to pick up the PCD at the end of the next school day.
    - **Fourth offense:** the PCD will need to be left at home or turned into the office at the beginning of each day and can be picked up by the student at the end of the day.
    - **Fifth offense:** the student and parents/guardians will need to have a meeting with administration to determine future use and storage of PCDs on school property.

Refusal by the student to follow the directives of the teacher and/or staff will be immediately sent to the office administration and a more severe consequence may be applied. School administration reserves the right to search the phone if there is a reasonable suspicion that the safety and well-being of the student, school, its staff and students are at risk or reasonable suspicion of a school related wrongdoing. Police referral may be recommended regardless of the number of offenses.

E. PARAPHERNALIA/CONTROLLED OR PERFORMANCE ENHANCING SUBSTANCES:

- WBHS prohibits the use or possession of any items listed above or look-a-like substances. Disciplinary action may result if a student possesses or is involved in any way with drugs, alcohol, inhalants, e-cigarettes, tobacco, street drugs, drug paraphernalia, controlled or performance enhancing substances.

- WBHS prohibits the use of any unauthorized medication as well as drugs. Drugs are defined as any substance that alters perception or behavior, reducing an individual's ability to function appropriately in the academic environment.

F. THEFT/VANDALISM:

- Theft and vandalism are prohibited on all school property and during all school events/functions. Disciplinary consequences may result from any degree of theft or vandalism on school property or during any school function.

G. HARASSMENT (OR HAZING):

- Harassment can take many forms. It is unwanted behavior which interferes with your life. It limits and denies the rights of students to study, work, and play in the school setting. Harassment makes people feel bad and is a form of discrimination. Wittenberg-Birnamwood School District will not condone harassment of any disability and all other protected classes under State or Federal Law. Everyone has a right to not be harassed, and the staff at WBHS feels strongly that all students should feel safe at school.
- If harassment is taking place, please report the behavior to the office immediately. Bully/harassment forms can be found in the high school or school counselor office.
- Sexual (electronic - sexting) harassment:
    - ❖ Sexual harassment is unwelcome behavior of a sexual nature. There are school board policies, as well as state and federal laws which prohibit sexual harassment. It can take many forms such as: touching, grabbing, comments about your body, sexual remarks or suggestions or spreading sexual rumors, conversations that are too personal, pornographic pictures, stories, obscene gestures, offensive displays of sex-related objects, staring in a way that seems too personal and humor or jokes about sex. Students that use electronic devices to sexually harass will be turned into the local liaison officer and dealt with in school when the messages are given during or read during school hours.
- Racial harassment:
    - ❖ Racial harassment is unwanted comments regarding a person's ethnic make-up. Examples include ethnic name calling or making negative comments about a particular ethnic group.
- Verbal-electronic texting harassment:
    - ❖ Verbal harassment is unwanted verbal (texting) comments which make a person feel bad or unsafe. Examples include: teasing to cause embarrassment, or threatening to cause harm to the person, or teasing about a person's clothes or appearance. Any use of electronic harassment will be dealt with by the local liaison officer.
- Physical Harassment:
    - ❖ Physical harassment is unwanted behavior of a physical nature. Examples include pushing, striking another student, or causing harm. Physical harassment in some cases is against the law and is defined as battery, assault or disorderly conduct.
- Intimidation:
    - ❖ Intimidation is unwanted threats to cause harm. Telling someone to watch their back or that someone else is going to beat them up are examples of intimidation.

Another example is getting in someone's private space. Intimidation is also implied or expressed threats to extort things of value from a person.

- **WHAT CAN YOU DO ABOUT HARASSMENT?**
  - ❖ SAY STOP!!! - Tell the harasser you do not like his/her behavior and you want it stopped. Be Firm.
  - ❖ TELL SOMEONE! - Talk to a teacher, counselor or administrator. Discuss the situation with a parent or other family member. Make sure you don't give the person permission to harass you (either in writing, verbally or by electronics).
  - ❖ KEEP RECORDS! - If the harassment continues, write down what happened. Record dates, times, places, names of witnesses and any other information that will verify what happened.
  - ❖ If harassment is taking place, please report the behavior to the office immediately.
  - ❖ FILL OUT A HARASSMENT COMPLAINT FORM - access on the district website or request from WB office, counselor, or Principal.
  - ❖ ALL COMPLAINTS WILL BE GIVEN IN WRITING TO THE PUPIL SERVICES DIRECTOR.
    - ❑ Local Contact Person:
      Mrs. Megan Marcks (WBSD)
      Office Location: WBHS
      400 W. Grand Avenue
      Wittenberg, WI 54499
      715-253-2211 Ext. 1108
    - ❑ Federal Contact for Complaints:
      U.S. Department of Education
      Office of Civil Rights
      Regional Office #5
      300 S. Wacker Drive
      Chicago, IL 60606

NONDISCRIMINATION POLICY

The Wittenberg-Birnamwood School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, physical, mental, emotional or learning disability, pregnancy, marital status, parental status, sexual orientation, sex, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person is designated to handle inquiries regarding the non-discrimination policies: Megan Marcks, Director of Pupil Services, 400 West Grand Ave, Wittenberg, WI 54499.
715-253-2213 ext. 1108 or mmarcks@wittbirn.k12.wi.us. For further information on notice of non-discrimination, visit https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.
Revised April 2020

APPENDIX A

Senior Mandatory Attendance Policy

According to the Wittenberg-Birnamwood School Board Policy, “any senior who does not attend 90% of their scheduled classes during the last trimester of their senior year will not be allowed to participate in the graduation ceremony.”

For the 2026-27 school year, seniors graduating at the end of 2nd trimester (11/30-2/26) with a 6 period schedule can miss a maximum of 34 class periods during the trimester to remain eligible to participate at graduation ceremonies.

For the 2026-27 school year, seniors graduating at the end of 3rd trimester (03/02-05/21) with a 6 period schedule can miss a maximum of 33 class periods during the trimester to remain eligible to participate at graduation ceremonies.

All absences are counted (excused, unexcused, parental excused, and excessive tardies). Doctor’s appointments accompanied with a doctor’s note are NOT counted towards your 90% attendance.

All absences are counted: excused, unexcused, parental excused, and excessive tardies (15 tardies will count as one missed period) with the exception of school related absences and doctor appointments accompanied with an excused doctor’s note.

- If you have any questions or concerns, please contact Julie Clark, Dean of Students.

APPENDIX B

Selecting Speakers for Graduation

- Students earning the Summa Cum Laude distinction will qualify for the two of the graduation speaker positions.
- Students will be picked based on their total score for earning Summa Cum Laude.
- Total score consists of GPA x Laude Points.
- If a student is not interested in speaking, then the next highest total score Summa Cum Laude student will be asked.
- If there is a tie, the student that has the highest percentage attendance during their senior year by May 1st will be chosen as a speaker. If the attendance percentage remains a tie, the speaker will be determined by a coin flip.
- A third speech will be given by the class president. If the class president decides that they do not want to give a speech the president of the Student Senate will give the speech, as long as the president is a member of the senior class. If both the class president and Student Senate president do not want to give a speech (or if the Student Senate president is not a senior) this spot will be filled by the next highest Summa Cum Laude senior who wants to give a speech after the first two highest Summa Cum Laude senior speakers.

APPENDIX C

Snowmobile & UTV Expectations and Guidelines

Parking:

- **Snowmobile:** Southeast/south side of the building (behind the green house) behind the agriculture shop, NOT by baseball field
- **UTV:** South-side of student parking lot along the fence

Building Entrance

- **Snowmobile & UTV:** Please enter using the main WBHS entrance (entrance #1) located by the office.

Helmet-Equipment (Required)

- **Snowmobile:** Storage areas will be provided in the Ag. building.
- **UTV:** Storage areas will be provided in the main office.

Permission

- **Snowmobile:** Students riding a snowmobile must sign into the office and show snowmobile registration and a valid snowmobile safety certificate prior to driving on school property.
- **UTV:** Students riding a UTV must sign into the office and be at least 16. UTV riders must show registration for public use of UTV (and have a registration plate attached to the rear of their vehicle) and possess a valid ATV safety certificate prior to driving on school property.

Other

- **Snowmobile:** Trails must be open in order for students to ride to school. Students must stay on the marked trail at all times and follow all Wisconsin Department of Natural Resources snowmobile driving regulations and laws.
- **UTV:** Students must use legal ATV/UTV routes in order to ride to school. Students must follow all Wisconsin Department of Natural Resources ATV/UTV driving regulations and laws.
- No riding on school property other than designated parking areas.
- ATVs are not allowed on school property.
- **Please follow these rules ANYTIME you ride to attend a school event.**

APPENDIX D

Student Driver Waiver

By signing this waiver, I, the undersigned (parent/guardian), acknowledge and accept the risks associated with a student driver or student passenger, transporting themselves or riding as a passenger with a student driver, during the school day. I hereby waive, release, and hold harmless the Wittenberg-Birnamwood School District (WBSD), its employees, agents, and representatives, from any and all liability, loss, claims, damages, or expenses resulting from incidents related to my child's use of their vehicle for transportation to and from school, work, or any other school-related event. These liabilities include, but are not limited to, car accidents, transportation hazards (such as flat tires), or other incidents occurring while my child is operating their vehicle or riding with another student. I understand that the WBSD does not oversee or monitor the transportation decisions made by students once they have signed out of the school office for school-related purposes, including if they have student passengers or not. The responsibility for decision-making, as well as any related liabilities, falls entirely on the student and their family. I further acknowledge that the WBSD does not assume any responsibility for the safety or supervision of students while driving or traveling to and from any off-campus events or activities. By signing this waiver, I affirm that I have read, understood, and voluntarily accepted the conditions outlined above.

- Note: Student Driver Waivers are available in the main office.

APPENDIX E

Personal Communication Device (PCD) Storage Agreement & Waiver

The following is part of the Skyward annual registration process:

Please read the following information regarding the use of Personal Communication Devices (PCDs) at school and declare below which option you are agreeing to for the school year.

1. Agreement of Terms <u>if child will bring PCDs to school:</u> I, the undersigned student, and my parent/guardian, acknowledge that I will receive a designated storage area for the purpose of complying with the **Bell-to-Bell Personal Electronic Device Policy**. I agree to the following:

- **Daily Compliance:** I will power off and store all PCDs (phone, smartwatch, wireless earbuds) in my assigned area upon arrival at school.
- **Device Safety:** I am responsible for ensuring my devices are properly placed inside the provided area to prevent scratches or damage during storage.

2. Liability Release & Waiver: The Wittenberg-Birnawood School District, its staff, and the Board of Education provide these storage units as a convenience to facilitate a focused learning environment. By signing this document, the student and parent/guardian agree to the following:

- **Assumption of Risk:** Bringing a personal electronic device to school is a voluntary action. The student assumes all risk of loss, theft, or damage.
- **Release of Liability:** The School District is **not responsible** for any PCD that is damaged, lost, or stolen while on school property, including while stored in the provided cabinets or pouches.
- **Search and Seizure:** In accordance with Board Policy, school officials reserve the right to inspect PCDs if there is reasonable suspicion of a violation of school rules or a threat to safety.

1. Agreement of Terms <u>if child will NOT bring PCDs to school:</u> I, the undersigned student, and my parent/guardian and student formally declare that the student **will not** bring a personal electronic device (including but not limited to smartphones, smartwatches, or wireless earbuds) onto the Wittenberg-Birnamwood campus on a daily basis.

Please initial the statement that applies:

- [_____] My student does not own a personal electronic device.
- [_____] My student owns a device, but it will remain at home during school hours.

2. Terms and Acknowledgements

We understand and agree to the following conditions regarding this declaration:

- **Policy Compliance:** Since no device is being turned in for secure storage, the student is expected to have **zero** personal electronic communication devices on their person, in their locker, or in their backpack from the first bell until dismissal.
- **Verification:** If a student who has selected this option is found in possession of a PCD during the school day, it will be considered a **willful violation** of school policy and a breach of this signed agreement.
- **Consequences:** A first-time violation for a student with a Non-Possession agreement on file will bypass the "Warning" phase and result in **Immediate Administrative Confiscation** (Parent Retrieval Only).

3. Acknowledgement of Consequences: I understand that failure to store my devices as required, or the possession of a "decoy" device to circumvent this policy, will result in disciplinary action as outlined in the Student Handbook, including but not limited to: ● Confiscation of the device for parent retrieval. ● Loss of the privilege to bring devices onto campus. ● Loss of privilege to leave campus during the school day (Honors Lunch, Work-Based Learning, and/or club trips). ● Administrative check-ins. ● Police referrals and/or suspensions.	● **Change of Status:** If the student begins bringing a device to school later in the year (e.g., as a gift or for a change in transportation needs), the parent must notify the Main Office to void this affidavit and transition to the **Standard Storage Agreement.** **3. Acknowledgement of Consequences:** I understand that bringing PCDs on school property to circumvent this agreement, will result in disciplinary action as outlined in the Student Handbook, including but not limited to: ● Confiscation of the device for parent retrieval. ● Loss of privilege to leave campus during the school day (Honors Lunch, Work-Based Learning, and/or club trips). ● Administrative check-ins. ● Police referrals and/or suspensions.

Signatures

We certify that the information provided above is true and accurate. We understand that this agreement is intended to streamline the morning check-in process and ensure the safety and focus of students.

Declaration of Status ***(circle the option that applies)***

Yes, my child will be bringing and storing their PCDs in the schools designated storage areas.

No, my child will not be bringing any PCDs to school.

Student Signature: _____ Date: _____

Student Print Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Print Name: _____