



Waupaca High School

Student Handbook

2025 - 2026

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**THE SCHOOL DISTRICT OF WAUPACA IS COMMITTED TO
EXCELLENCE IN EDUCATION.**

In the process of revising

Vision: Committed to Excellence in Education

The mission of the School District of Waupaca is to develop our students' capabilities and confidence to achieve their dreams and make the world a better place. The District will provide a safe, compassionate environment while using community resources wisely.

Updated 7/3/25

**ALL SCHOOL BOARD POLICIES FOUND IN THIS HANDBOOK
CAN BE FOUND ON THE SCHOOL DISTRICT WEBSITE**

[School District of Waupaca Board Policies](#)



WAUPACA WAY MATRIX



THE WAUPACA WAY			
	RESPONSIBLE <ul style="list-style-type: none">• BE ACCOUNTABLE<ul style="list-style-type: none">• Own your actions• Be honest• PERSEVERE<ul style="list-style-type: none">• Work through confusion and push past failure• Advocate for yourself and your needs• PRACTICE SELF-DISCIPLINE<ul style="list-style-type: none">• Think, then act• Use time efficiently	RESPECTFUL <ul style="list-style-type: none">• COOPERATE AND WORK AS A TEAM<ul style="list-style-type: none">• Pull your weight in groups• Contribute in a positive way• ACTIVELY LISTEN<ul style="list-style-type: none">• Make eye contact, listen with a purpose• Inquire and reflect• FOLLOW DIRECTIONS<ul style="list-style-type: none">• Be attentive• Respect procedures	
	SAFE <ul style="list-style-type: none">• REGULATE EMOTIONS<ul style="list-style-type: none">• Be aware of yours and others' emotions• Use self-control• FOLLOW PROCEDURES<ul style="list-style-type: none">• Know where to go in an emergency• Know school and classroom policies• SEE SOMETHING, SAY SOMETHING<ul style="list-style-type: none">• Find an adult and share concern• Acknowledge safe actions	PREPARED <ul style="list-style-type: none">• BRING YOUR BEST EFFORT<ul style="list-style-type: none">• Be positive• Be open• BE THERE, BE READY<ul style="list-style-type: none">• Bring all necessary supplies• Charge Chromebook daily	
STUDENTS • STAFF • SCHOOL BOARD • COMMUNITY • FAMILY			





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ANNOUNCEMENTS

Announcement information must be signed by a club advisor/faculty member -OR- e-mailed to the main office by 10:00AM. Announcements will be read each day. Special announcements, as well as athlete/activity dismissals that will occur during class time, will be read in-between classes. Only under emergency conditions will classes be interrupted by the public address system.

ARTIFICIAL INTELLIGENCE

Artificial intelligence (AI) is becoming more prevalent throughout the larger community and society. There are many benefits to this new technology and what it is able to do for society. Artificial intelligence has increased productivity and has the ability to gather, evaluate, and share information efficiently. While there is an appropriate application for this technology, students are expected to provide teachers with their own, original, work and not work that is a result of using artificial intelligence. Students who submit work generated using AI will be considered in violation of the academic integrity policy and will be handled accordingly. Please see the section below for more information on academic integrity (pages 17-18).

ATTENDANCE PROCEDURES

Student Attendance Procedures

1. Parent and Guardian Responsibilities: For all student partial-day or full-day absences from school (except for absences resulting from a period of a school-imposed suspension):

- According to state law, a student may be excused by the parent or guardian for not more than 10 school days in the school year.
- Parents are expected to call the WHS attendance line (258-4511) during the day of absence in order to verify that the student is absent with the parent's or guardian's knowledge, except that no such call is necessary for any absence(s) that the parent or guardian arranged and that the school excused in advance (prearranged form).
- Parents are responsible for contacting WHS for an emergency release of a student from the instructional school day. WHS main office number 258-4131 and ask to speak to an administrator.
- Parents are required to submit a written communication to the school office identifying the date(s) the student will be (or was) absent from school and the reason(s) for the absence. This written notification must be provided:
 - Prior to the absence for all parent-excused absences, as identified in the Board's attendance policy; or
 - Either prior to or immediately following the absence for all school-excused absences, but always within 10 days following the student's return to school from the absence in order for the absence to be considered excused, except when a different time period has been approved by the building principal.
- Adult students (students 18 years of age or older) may carry out these responsibilities in lieu of their parents or guardians; provided that they are self supporting, not living at home, and have worked with a school official to confirm their independent status.
- Medical appointments must be reported to the **attendance** secretary and will be recorded as an "excused" absence if the student is under the 10-day attendance limit. When a doctor's note is turned to the attendance secretary, the absence will be changed to "excused doctor's note," which is an exempt absence. Students who have exceeded the



10-day limit will have their absence marked “unexcused” until they submit a note from the doctor. Students/guardians have seven days to turn in medical documentation.

2. Student Responsibilities: During the entirety of the scheduled school day, students are required to attend all of their classes, lunch period, and other school-approved activities on time, unless either they are absent from school for an excused (or excusable) reason or some other school-approved or school-directed exception applies.

- Failing to attend all or a portion of a scheduled class, lunch period, or other activity (e.g. skipping class) without an appropriate excuse or school approval subjects a student to appropriate consequences as both an attendance matter and as a violation of school rules, including in situations in which the student remains on school grounds but is not in a location where he/she is supposed to be.
- Other than at the regular student arrival and departure times for the day in question, students are required to check in and check out at the school building’s designated attendance office whenever they arrive at, leave from, or return to school during the scheduled school day for any reason unrelated to their school-scheduled activities.
- **Students are expected to make up class work and any assessments missed during an absence to the extent permitted by Board policy and as directed by their classroom teacher(s).** Make-up work related to excused absences is handled differently from work related to unexcused absences.
- Students must complete a pre-arranged form signed by their instructors and parent or guardian before leaving on a planned absence. The pre-arranged form must be turned into the attendance secretary.
- **Students Leaving School:** Waupaca High School has a closed campus. All students are required to remain on campus for the entire school day. Once you enter the building you are not allowed to leave until your scheduled day is completed.
NOTE: Parents must ask for the student to be released prior to the time of the appointment in order for them to be excused from class on time.

Tardiness

- A student will be considered tardy if he/she is not in class and ready to learn when the bell rings. Detentions may be issued for tardiness. Excessive tardiness may result in in-school suspension and/or citation(s). (Waupaca School Board NEOLA Policy 5200)
- Tardy students who initially arrive at school after the normal arrival time for students on the day in question shall check in at the designated school attendance office before proceeding to their classroom or other assigned location.
- If a student accumulates more than 5 tardy notations in his/her 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 or 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.



Truancy

Truancy means a student is absent from school without an acceptable excuse. "Habitual Truant" is defined by Wisconsin State Statute, section 118.16(1) (a) and (c) as a pupil who is absent without an acceptable excuse for part or all of five or more days on which school is held during a semester.

BELL SCHEDULES

Regular Bell Schedule					CK Wednesday Bell Schedule			
Period	Start	End	Time		Period	Start	End	Time
1	7:52	8:39	47		CK	7:52	8:07	15
2	8:44	9:31	47		1	8:12	8:47	35
3	9:36	10:23	47		2	8:52	9:27	35
4*	10:28	11:17	49		3	9:32	10:07	35
Lunch 5A	11:17	11:47	30		4*	10:12	10:49	37
Class 5A	11:52	12:39	47		Lunch 5A	10:49	11:19	30
Class 5B	11:22	12:09	47		Class 5A	11:24	11:59	35
Lunch 5B	12:09	12:39	30		Class 5B	10:54	11:29	35
6	12:44	1:31	47		Lunch 5B	11:29	11:59	30
7	1:36	2:23	47		6	12:04	12:39	35
8	2:28	3:15	47		7	12:44	1:19	35
					8	1:24	2:00	36
Regular Bell Schedule with CK					2 Hr. Late Start Bell Schedule			
Period	Start	End	Time		Period	Start	End	Time
CK	7:52	8:07	15		1	9:52	10:24	32
1	8:12	8:57	45		2	10:29	11:01	32
2	9:02	9:47	45		3	11:06	11:38	32
3	9:52	10:37	45		4*	11:43	12:15	32
4*	10:42	11:29	47		Lunch 5A	12:15	12:45	30
Lunch 5A	11:29	11:59	30		Class 5A	12:50	1:22	32
Class 5A	12:04	12:49	45		Class 5B	12:20	12:52	32
Class 5B	11:34	12:19	45		Lunch 5B	12:52	1:22	30
Lunch 5B	12:19	12:49	30		6	1:27	1:59	32
6	12:54	1:38	44		7	2:04	2:36	32
7	1:43	2:27	44		8	2:41	3:15	34
8	2:32	3:15	43					



CAMERA SURVEILLANCE

Waupaca High School employs surveillance equipment for security purposes. This equipment may or may not be monitored at any given time. Camera surveillance is used inside and outside of school buildings and on the busses contracted by the district.

CANINE SEARCHES

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

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

CIVIL LAW AND COOPERATION

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

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

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

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

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

All citizens, or a student attending a participating school, are eligible for a good citizenship award. All individuals remain anonymous. The individual with the information calls the Waupaca County Crime Stoppers Hotline at 1-888-258-9955 (or visit waupacacountycrimestoppers.org). This is a non-recorded phone line. At that time you are given a confidential I.D. number to remain anonymous. Crime Stoppers contacts the school to investigate the report. If the school determines the tip to be legitimate, the reward is paid according to a method determined by the caller.



DANCES

Before any dance is scheduled the organizer must complete the “Dance Request Form” and have administrative approval from the principal or an associate principal, a month in advance by the staff member who is in charge. One or more police officers must be present for supervision purposes. Checklists and more information may be obtained in the high school office.

Policies:

1. Dances will not begin before **7:00 p.m.** and not end beyond **10:00** p.m. Any exceptions must be approved by the administration.
2. No students or guests will be admitted 60 minutes after the start time of the dance.
3. Tickets will be sold in advance of the dance.
4. Students who leave the dance early may not return and are prohibited from loitering on school property.
5. All school rules and disciplinary responses apply during dances.
6. Formal or semi-formal attire is required at homecoming, prom and winter dance.
7. The group is responsible for complete clean up. Failure to clean up will result in the group paying for custodial clean up.
8. Students must remain in the dance area. No one may go in other parts of the building.
9. Parent spectators will be allowed at homecoming, prom and winter dance. Parent spectators must check in with supervisors upon arrival.
10. Student guests must be age 19 or under, complete the “dance request form” and receive administrative approval 48 hours prior to the dance.
11. Student guests may not be middle school students.

DIRECTORY DATA

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

EXTRACURRICULAR/ATHLETIC ELIGIBILITY

Students must take 6 credits each year to be considered a full time student, and have accumulated at least 6 credits to be considered a sophomore, at least 12 credits to be a junior and at least 18 credits to be a senior. Students involved in extracurricular activities will need to have at least 6 credits after their freshman year to be eligible for participation in their sophomore year. The same requirement is necessary each year thereafter as the credit number stated previously. See Extracurricular Activities and Appendix A.

EXTRACURRICULAR / CO-CURRICULAR ACTIVITIES

Each student, in order to become better acquainted with his/her peers and to develop new and varied interests, is urged to participate in extracurricular/co-curricular activities. Activity fees will be charged to students participating in extra-curricular activities meeting the following conditions on a per year basis: school transportation is offered; entry and/or official fees are paid by the



district; competition with other schools is offered; coaches are paid by the District. All fees must be paid prior to practice or participation in the activity. The high school fees are \$20.00 per activity with a \$40.00 maximum per student.

<u>High School Activities (Non - WIAA)</u>	<u>High School WIAA Athletics</u>
All-School Play	Volleyball **
Art Club	Football **
Badger Boys and Girls	Cross Country **
Bowling	Boys Soccer **
Chess	Girls Golf **
Curling	Wrestling **
Dance**	Boys Basketball **
FBLA	Girls Basketball **
FFA	Boys Hockey **
Forensics	Girls Hockey (Co-op) **
Ice Fishing Club	Boys Track and Field **
Intramural Basketball	Girls Track and Field **
Jazz Band	Baseball **
Link Crew	Softball **
LIVE	Girls Soccer **
Math Team	Boys Golf **
Men's Choir	
NHS	
Pacappellas	
Pep Club	
Photo Club	
Robotics	
SADD	
Spanish Club	
Spanish Honor Society	
State Solo Ensemble	
Student Council	



Trap and Skeet	
Yearbook	
Youth On Board	

FEES: LAB - SHOP - TEXTBOOKS - DISTRICT ISSUED EQUIPMENT

The fee system for Waupaca High School students is: “Pay for the materials you use.” There are fees established for some art, culinary arts and technical education classes. The courses require a deposit at the start of the school year and may be subject to additional fees at the end of the school year. This fee will cover the cost of materials for course work. All students are required to pay a \$15.00 school fee. Fines may be assessed for damaged lockers or lost textbooks based on replacement costs. Issued Chromebooks are the property of the District. Students are required to return all school issued technology such as Chromebooks before exiting the school district. Lost or destroyed Chromebooks cost-\$250.00, case-\$31.00, screen (2nd)-\$40.00, charger-\$25.00. **Please note all fees need to be paid in full prior to a student graduating.**

FIELD TRIPS

Students on field trips will conduct themselves according to the expectations of the field trip chaperone(s), and will abide by all school rules and regulations while on a field trip or extracurricular activity. Parents must fill out a parental permission sheet in order for students to participate in field trips.

FOOD SERVICE / BREAKFAST / LUNCH

- Waupaca High School meal programs are automated. All students attain a meal account that keeps detailed accounting of items purchased. Funds are not removed from the account until the student chooses to make a purchase for meals or snacks.
- When a student wishes to purchase a food item, they are charged for the meals/items. Please note that students at the high school grade level have more food options to choose from regarding food items. It is strongly advised to keep extra funds available in the student's account for the purchase of extra items.
- Payment for school meals can be made by cash, check or online payment through the parent portal on the Infinite Campus web page. Contact your student's school secretary staff to acquire a user name and login ID# to your parent portal.
- Make check payments to Waupaca High School, indicating school meals in the memo column of check.
- **Students are not allowed to order food to be delivered to the high school.**
- Each student should be responsible, respectful, and safe and prepared throughout the entire lunch time span. Courtesy and cleanliness are expected. Please pick up after yourself. Lunch, beverage items, and trays are not to be taken from the cafeteria café area.
- Please contact the school food service department with your questions or concerns. The District Food Service Director can be reached at (715)258-4123 ext: 5111.



COMET CENTRAL CAFE (Periodically closed due to staffing)

- Students may purchase food items at their leisure when the Cafe is opened. The Cafe hours are 7:00am to 3:30 pm. Access to the cafe is before or after school, during passing time or during study hall (with teacher permission).
- Students will be responsible role models and adhere to the overall high school student rules and the Waupaca Way. Access to the cafe is a privilege and students may be denied entry due to inappropriate behavior. The food service cafe employee in the cafe reserves the right to dismiss any student whose behavior they conclude is inappropriate.

FUNDRAISING ACTIVITIES

All fundraising activities for class/club purposes must be approved and scheduled through the building principal. Athletic fundraising must be scheduled through the athletic director. Students may not solicit or sell merchandise for themselves or out of school organizations or causes unless approval has been given by the building principal. “Door-to-door” sales will not be permitted. The fundraising form must be completed prior to meeting with a school official for approval.

GRADING

Target Based Assessment, Grading, and Reporting Tenets

The School District of Waupaca believes the purpose of grading and reporting is to provide information to students and parents on how students are performing on clearly stated learning targets. The following principles guide our assessment, grading and reporting practices.

- **Evidence of learning:** Grades should only be dependent upon student proficiency against identified learning targets using an ongoing collection of evidence approach.
- **Academic vs Behavior:** Nonacademic factors should not impact student academic grades rather separate grades(s) for behaviors and life skills should also be communicated.
- **Formative vs Summative:** Learning happens over time and at different rates for each student; students should not be penalized while practicing their learning. Only summative assessments, not formative assessments such as : homework and checks for understanding should be calculated into a student's overall academic grade. Students must still receive feedback on work completed regardless if it is summative or formative.
- **Reassessments:** Reassessments are allowed on all summative assessments, unless otherwise noted in the unit syllabus. Before reassessing, students must provide evidence to teachers of their new learning.

The above statements have been modified from Grading for Impact, (Hieck & Larson, 2018, p.p)

Progress Reports: At the middle of each grading quarter, student academic progress is evaluated and can be seen on Infinite Campus (IC). These mid-term reports serve as a communication of your student’s academic progress. Parents/guardians are encouraged to check their students’ grades at any given time to monitor their progress in Infinite Campus (IC) and Google Classroom. Parents/guardians are empowered to contact teacher(s) to enhance a beneficial relationship and student achievement.

Report Cards: Each student’s academic status and attendance will be posted at mid-term, quarterly, and at the end of each semester on IC. Semester grades will be sent home. Duplicate

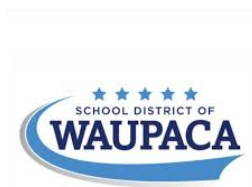


reports for second parent households will be sent if indicated through Infinite Campus. Parents/guardians are encouraged to utilize the parent portal in Infinite Campus to monitor student achievement, daily attendance, and announcements. The grades for the permanent transcript are the semester grades (S1 and S2).

Student Absence: Students will have 2 days to make up assignments for each day absent up to two weeks. Students need to discuss alternate due dates with instructors for large projects or assignments upon returning to school.

WAUPACA HIGH SCHOOL GRADING POLICY

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



Withdrawal/Failure Policy: A “W” grade indicates that a student has dropped a class after the start of the term.

- Students will receive a “W” grade on their transcripts if a class is dropped/changed between days 4 and 7 of a term.
- After day 7 of a term, students will receive an “F” grade on their transcripts unless there are extenuating circumstances determined by administration.

GRADUATION

Graduation Exercises

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



Graduation Requirements

Students shall be given a signed diploma at such time as they satisfy all requirements for graduation and have met all obligations. All eligible seniors shall have the opportunity to participate in the graduation exercises, if in the opinion of the administration; a safe assumption exists that they will complete the requirements before the end of summer school.

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

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

A total of 24 credits will be required for graduation, unless otherwise determined by the Board of Education. This total may be a combination of any credit courses offered as long as all required courses are included in this total. All full time students must carry a load of at least six credits. Any deviation from this requirement will be evaluated and the final decision made by the administration. (Reference Waupaca School Board NEOLA Policy 5460)

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

1. Four (4) credits in English
2. Three (3) credits in mathematics
3. Three (3) credits in science
4. One (1) credit in U.S. history
5. Two (2) credits in social studies
6. Two (1.5) credits in physical education
7. One-half (0.5) credit in health, waived if passed 7th/8th grade health
8. One-half (0.5) credit of Digital Literacy (Class of 2025, 2026, and 2027)
9. One-half (0.5) credit of Personal Finance Literacy (Class of 2028)

Early Graduation

Students may qualify for early graduation after seven (7) semesters if they meet the following criteria:

1. Coursework meets state and local graduation requirements as determined by high school administration.
2. Students' immediate future plans include full-time employment, the armed services, and/or enrollment in an accredited technical college, four (4) year university.
3. Student successfully completes (passes) all courses enrolled in during the seventh semester.
4. During the seventh semester, the students must not be identified as a habitual truant according to the state compulsory school attendance statute 118.15.
5. Complete procedures for early graduation on or before October 1st of the seventh semester.

Completed application includes signatures by student, parents (if student is less than 18 years old), and high school principal. Above criteria must be met to the satisfaction of high school administration prior to submission to the district administrator. Upon District Administrator approval, the application will be forwarded to the Board of Education for final approval.

HALL PASS

Students requesting access to the hallways need to sign out of their classroom and sign in upon



returning.

Students accessing the hallway without a pass will be referred to the main office and may be placed on a “no hall access” list.

HARASSMENT & SEXUAL HARASSMENT

It is the policy of the School District of Waupaca to maintain a learning and working environment free from sexual harassment. Refer to Waupaca School District Policy Code for Grievance Procedures for Discrimination and Harassment Allegations. Students acquire the Grievance Procedures for Discrimination and Harassment Allegation document from the main office. Student intimidation will not be tolerated and discipline of the offense will be enforced. State Statute 947.013.

HEALTH OFFICE

Nursing services and health facilities are provided in case of emergency. It is important for parents/guardians to update any health conditions at registration and as needed throughout the school year so staff can appropriately support students and their health needs. Students shall report to the health office if experiencing illness or injury. The registered nurse or health aide will evaluate the student and contact the parent/guardian or emergency contact(s) listed in Infinite Campus if necessary. The health office will excuse students who are leaving campus for a health related absence. Physical restrictions/accommodations needed for PE class, athletics or general school day must be supported by a note from the student’s medical provider and turned into the health office.

Students needing medication throughout the day must report to the health office for administration. Students are not allowed to possess medication on school grounds or at a school event. Exception-students may possess (carry) emergency medications (EPI pen, glucagon, albuterol, etc.) with the written approval of the student’s healthcare provider, parent or guardian and completion of relevant emergency action plan (Waupaca School Board NEOLA Policy 5330).

All prescription medication must be delivered to the health office by an adult. Prescription medication must be in a current prescription container with the name of the student, name of medication, dosage, and instructions for dispensing the medication. A [Medication Administration Form](#) must also be completed, signed, and on file including health-care provider’s orders and signature and parent/guardian’s signature.

All nonprescription medication must be delivered to the health office by an adult. The medication must be in the original container and a *Medication Administration Form* must be completed, signed, and on file including a parent/guardian’s signature. (Waupaca School Board NEOLA Policy 5330).

LEGAL NAME

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



LETTER REQUIREMENTS

Academic Letter Requirements: During the spring semester of each school year, Waupaca High School honors and celebrates the hard work and determination of those students who meet high academic standards. To be honored with an academic letter during our annual Academic Awards Banquet, students need to:

- Earn 3.0 credits/semester
- Earn a 3.65 GPA or higher/semester

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

Band	Baseball	Track
Bowling	Chess	Choir
Cross Country	Curling	Dance Team
Drama	Football	Golf
Hockey	Soccer	Softball
Volleyball	Wrestling	Basketball

LOCKERS/LOCKER ROOM

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

Gym lockers are assigned to all students participating in physical education and athletics. Keep locker combinations private! Be sure to KEEP LOCKERS LOCKED before, during and after class or practice. Students are responsible for damage and/or repair to assigned lockers. If there are any issues pertaining to the locker room, contact your physical education instructor right away to correct these issues.

All WHS lockers are the property of the School District of Waupaca. School administrators and/or their designees, reserve the right to open and inspect lockers at any time. Only school administered locks can be used on all lockers. None issued locks on lockers will be removed. See Waupaca School Board NEOLA Policy 5571; State Statute 118.325.

LOITERING

Students are not to be in the halls except before or after school and during the passing periods. Students are not to loiter in the bathrooms, halls, stairwells, parking lots, the student services office, the attendance office or the main office. Failure to report to the appropriately assigned room may result in a truancy recommendation.

Loitering may result in a city citation. The definition for “Loitering” means remaining idle in essentially one location and shall include the concept of spending time idly, to be dilatory, to linger aimlessly, to stay, to use a colloquial expression, “hanging around.” Upon arrival or departure from school, plan to continue to move along and not congregate in any one area. Students waiting after



school in the stairwell exits shall be considered loitering. See City/Township Ordinance 9.11(6)(7)(1)(b)(8); CR Ord. #7-95.

OPEN ENROLLMENT

Attendance is vital to student success as a missed school day is a lost opportunity for student learning. It is important that students and families are aware of our School Board's policy that outlines the elimination of a student's open enrollment status due to habitual truancy. The Board of Education's administrative guideline ([AG 5113](#)) and policy ([PO 5113](#)) outline the admission, procedures, and elimination of a student's open enrollment status due to habitual truancy. Habitual truancy is defined as being absent for all or part of 5 school days per semester, without an acceptable excuse. The text is below:

GUIDELINES FOR TERMINATION OF OPEN ENROLLMENT DUE TO HABITUAL TRUANCY

Truancy and Nonparticipation Criteria

An open enrollment application may be denied if the student was habitually truant during any semester of attendance at the School District of Waupaca in the current or previous school year.

Discontinuance of Open Enrollment for Nonresident Open Enrollment Students Due to Habitual Truancy

Pursuant to the District's compulsory student attendance policy and procedures (431 and 431- R1), if the School District of Waupaca determines that a student attending school in the District under the full-time open enrollment law is habitually truant from the District during either semester in the current school year, the District may prohibit the student from attending school in the District under the open enrollment law in the succeeding semester or school year. "Truancy" means any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of Wis. Stats. § 118.15. "Habitually truant" means being absent from school without an acceptable excuse for part or all of five or more school days during any semester. Under no circumstances will any student have their open enrollment terminated under this paragraph unless the District has clear documentation that (1) the parent/guardian or student knew or should have known that the student's open enrollment could be terminated for habitual truancy; and (2) the student had at least one notice and opportunity to correct the truant behavior before being found to be habitually truant or before terminating the open enrollment. Termination of a student's open enrollment due to habitual truancy will only be done in accordance with established District procedures.

POLICE SCHOOL LIAISON OFFICER

The Waupaca School District has established two Police School Liaison Officer (PSLO) positions; one is located at the high school. This position is currently held by members of the City of Waupaca Police Department. The PSLO serves the role of a resource person, an educational aide, counselor and a law enforcement officer. The officer is a link for the students, the student's family, the faculty, the staff and the community. The PSLO is also a referral agent putting people in touch with needed services.

The goals of the program are: to decrease the number of crimes committed in schools and near



school property, to serve as a helping agency with a responsibility to protect and serve all citizens, and to increase the reporting of physical and sexual child abuse or neglect and crimes against youth and their property.

RESIDENCE

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

SAFETY DRILLS

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

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

Hold: Used when there are situations that require students and staff to remain in their classrooms or stay out of access areas. Students need to clear the hallways or remain in classrooms even if the bell rings. If outside of the building, remain outside unless the administration directs otherwise. Wait until ALL CLEAR has been announced.

Secure: is called when there is a threat or hazard outside of the school building. Staff and students can continue with productive activities in a limited fashion, but no one should leave the classroom or building until the ALL CLEAR has been announced.

Lockdown: is called when there is a threat or hazard inside the school building. All individual classroom doors, offices and other securable areas must be locked, move occupants out of the line of sight of corridor windows, turn off lights to make the room seem unoccupied, and occupants need to maintain silence.

SCHOOL CLOSURES

The district administrator, bus supervisor, city and county police or other resources, depending on the situation will determine when school shall be closed due to unforeseen situations such as: inclement weather, electrical outage etc. The district will notify a closing via emails, text messages (families need to select to receive text messages in IC) and post on the district website. Tune to Lakes (WDUX) 92.7 FM, and/or TV Stations 2, 5, 7, 9, 11 and 26 to find out if the school has been closed. The media is notified as soon as a decision is made during the school day, regarding the closing of school, late start, or early dismissal. An announcement will be made by the media immediately after being notified by the school and at intervals. In the event that an unforeseen



situation develops during the academic day and warrants an early dismissal; again, the media will be notified immediately to broadcast the information. **Students will be expected to login to their Google Classroom account to receive their virtual instructions for the day or remainder of the day.**

SCHOOL SECURITY TIPS

- **All students enter and exit through our secure entry. Door # 1.**
- **Once a student enters the building they are not allowed to leave the building without administrative permission.**
- **Doors need to be kept closed. No propping doors or letting others into the building.**
- Don't bring valuable items to school.
- Only school administered locks can be used on all lockers. None issued locks on lockers will be removed.
- **Always lock your locker and don't give the combination to anyone.** Also, don't dial the first two numbers of the combination and then leave. While it may make it easier to open between classes, anyone walking by can open the lock with just one turn!
- If you are a member of a sports team or participate in other after-school activities, don't leave your purse or wallet laying around. **Also, during physical education classes, use and lock your locker.**
- As you walk to school, if you notice suspicious people or cars, report it to school authorities or the police.
- Don't share lockers with other students.

STUDENT BEHAVIOR EXPECTATIONS

Students in the School District of Waupaca are expected to focus on academic achievement and interpersonal growth, in a positive, safe learning environment. To accomplish this, each student must recognize their individual responsibilities and obligations to the betterment of our school community.

Pupil Nondiscrimination: The Waupaca School District does not discriminate on the basis of sex, race, national ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap. Discrimination is also prohibited under related federal statutes, including Title VI, Title IX, and section 504, as well as State Statute 118.13. The Waupaca Board of Education has established a procedure for receiving and resolving discrimination grievances. (Waupaca School Board NEOLA Policy 2260). An earnest effort shall be made to settle any dispute between the grievant and the appropriate administrator prior to the initiation of a formal grievance. Formal grievance procedures are available in the school office and shall be distributed and discussed at the informal level.

Academic Integrity: WHS regards academic honesty as a cornerstone of its educational mission. It is expected that all summative and formative assessments submitted for the purpose of meeting course requirements represent the original efforts of the student. This includes, but is not limited to: assessments, homework, class assignments, and the original creation of essays, compositions, term papers and scientific research. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators,



teachers, educational assistants, students and families are all important contributors to the upholding of academic integrity in our school. Examples include (but not limited to) the following:

- **Plagiarism:** using the words or ideas of others without acknowledgement,
 - copying/stealing and passing off as one's own ideas or words of another, using someone else's created production without crediting the source, or committing literary theft.
 - Using quotations of another person's actual spoken or written word without citing the source.
 - Using any facts, statistics, graphs, drawings, pictures, sounds or other pieces of information which a student found from any source that is not common knowledge, without citing the source.
 - Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source
- **Cheating:** using dishonest means to obtain an unfair advantage
 - Using online translators for assignments and assessments.
- **Computer Misuse:** using technology to plagiarize, violate copyright law, or tamper with another's work. Turning in a paper retrieved from an Internet source as one's own.
- **Fabrication:** falsifying or inventing any information.
- **Facilitating Academic Dishonesty:** aiding another person in an act that violates the standards of academic honesty.
- **Falsifying Records and Official Documents**
- **Multiple Submission:** submitting the same work in two or more courses.

(A Repair Kit for Grading, 2022, p. 67)

When teachers encounter suspected plagiarism:

- The teacher must document at minimum the first instance of plagiarism in a text and include the source(s) the paper was plagiarized from.
 - Generally, misattributed or unattributed is a teacher-managed behavior.
 - Complete plagiarism (passing someone else's ideas, words or work—even another student's—as their own) warrants an office referral.
- Teacher should send an administrator an email outlining the following:
 - The assignment guidelines
 - The conditions under which students worked. Be sure to include any collaboration or group work time that may have occurred during the project (include any written instruction regarding collaboration).
 - A copy of the student's assignment and documentation of plagiarism (gathered in step 1).
 - Whether the teacher has or has not discussed this with the student yet.
 - Whether or not the teacher has called home yet (the teacher must call home at some point).
 - Teachers must document the incident in IC as a major behavior referral (academic dishonesty).

Please understand that consequences administered by the office are generally progressive and determined on a case-by-case basis. Consequences range from lunch detentions (1-5) or 1 day of ISS.



Responsibility of student and teachers in an end-of-semester plagiarism situation:

- The teacher needs to provide a timeline with regular checkpoints for students to meet and all materials (class notes, etc.). If a course in Google Classroom has not been archived, students should be able to find course materials in the course shell; if the course has been archived, the teacher may share links.
- The timeline and relevant course materials should be emailed to the student, the student's parent/guardian, and an administrator.
- It is the student's responsibility to seek out opportunities to re-learn the material (request to go to a study hall of that content-area teacher, peer tutor, etc.). While the initial teacher may provide help or support, once the semester has ended, so too does the expectation that the teacher is still actively teaching a student not on his/her caseload.

If a student fails to uphold the timeline established to support their academic growth, they may choose to demonstrate their learning in a credit-recover setting later.

Alcohol & Other Drug Regulations: Students of the Waupaca School District are hereby notified of the following: the unlawful manufacture, distribution, dispensing, possession, or use of a mood-altering substance, look-alike substance, controlled substance, drug paraphernalia, and/or alcohol on school district property, including all school buses and district-owned vehicles, is prohibited at all times. Being under the influence of a controlled substance and/or alcohol on school district property, including all district-owned vehicles, is prohibited at all times. These same provisions shall be in effect at all school-sponsored events including extracurricular activities while off school premises. Failure to abide by this policy will result in disciplinary action up to and including suspension and/or expulsion from school. Such disciplinary action shall be done in accordance with State law and established procedures. (City/Township Ordinance 9.161.573 - 9.161.575 (6/94), State Statute 161 and 161.49 and Waupaca School Board NEOLA Policy 5500, 5512, 5530 (Drug-Free School Zone Penalty Enhancer) Violations of this policy may also result in referral to law enforcement officials for prosecution under specific state or local laws. - R1; State Statutes 961.571; 961.572; 961.573

Tobacco and Vape Policy: Wisconsin has enacted Act 120.12(19) of the State Statutes, relating to prohibiting the use of tobacco products on school district premises. Act 120.12(19) prohibits the use of all tobacco products on the premises owned or rented by, or under the control of, the School Board. This prohibition includes electronic vaping devices, whether or not they contain nicotine (per Waupaca School Board NEOLA Policy 5512). Possession or open display of smoking materials including lighters and vaping devices, or those found in lockers, vehicles, etc. will be confiscated. The City of Waupaca has also passed a City/Township Ordinance 9.06(4) Ord. #14-90; AM Ord. #17-97. This ordinance makes it unlawful to smoke or place in one's mouth any tobacco products while on school grounds. Ordinance 9.22 (2) (c) CR Ord. #3-92 states that it is unlawful for anyone UNDER THE AGE OF 18 to possess, smoke, and/or place tobacco in one's mouth.

THEREFORE:

- It is unlawful for any person to smoke or chew any tobacco products on school grounds. Violators will be subject to municipal citations by the Waupaca Police.
- It is unlawful for any student under the age of 18 to possess or use tobacco products in any way on or off of school grounds. Violators will be subject to a municipal citation



- through the Waupaca Police Department.
- No student “no matter what the age,” may be in possession of tobacco products on school grounds.

Student Dress: See Waupaca School Board NEOLA Policy 5511, City/Township Ordinance. 9.06 #14-90; AM Ord. #17-97; 9.07 #12-96. The final decision as to proper attire rests with the principal or designee.

Policy 5511 - **DRESS AND GROOMING**

The Board believes that a student dress code is an important part of creating a school environment that is safe, conducive to learning and free from disruption. With that in mind, the following student dress code standards shall be enforced in the District during the school day and at all school supervised activities and functions:

- A. Students shall dress appropriately for the school environment. Student attire that causes, or is likely to cause, a material 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.
- B. No student shall be permitted to wear any clothing that depicts, promotes or advertises alcohol, illegal drugs, tobacco or nicotine products, criminal activity that would threaten any person’s health, safety or property (including the unlawful possession or use of any weapon), criminal gang affiliation/activity, profanity, pornography, or violence that would constitute a violation of law or school rules.
- C. Students shall wear protective clothing and/or safety equipment when working in science labs, tech education, family and consumer education, school cafeterias, and other program areas as required to comply with health and safety codes and regulations.
- D. Clothing and/or accessories that cause excessive maintenance problems or cause injury to anyone or damage to property may not be worn
- E. Students participating in activities or events representing the school before the public shall be expected to dress appropriately so as not to detract from the group or the occasion.
Waupaca School Board NEOLA Policy 5511
- F. Students are not allowed to bring backpacks or bags into the classroom.
- G. Students are not allowed to wear hats, caps, headgear, and/or decorative head wear anywhere on their bodies, as well as bulky outerwear in the school during regular class hours.

School staff shall be responsible for enforcing student dress code standards on a fair and consistent basis.



Bullying/Harassment: Bullying is a series of negative and/or violent repetitive actions between individual students or groups of students. Bullying is deliberate or intentional behavior using words, images, or actions, intended to cause fear, intimidation or harm (including symbols such as the Confederate flag). Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status. Bullying may involve verbal, physical, and/or indirect behaviors:

- Indirect bullying behaviors may include, but are not limited to: spreading cruel rumors, intimidation through gestures, social exclusion, "Cyberbullying" - when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another child, preteen, or teen using the Internet, interactive and digital technologies or mobile phones (on or off school grounds).
- Verbal bullying behaviors may include, but are not limited to: intimidating, name-calling, threatening, teasing, intentionally excluding someone from a group, racist remarks
- Physical bullying behaviors may include, but are not limited to: assault, kicking, punching, slapping, pulling on and/or tearing clothes, shoving, spitting, making faces, making dirty gestures, restraining another, threatening remarks or actions involving a weapon, and/or stealing (taking things from someone repeatedly, like pencils, etc.)

Motivational Mondays: Motivational quotes are shared with students to encourage self reflection and personal growth through personal accountability. The first student to repeat my last line of the announcement in the principal's office will receive a prize!

Sporting Events and Other School District Activities: Good sportsmanship on the part of the fans, participants, advisors and coaches is essential if school activities are to retain their major role in the education of young people. A school and community are judged whenever they field a team or sponsor an activity. When that judgment is made, let it be said that Waupaca fields only the best in fans, participants, coaches, and students. The following rules will govern student behavior at all sporting events (home and away):

- Know and demonstrate good sportsmanship.
- All types of noise makers, as well as all sorts of projectiles, will be prohibited.
- Students will be prohibited from using cheers that ridicule or are in bad taste.
- Students shall not be permitted to heckle or jeer opponents or fans.
- Students shall not be permitted to use profane language or show obnoxious behavior.
- Do not "boo" the officials or players or use hand language to express your feelings.
- Do not stomp on bleachers.
- Any signage needs to be approved by the event supervisor.
- Can not bring in any carry-in substances.

Violators of these expectations will be asked to leave the premises and may face additional school and potential city ordinance/law consequences.

CODE OF CONDUCT AND CONDUCT GUIDELINES



In accordance with state statutes, all school districts must provide a written code of conduct based on guidelines provided by the state of Wisconsin (1998). The Code of Conduct, Waupaca School Board NEOLA Policy 5500, developed by the School District of Waupaca is as follows:

CODE OF CONDUCT

(Reference to Waupaca School Board NEOLA Policy 5500)

Students in the School District of Waupaca shall be expected to act in such a manner that their behavior will reflect favorably on the individual student and on the school, show consideration for fellow students, and promote good decorum and a favorable academic atmosphere. To accomplish this, each student must recognize individual responsibilities and obligations and discharge them accordingly.

Students are expected to abide by the District's Code of Classroom Conduct, student conduct rules and codes established by the building principal, and all Board policies relating to student conduct. These student conduct expectations shall be communicated to students and parents and guardians annually through student handbooks and through other appropriate means as necessary to make them known and understood.

The building principal has primary responsibility for ensuring proper student conduct is maintained in the school building and during school-sponsored activities under his/her charge. District staff members have responsibility for supervising the behavior of students and for seeing that they comply with student conduct policies, rules and codes. Failure by students to comply with such policies, rules and codes shall result in appropriate disciplinary action. In addition, failure to abide by the Code of Classroom Conduct may result in student removal from class by the teacher and placement in an alternative setting as outlined in the code.

In enforcing student conduct policies, rules and codes, staff members shall place particular emphasis upon educating students in the ability to control their own behavior. Positive behavioral interventions and supports shall be utilized with students whenever possible to help maintain proper personal conduct and encourage good citizenship.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Student Code of Classroom Conduct, which applies to all students. The Code of Classroom Conduct was developed in consultation with a committee of School District residents consisting of parents, students, members of the Board, school administrators, teachers, pupil services professionals, and other residents of the District appointed to the committee by the Board.

The Code of Classroom Conduct will be reviewed periodically by the Board.

Grounds for Removal of a Student From Class

Generally, standards for student conduct throughout the schools of the District should be the same. However, each school is expected to specify particular rules and procedures suited to the specific needs of the school.

Disturbances that interrupt the learning process cannot be permitted by any teacher. A rule of reason, restraint and understanding applied to any difficult situation will go furthest in resolving such matters. However, there may be circumstances that are most effectively addressed by removing a student from class. Removal may serve many purposes. Removing a student from class may eliminate disruption and give the student time to consider the wisdom of his/her actions. Addressing inappropriate behavior by removing a student from class may also avoid imposing more substantial disciplinary measures such as suspension or expulsion.

A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer



period of time within the discretion of the Building Principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the District from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations in the Student Handbook;
- C. is dangerous, disruptive or unruly;

Such behavior includes, but is not limited to the following:

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom.
2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
4. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
11. Throwing objects in the classroom.
12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
13. Behavior that causes the teacher or other students fear of physical or psychological harm.
14. Willful damage to or theft of school property or the property of others.
15. Repeated use of profanity.

- D. interferes with the ability of the teacher to teach effectively;

Such conduct includes, but is not limited to, the following:



1. Repeatedly reporting to class without bringing necessary materials to participate in class activities;
2. Possession of personal property prohibited by school rules or otherwise disruptive to the teaching and learning of others.

E. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;

F. is inconsistent with class decorum and the ability of others to learn.

Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

Procedure For Student Removal From Class

When a student is removed from class, the teacher shall send or escort the student to the Principal (or his/her designee) and inform the Principal of the reason for the student's removal from class. The teacher shall provide the Principal with a written explanation of the reasons for removal of the student within twenty-four (24) hours of the student's removal from class.

The Principal should give the student an opportunity to briefly explain the situation. The Principal shall then determine the appropriate educational placement for the student.

Student Placement

The Principal shall place the student, who has been removed from a class by a teacher, in one (1) of the following alternative educational settings:

- A. an alternative education program approved by the Board under State law;
- B. another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the Principal determines that readmission to the class is the best or only alternative.

When making the placement decision, the Principal should consider all relevant factors including, but not limited to, the following:

- A. the reason the student was removed from class;
- B. the severity of the offense;
- C. the type of placement options available;
- D. the estimated length of the placement;
- E. the student's individual needs and interests;
- F. the student's previous behavior in class (repeat offenders); and
- G. the relationship of the placement to other disciplinary actions such as suspension or expulsion.

The Principal may consult with other school personnel and the student's parents as deemed necessary when making or evaluating the placement decision. All placement decisions shall be made consistent with Board policies and procedures.



Parent Notification Procedures

The Principal shall provide the parent of a student removed from class with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the Principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion, for the particular classroom conduct and/or other disciplinary incidents, the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Students With Disabilities

A student with a disability under the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stats. may be removed from class and placed in an alternative educational setting only to the extent authorized under law. Where this Administrative Guideline conflicts with State or Federal law, the law shall govern.

Non-Discrimination

The District will not discriminate in standards and rules of behavior, or disciplinary measures, including suspension and expulsion, on the basis of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights law (hereinafter referred to as "Protected Characteristics").

Parental and Student Notification

The District shall provide students and parents with a copy of the Student Code of Classroom Conduct at the beginning of each school year.

School and Staff Responsibility

It is the goal of Waupaca High School's staff to maximize teaching and learning opportunities. The school and staff will communicate any concerns to parents that result in disciplinary responses. Students are expected to adhere to the student code of conduct on campus, on the bus, at the bus stops, and during all school events and activities. Discipline may also include the referral for the issuance of a citation per State Law 120.12 (19) when appropriate. The supports to assist students are as follows:

Level A Offenses

1. Failure to bring all necessary materials to class.
2. Inappropriate hallway or common area behavior including running and shouting.
3. Causing a disturbance in a classroom (behavior that interferes with teaching and learning).



4. Failure to follow the guidelines given by a teacher or other authorized staff member (i.e. leaving a class without permission, safety guidelines for class, repeatedly opening unauthorized tabs on chromebooks, etc.).
5. Two to three tardies to class or study hall (less than ten minutes).
6. Wearing items that could cause injury.
7. Wearing clothing that has references to alcohol, tobacco, and/or drug/substance messages either directly or through innuendo.
8. Wearing clothing with sexually suggestive phrases or of a suggestive nature.
9. Wearing clothing that supports or glorifies violence and dangerous behavior.
10. Wearing blankets, hats, bandanas, large head coverings, coats or capes within the school building, except while arriving or leaving school.

Level A Disciplinary Responses

A staff member will redirect student behavior and provide the student with acceptable, alternative behavior options.

Level B Offenses

1. Repeated non-compliance of level A offense(s).
2. Profanity or other abusive language not directed at an administrator, teacher, or other staff member.
3. Fourth unexcused tardy to a class or study hall within a semester.
4. Causing a disturbance on campus; hallway, lobby, bathroom, or other common area, including lawns, sidewalks, athletic fields, and parking lots.
5. Loitering in bathrooms, hallways, lobbies or other common areas.
6. Failure to serve a teacher detention within two days.
7. Misbehavior on a bus, including rough or boisterous behavior, causing a disturbance, or violating bus rules. (Discipline may include loss of riding privilege.)
8. Unauthorized riding on an elevator.
9. Intimate contact with another student, including kissing and embracing.

Level B Disciplinary Responses

A student who commits a level B offense could receive a restricted lunch imposed by the administration (discipline referral) and/or any of the above mentioned disciplinary responses.

Level C Offenses

1. Repeated non-compliance of level B offenses.
2. Two students in a bathroom stall
3. More than 3 cell phone violations.
4. Failure to serve a restricted lunch.
5. Inappropriate behavior in the student parking lot - Students who are truant from school, allow other students to be truant from school by having access to their vehicle, driving too fast, endangering activities with a motor vehicle, incorrectly parking, or not purchasing a permit.
6. Vandalism that can be cleaned by a student under supervision.
7. Unauthorized access to personal property of others.
8. Forging notes, excuses, early dismissal slips, or attendance phone calls.
9. Disrespect of an administrator, teacher or other staff member.



10. [Plagiarism/cheating](#). (Student receives a 0 for the assignment and may only receive credit if they repeat the assessment along with any associated formative work).

Level C Disciplinary Responses

A student who commits a level C offense could receive 1 to 5 restricted lunches or up to one day in-school suspension. **Discipline may include restitution, loss of parking privileges, and/or any of the above mentioned disciplinary responses.**

Level D Offenses

1. Repeated non-compliance of level C offenses.
2. Vandalism causing damage that can be repaired for \$100.00 or less. (Discipline will also include student's payment of repair or replacement expenses.)
3. Physically or verbally intimidating another student
4. Making obscene gestures to a staff member.
5. Damaging a person's property.
6. Failure to serve level C restricted lunches.
7. Verbal and written harassment (including electronic devices), not including physical contact, or threats of harm or sexual harassment.
8. Violating a person's right of privacy.
9. Distributing, possessing, and/or using tobacco (including vape device) or alcohol products on school grounds.
10. Leaving the school building or campus without permission.
11. Falsifying reports either written or verbal
12. Continuous cell phone violations.

Level D Disciplinary Responses

A student who commits a level D offense could receive a one in-school suspension to three days out of school suspension and/or any of the above mentioned disciplinary responses.

Level E Offenses

1. Repeated non-compliance of level D offenses.
2. Fighting, including but not limited to, wrestling and open or closed fist hitting. All parties involved will be subject to disciplinary responses.
3. Engaging in bullying behavior as defined in [School Board Policy](#).
4. Possession, distribution, or exhibition of sexually provocative materials.
5. Harassment involving physical contact or threats of harm or sexual harassment on or off school grounds that impacts the learning environment.
6. Extortion (obtaining or attempting to obtain something of value from another by force or intimidation or forcing or attempting to force another to take action or not take action).
7. Profanity or other abusive language directed at administrators, teachers or other staff members.
8. Theft or possession of stolen property based on administrative or Police School Liaison Officer investigation.
9. Distributing, possessing, and/or using tobacco (including vape device) or alcohol products on school grounds - second offense.
10. Reckless conduct without injury including but not limited to physical contact such as pushing, shoving or tripping a student.



Level E Disciplinary Responses

A student who commits a level E offense could receive a suspension from school for a period of one to five days and/or any of the above mentioned disciplinary responses.

Level F Offenses

1. Repeated non-compliance of level E Offenses.
2. Possession or use of a weapon (look alike weapon).
3. Setting off a false fire alarm, making a false 911 call, making a bomb threat, or a similar terrorist threat.
4. Distributing, possessing, and/or using tobacco (including vape device) or alcohol products on school grounds - third offense.
5. Striking or assaulting a student, an administrator, teacher, or other staff member.
6. Vandalism causing damage in excess of \$100.00. (Discipline will also include student's payment of repair or replacement expenses.)
7. Possession or detonation of fireworks, smoke bombs, stink bombs, and similar devices.
8. Arson or attempted arson.
9. Theft - second offense.
10. Possession or distribution of drugs or related drug paraphernalia.
11. Criminal behavior (conduct that, if committed by an adult, would constitute a felony or misdemeanor under the prevailing laws of the State of Wisconsin).

Level F Disciplinary Responses

A student who commits a level F offense could be suspended for up to 15 days. Additionally, the administration may put a student on a conditional reinstatement or seek a student's expulsion (which may be permanent) by the board and/or any of the above mentioned disciplinary responses.

STUDENT DISCIPLINE

Detentions

Detentions are classroom level disciplinary interventions. Detentions may be served with the classroom teacher during lunch or before/after school. A pupil should be notified in person by the classroom teacher as to the time and place of the detention. A student has the option of a same day detention if he/she has transportation home. If a student fails to serve the predetermined detention, the teacher will complete a discipline referral.

Restricted Lunch

Restricted Lunch is an administrator assigned detention to be served during a lunch period. School lunch for a lunch detention is a cold lunch that is brought to the office. Students can bring their own lunch as an alternative.

Suspensions Policy

Waupaca School Board NEOLA Policy 5610

The District Administrator, building principal or associate principal may suspend a student from school for up to five (5) school days for the following reasons:

(1) noncompliance with school or Board rules;

(2) conduct which endangers the health, safety or property of others at school or under the supervision of a school authority;



(3) knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
or

(4) conduct while not at school or while not under the supervision of a school authority which endangers the health, safety or property of any employee or Board Member of the District;

Or, if a notice of expulsion hearing has been sent, a student may be suspended for not more than a total of 15 consecutive school days. All student suspensions shall be administered in accordance with state law and established District procedures.

Expulsion Policy

Waupaca School Board NEOLA Policy 5610.

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

1. repeatedly refused or neglected to obey the rules established by the School District;
2. knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
3. engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health, or safety of others;
4. engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or
5. was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

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

The Board shall expel a student from school for engaging in conduct outlined in state law which requires the student's expulsion (e.g., possessing a firearm in violation of law and Board policy). Page 1 of 2 Student expulsion proceedings shall be conducted in accordance with state law and established District procedures. Any consideration of expulsion for an exceptional educational need student will conform with legal requirements. The School District shall not discriminate in standards or rules of behavior or disciplinary measures, including suspensions and expulsions, on the basis of sex, race, national origin, religion, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.



STUDENT COUNCIL

The Waupaca High School Student Council serves students and promotes academic achievement, cooperation, and community spirit, while also providing a voice for the student body to the faculty and administration. The voting membership of the council will be determined each spring by an at-large election. Each class shall have its representative for proper action.

STUDENT ID

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

STUDENT INTIMIDATION

The School District of Waupaca seeks to provide a learning environment free of any form of intimidation toward and between students. Therefore, the District will not tolerate intimidation in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders.

Intimidation can arise from a broad range of physical or verbal behavior which can include, but not be limited to, the following: physical or mental abuse, racial insults, ethnic slurs, religious slurs, unwelcome sexual advances and touching, sexual comments or jokes, sexually explicit derogatory statements, or discriminating remarks which are offensive or objectionable to the recipient or which cause the recipient discomfort, humiliation or which interfere with the recipient's academic performance.

It is the responsibility of administrators, staff members and all students to ensure that these prohibited activities do not occur.

STUDENT MESSAGES

Students receiving messages from outside the school can be called down to the office. If you need to get a message to your student, the best way is sending an email to your student's email address. **Please refrain from reaching out to your students on their cell phones during the school day.** The school reserves the right to screen messages and is not responsible if the student does not pick the message up. Students are discouraged from receiving personal messages at school.

STUDENT PARKING

Students need to enter WHS via entrance #1. Students need administrative approval to leave the building to go to their vehicles.

Students will park in the lot between the WHS entrance #1 and the athletic fields (parallel with Hwy 22)

- Students may not park vehicles other than cars, trucks, scooters, motorcycles without consent of WHS administration. (i.e.; tractors, trailers, boats, 4-wheelers)
- Students are not allowed to loiter in vehicles in the parking lot before, during, or after school.



- Vehicles may be subject to a search on district property.
- The designated student parking area is a privilege and the only area in which students may park. Parking in the staff parking lot, or other non-designated areas may result in a loss of parking privileges, and/or having the vehicle towed.
- Student safety is of the utmost importance! Students who are truant from school, allow other students to be truant from school by having access to their vehicle, driving too fast, endangering activities with a motor vehicle, incorrectly parking, or not purchasing a permit may result in a loss of parking privileges, citation, and/or parking suspension.
- Drivers are to use extreme caution when entering and leaving school grounds.
- Students who elect to drive to school are required to pay \$40.00 per year for a permit. (\$20.00 fee for a permit per semester for new drivers). Replacement of a lost permit will cost the student \$5.00.
- All students using the student parking lot are required to have a registered permit that may be obtained from the Main Office.

STUDENT REP AT BOARD MEETINGS

The Board acknowledges the important contributions students can make to the governance of the schools. The Board believes that student participation at Board meetings can provide a better understanding of the needs and concerns of students. As such, the Board may include a student representative appointed by the district administrator upon consideration of the recommendation of the high school Principal. (Neola Policy 0141.1)

Student terms will be limited to one year. Students may not vote on items. Only board members who have taken and filed the official oath of office may hold this power. Students may not participate in closed sessions.

Goals:

- Act as liaison between district students and the school board, providing input on educational issues from a student perspective.
- Report academic and extracurricular highlights on behalf of all district schools.

Expectations:

- Attend all school board meetings.
- Attend selected committee meetings.

Candidate requirements:

- Candidates must be enrolled full-time at Waupaca High School.
- The High School Principal will work with the Student Council organization to identify a student representative to the Board.

STUDENT SERVICES

(School Counselors-School Psychologist-School Social Worker)

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



STUDY HALLS

Provide a safe and positive learning environment focused is on TEACHING and LEARNING

Guided Study Hall:

- Students are placed in guided study hall rooms if they have an F in any class at quarter or semester.
- Guided study hall takes place in the teacher's classroom.
- Grade checks with each student will take place at least twice a week
 - Grade checks will take place on an individual basis, at the teacher's desk, looking at all grades, asking students how they are doing, discussing ways to improve/plan of action, etc.
- Teachers will check in with students regularly throughout the period and offer to help or offer peer tutoring.

Student Expectations:

- No phones
- No socializing
- No sleeping
- No headphones
- Being productive the entire period
- No leaving to go to Comet Cafe or LMC
- Only leaving the classroom for emergency situations or getting help from a peer tutor or another teacher.

Study Hall:

- All students are placed in study hall unless their grades require them to be in a guided study hall.
- Study hall takes place in the commons.
 - 5th and 6th hour study hall will take place in classrooms.
- Grade checks with each student at least once a week
 - Grade checks will take place on an individual basis, looking at all grades, asking students how they are doing, discussing ways to improve/plan of action, etc.
- Check in with students regularly throughout the period and offer to help them or send them to get assistance from another teacher or peer tutor.

Student Expectations:

- No phones
- Minimal socializing
- No sleeping
- Being productive the entire period

On Point:

- On Point is a program where students in Grade 11 or Grade 12 earn privileges throughout the year.
- The On Point Room is in Room 1204



- Students must check in with their study hall teacher before heading to the On Point room.
- Students must sign in on a Chromebook when arriving at the On Point room.

On Point Student Expectations:

- Phones allowed
- Headphones allowed
- Socializing allowed
- Must get permission from Mrs. Gast or Mr. Scherwinski to leave On Point
- No sleeping

On Point Criteria Qualifiers:

- Grade 11 or Grade 12 standing
- Academic: C or higher in all classes
- Behavior: no majors; no minors
- Attendance: 0 unexcused absences; 2 unexcused tardies
- Students have 48 hours from the end of the quarter date to contest the reason they did not earn On Point placement with administration.
- Removal of On Point privileges is at the discretion of administration.

LMC Expectations

- No phones allowed
- Headphones required when listening to something
- Low volume socializing allowed in designated areas
- Report to and sign up with your study hall teacher before coming to the LMC
- Sign in for attendance upon entering the LMC
- Must be passing all classes
- Come with a purpose - work on schoolwork
- Food/drink is allowed in cafe area
- Leave your workspace how you found it
- Be respectful
- Study hall teachers will check grades twice a week to make sure students are eligible to come to the LMC for study hall

TECHNOLOGY

Acceptable Use of Technology: The use of technology that is owned or leased by the School District of Waupaca is subject to the terms of these guidelines. Access to technology is a privilege, not a right. The District reserves the right to monitor, access, and disclose the messages and files contained, stored, or transmitted using District equipment. **Students shall have no expectation of privacy when using District equipment or accounts.** Examples of unacceptable use include, but are not limited to:



- General school rules for behavior and communications apply to the use of technology, including those regarding sexual harassment. Technology should not be used to transmit jokes or other comments that may be discriminatory, harassing, or offensive to others or material that defames an individual.
- The use of technology to perform acts of bullying or cyberbullying are strictly prohibited.
- The use of technology to record, upload, or broadcast images or video without proper authorization is prohibited.
- Students shall not disclose the personal information of students, staff or others without authorization
- The use of technology to access and/or distribute objectionable material is prohibited. Prohibited material includes, but is not limited to that which is pornographic, material harmful to minors, and/or obscene.
- The use of technology for illegal activity is prohibited.
- Students shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the networks without authorization.
- Technology shall not be used in any manner that disrupts the use of systems by others. Hardware or software shall not be destroyed, modified, or abused in any way without authorization.
- Students shall not use technology to gain or attempt to gain unauthorized access to internal or external systems.
- Students shall maintain the privacy of their account information and shall not allow others to access their accounts unless otherwise required for educational purposes or otherwise required by law.
- Students shall comply with all copyright laws and guidelines with respect to copying material in digital format and intellectual property.
- Social media venues are very public. (What you contribute leaves a digital footprint forever, usually even after it is deleted. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity. Do not post anything that you would not want friends, enemies, parents, teachers, prospective colleges and universities, or future employers to see. Make sure what you post promotes a positive image to the world).
- Cyberbullying is not tolerated.
- It is illegal to video record and/or take pictures in bathrooms or locker rooms.
- Students must use district issued Chromebooks during the school day (no personal laptops, tablets, Ipads etc).
- Gagle is used to monitor student technology.

Cell Phone Use: All students may use the devices on campus before school begins and after school ends. Students in high school grades 9-12 also may use such devices during their lunch and between class periods.

These devices must be kept out of sight and silenced during instructional time. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Unauthorized use of cellphones will lead to the following disciplinary actions.

Outcomes for unauthorized cell phone/device use:

1st Incident: Teacher confiscates device and returns to student at the end of the period. Teacher records offense on the school's cell phone misuse spreadsheet



on a Google doc.

2nd Incident: Teacher confiscates device turns into administration. Parent/guardian must pick up the device from administration. Parent/guardian and administration will discuss the cell phone guideline outcomes.

3rd Incident: Teacher confiscates device turns into administration. Administration explains all facets of the third consequence to the student and parent/guardian. Student must turn in his/her phone or explain to an attendance staff why the phone cannot be turned in each morning before 7:47am until the end of the year. Devices can be picked up after school each day by the student. Students can't use other students' phones.

After 3rd Incident: ½ day of in school suspension.

This includes a student using another student's phone after the 3rd violation.

Does not check in: If students do not check in with the attendance office staff before 7:47am, students will receive a 3 hour in-school suspension.

It is unlawful to take videos of others without consent, as well as in the restrooms and locker rooms.

TRANSPORTATION

[Go Riteway Student Registration Link](#)

Bus Pass: To obtain a bus pass, students who will be riding a bus other than their assigned bus, must present a note from their parent/guardian to main office personnel. The note must specify the date, the bus number the student is regularly assigned to, the number of the bus (or drop-off address) the student will be riding for the transfer and the parent/guardian's signature. The student will then be issued a bus transfer pass. See Waupaca School Board NEOLA Policies 7440.02 8600.01. A parent can also call Go RiteWay at 715-258-2626 to give permission for their child to ride a different bus or visit Go RiteWay at 1864 Godfrey Drive, Waupaca.

Bus Behavior: Students shall conduct themselves while on the school bus in a manner consistent with established student behavior standards. When a student fails to conduct him/herself properly on the school bus, such misconduct shall be brought to the attention of the building principal. Where continuing or serious problems exist, the student's bus riding privileges may be suspended in accordance with established procedures. (Waupaca School Board NEOLA Policy 8600.01) The School District of Waupaca approves the use of video cameras on the school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on driving the bus, providing for safer transportation for our students.

School Bus Rules & Regulations

Waupaca School Board NEOLA Policy 8600.01 - STUDENT CONDUCT ON SCHOOL BUS

- Be on time at the designated school bus stop, help keep the bus on schedule, and sit in an assigned seat when designated by the driver.
- Stay off the road at all times while waiting for the bus.
- Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
- Do not leave your seat while the bus is in motion or while discharging or boarding riders along the bus routes.
- No mood-altering drugs or alcohol on a bus.
- Be alert to a danger signal from the driver.



- Remain in the bus in the event of a road emergency until instructions are given by the driver.
- Keep hands and head inside the bus at all times after entering and until leaving the bus.
- Do not throw anything inside the bus or out of the bus windows.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
- Never use profane language.
- Be absolutely quiet when approaching a railroad crossing stop.
- Treat bus equipment as you would be expected to treat valuable furniture in your own home. Never tamper with the bus or any of its equipment.
- Assist in keeping the bus safe and sanitary at all times. No eating is allowed on the bus unless approved by the bus driver.
- Carry no animals on the bus or large instruments or objects which take up a passenger seat.
- Keep books, packages, coats and all other objects out of the aisles.
- Leave no books, lunches or other articles on the bus.
- Be courteous to fellow pupils and the bus driver.
- Help look after the safety and comfort of smaller children.
- Do not ask the driver to stop at places other than the regular bus stop; (s)he is not permitted to do this except by proper authorization from a school official.
- Observe safety precautions at drop-off points. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
- Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
- The teacher, in the case of field trips or in cases where transportation is used for other than the regular bus routes, shall assume the responsibility for student behavior and control in order that the driver may give full attention to driving.

Discipline Procedures: The School District of Waupaca generally utilizes a progressive discipline policy when school bus rules are not followed. Discipline procedures may simply involve a call to the parent from the driver or a meeting with parents, student and the principal to go over proper bus riding behavior. However, depending on the severity of the rule broken or incident involved, the administration may immediately suspend a student from riding the bus. The same code of conduct applies to students on campus and on a school bus. The School Board may expel a student from school and/or transportation privileges for extreme misbehavior in accordance with state law and board policy.

Parent/Guardian Responsibilities: Parents must accept joint responsibility with school authorities for the proper conduct of their children. Parents must make a reasonable effort to understand and cooperate with those responsible for pupil transportation. Feel free to stop by or call Go RiteWay and/or speak with WHS administration regarding bus concerns. Please do not call the Go RiteWay regarding closings. Notification of school closing(s) is broadcast on WDUX Radio Station (92.7 FM and 800 AM) and television channels 2, 5, 7, 9, 11 and 26.

Students being transported in contracted school buses and district-owned or other vehicles shall conduct themselves in a lawful and orderly manner at all times. Students who do not follow bus riding rules and who become disciplinary problems may have their **riding privileges suspended**. In such cases, the parents of students involved are responsible for seeing that their children get to and



from school. The Director of Transportation has authority over students' conduct while students are being transported by the school district. The bus driver has full authority to make whatever seating assignments are deemed appropriate

VIRTUAL LEARNING

Online instruction is a means to enhance or expand current course offerings and to provide an educational alternative better suited to the diverse learning needs of students.

Students will have online (virtual) education options. These include, but are not limited to, support for existing face-to-face instruction, district-developed online courses, and/or third party courses. Online courses may be taken as part of the regular schedule or as a partial or full-time virtual education enrollment. Virtual education enrollments(s) shall follow District policies regarding open enrollment, youth options, course options, and any other policies that may apply.

Virtual education opportunities must align with the approved District standards, and/or national education standards. In addition, a virtual education course of study must comply with the District's graduation requirements and receive pre-approval to ensure virtual education participation guidelines are followed.

Student Commitment and Timeline:

Students must commit to completing any virtual course taken within the agreed time period, not to exceed four months (recovery courses may have different timelines).

To be considered a full time Waupaca Online Learning Option student, a student must successfully complete at least one grade level per calendar year. **The School District of Waupaca in cooperation with the student, RVA coordinator, counselors, virtual teacher, parents and school administration will determine if the student will be successful in the virtual course environment within the first 14 days of the course being started.** If a student drops or decides not to continue the virtual course within the 25 calendar days limit noted above, courses can be dropped. Students may be pulled within the first 14 days of starting a course if they fail to show adequate progress as determined by the School District of Waupaca RVA Coordinator and Rural Virtual Academy Teachers.

Students who drop, fail to complete, discontinue or fail virtual school courses may jeopardize their continued enrollment in virtual education opportunities.

WEAPONS AND/OR LOOK-ALIKE WEAPONS ON SCHOOL PROPERTY

It is district policy that no person is allowed to have dangerous weapons or look-alike weapons on school property, on school buses or at any school-related event. A look-alike weapon is defined as a toy gun, water gun, a non-working replica of a weapon, cap gun, popper, war souvenir, or any other object which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose. Violation of this policy could result in suspension and/or expulsion. See Waupaca School Board NEOLA Policy 5772; City/Township Ordinance 9.01, see above; State Statutes 939.22, 941.295 (4), 948.60, 948.605, and 948.61.



WITHDRAWALS AND TRANSFERS

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

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

WORK PERMITS

If you are under 16 years of age, you must apply for a work permit in order to accept employment. You must have a letter of "intent to employ" from the potential employer before making an application for a permit. The law has certain requirements concerning attendance at school, the type of work that you may do, the hours, and under what conditions you may work. It is the school administration's policy to deny work permits to anyone who has not attended school at least 85% of the time. Special consideration may be given for extenuating circumstances. Application forms and all necessary information may be obtained from Cindy Ikert/Amy TeBeest. A fee of \$10.00 is assessed for the permit. A birth certificate, original social security card, and student signature is also needed. Cindy Ikert/Amy TeBeest may be contacted for information on any rules/regulations.

SCHOOL DIRECTORY

School Board:

Mr. Ron Brooks (President), Mr. Bob Adams, Ms. Lori Verhalen, Nicolas Genske, Mrs. Molly McDonald, Mr. Steve Klismet, and Mrs. Betty Manion

District Administrator:

Dr. Mark Flaten

High School Administration & Support Staff:

Main Office:

Ms. Jenifer Erb: Principal

Mr. Kyle Scherwinski: Associate Principal

Ms. Rachel Peterson: Lead Administrative Assistant

Mrs. Julie Kosobucki: Administrative Assistant/Career Specialist

Mrs. Michelle Widolff: District Office/Sub Coordinator

Mrs. Amy TeBeest: Administrative Assistant/Attendance

Student Services Office:

Mr. Jeff Dolski: Guidance Counselor: all students M-Z

Mr. Bill Storck: Guidance Counselor: all students A-L

Mrs. Denise Seefeldt: Psychologist

Ms. Laura Rapp: Social Worker

Ms. Jaci Barnhart: Administrative Assistant/Student Services



Mr. Robert Scherrer: Athletic/Activities Director (AD)

Mrs. Cindy Ikert: Administrative Assistant/AD

Health Office:

Ms. Hannah Rowe: School Nurse

Mrs. Nancy Tice: Health Aide

Information Technology Staff:

Mr. Austin Moore

Mr. Steven Baumann

Mr. Noah Saecker

Mrs. Stephanie Knuth

Police School Liaison Officer:

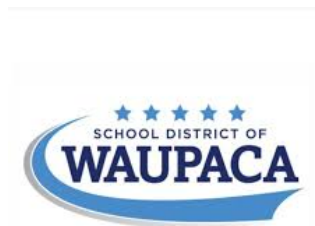
Officer Paul Przybelski

Waupaca Works:

Mrs. Julie Kosobucki

Suspension Room:

Keaira Damron-Stine - EA



Teachers:

Mrs. Lisa Abrahamson: Spanish

Mr. Jeremy Albright: Technical Education

Mr. Tony Altmann: Math

Mrs Kayla Ashley: Instrumental Music

Mrs. Jessica Bank: English

Mr. Jon Bartel: Math/Science

Mrs. Jill Beilfuss: Math

Mrs. Emily Bina: English

Mr. Alex Bosman: English

Mr. Tyler Bouressa: Alternative Education

Mrs. Teresa Duda: Business

Mrs. Mary Dykstra: Math

Mrs. Jessica Erickson: Spanish/ML Coach

Ms. Brenda Fischer: Exceptional Educational

Mr. Paul Frank: Math

Mrs. Aimee Gille: Exceptional Educational Needs

Mrs. Courtney Gross: Social Studies

Mrs. Sarah Hanneman: Library Media Specialist

Ms. Christi Jahnke: Math



Mr. Hayden Juneau: Science
Mr. Alan Konda: Health/Physical Education
Ms. Peyton Kowalski : Science
Mrs. Sheila Kroseberg: Family and Consumer Science
Mr. Brian Kurszewski: Technical Education
Ms. Sydney Lee: Social Studies
Ms. Anna Lussier: Vocal Music
Mrs. Danielle McHugh: At-Risk
Mrs. Amy Mead: English
Mrs. Bobbie Jo Montgomery: Exceptional Educational Needs
Ms. Erin Magdanz: Agriscience
Mr. Chris Much: Technical Education
Mr. Cory Nagel: Social Studies
Mrs. Amanda Nelson: Health Occupations/Family and Consumer Science
Ms. Amy Niemuth: Social Studies
Mr. Tom Noltner: Physical Education
Mrs. Karen Nowak: Physical Education
Mr. Mark Otte: English/Drama
Mrs. Tricia Price: Art
Mrs. Kristi Ruggles: English
Mr. Brian Ruplinger: Science
Mrs. Holly Saunders: Musical Director
Mr. Matthew Schiedermayer: Computer Science Business
Ms. Hayley Trzinski: Science
Ms. Dana Widdel: Exceptional Educational Needs/LIVE Program
Mrs. Cathy Wilhite: Exceptional Education Needs/Science

Support Staff:

LMC Assistant - Tori Gast

Exceptional Educational Aides: Mrs. Debbie Derks, Ms. Holly Estrada, Ms. Chelsea Jensen, Ms. Heather Melinski, Mrs. Nicki Novak, Ms. Lori Schneider, Mrs. Tracy Schubert, Mrs. Tara Turrubiates, and Ms. Breanna Delrow, Ms. Whitney Barbeau, Amber Bornheimer

Kitchen Staff: Ms. Connie Freeman, Mrs. Theresa Herreid, Ms. Linda Jolly (manager), Mrs. Angela Nelson, Ms. Selianna Velazquez, Mrs. Julie Garcia, Ms. Tia Golke, Ms. Cheryl Smith, Mrs. Rhonda Gaertner, Mrs. Salina Selle

Custodians: Mr. Dave Huycke, Ms. Dawn Jacobs, Mrs. Rhoda Huycke, Mr. Jordan Giefer, Mr. Paul Hunt, Ms. Kayla Masaros, Sarah Yohr



APPENDIX A: WAUPACA HIGH SCHOOL ACTIVITY CODE

NON-DISCRIMINATION POLICY

The Waupaca School District does not discriminate against pupils or employees on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race color, national origin, sex or handicap.

ACTIVITIES DEPARTMENT MISSION

To strive for excellence in all programs and provide diverse opportunities for all students to become a part of a family through their chosen athletic and co-curricular programs.

ACTIVITIES DEPARTMENT VISION

Our programs will develop high character young men and women, instill pride in our residents, unite our community and earn respect from those outside of the district.

CORE VALUES

- Team
- Effort
- Accountability
- Perseverance
- Discipline

PARTICIPANT RESPONSIBILITIES

The privilege of participating in these co-curricular programs is extended to all students who are willing to assume certain responsibilities. Parents/guardians are expected to review all policies in this handbook as well as attend one extra-curricular code meeting with their child or view the video online.

As a participant, your greatest responsibility is to be a credit to your team/group, school, family and community. Therefore, it is required that you:

- Display high standards of social behavior.
- Follow the co-curricular code of conduct on a year-round basis (365 days per year).
- Display outstanding sportsmanship as a participant and fan.
- Display proper respect for those in authority, including teachers, advisors, coaches, and officials.
- Display a spirit of cooperation and sportsmanship.
- Dress appropriately when attending a contest or activity at home events (including practices) and events away from home.
- Use language that is appropriate in an educational setting.
- Provide a reasonable level of dedication/commitment to your school, activity, sport, coaches, advisors and teammates.

DEFINITIONS



ATODA

Alcohol, Tobacco and Other Drug Abuse

Attendance/Knowing Presence of Violation

Attendance at an event or party, without the participant's parent being present, where the participant is knowingly in the presence of (1) an underage person possessing or using alcohol, or (2) a person possessing or using an illegal drug. Being in the presence of a person using tobacco is not a violation herein. A participant has not committed a violation hereunder if he/she leaves the event or party with appropriate promptness under the circumstances. The participant is expected to make a rational "exiting decision."

Exit Interview

An exit interview with the District Activities Director is a short meeting initiated by the student who has quit or severed ties from an athletic team. The student is expected to explain the reason for their decision and discuss options for future participation.

Grading Period

Any one of 4 grading periods during the school year where grades are officially processed by the school district. These four grading periods occur at the end of each quarter after final grades are posted.

Co-Curricular Activities

Activities that do not have a specific relationship with a class in which a student is or has been enrolled. The student is participating in these activities in order to enrich their school experience. There is no grade or credit attached to these activities that is reflected in their class work. Team sports and student council are examples of these activities.

Plagiarism

Use of another person's published ideas, works or research by presenting them as one's own and not properly crediting the author. This includes downloading papers from the Internet and downloading parts of a paper from the Internet without enclosing the downloaded material within quotation marks and/or without crediting the source.

"Presence of" Consequences: This relates to a student choosing to be in the "presence of" substances being used illegally. A student who violates the "Presence of" provision of this policy shall serve the same consequence as a student holding or consuming. The following choices suggest what a student could do if he/she finds him- or herself in a situation where alcohol and/or other drugs are being consumed illegally by minors:

1. Leave immediately! An intention to leave is not a defense, nor is being the "designated driver";
2. Stay and risk the loss of eligibility from co-curricular activities.

Honesty Policy (Self-Referral)

Students in activities who turn themselves in to school authorities and/or a coach or advisor within 24 hours, or by the next school day and who do not attempt to deceive or mislead school officials may serve just half of the appropriate suspension from all activities. Any student involved in a co-curricular code violation for which there is a police citation, report or involvement of a



police department may not self-refer under this honesty reduction policy. This reduction is available for first offenses only.

Self-referrals must be made 24 hours from the time the violation occurred or by 9:00 A.M. on Monday if the violation occurred on a weekend. This timeline will be enforced during the entire calendar year. A message can be left on the Activities Department voicemail at 715-258-4131 ext 1029

TYPE I Violations

Offenses that include but are not limited to: Non-Alcohol, Tobacco and Other Drug Related Non-Athletic Activities Code Violations

TYPE II Violations

Offenses that include but are not limited to: Alcohol, Tobacco and Other Drug Related Non-Athletic Activities Code Violations

TYPE III Violations

Offenses that include but are not limited to criminal behaviors.

Voluntary

In reference to a situation when a student voluntarily enters him or herself into a treatment program for an ATODA substance abuse problem. Voluntary means that it is unrelated to a specific ATODA incident and the student has not committed an ATODA code violation.

GENERAL RULES FOR PARTICIPATION

1. High school athletic opportunities are offered only to 9th-12th grade Waupaca students.
2. Students may only participate in one school sponsored sport per season unless mutually agreed upon with both coaches and the District Activities Director. The multi-sport form must be completed and on file with the Activities secretary.
3. Students who are dropped from one sport for disciplinary reasons, or who quit, shall not be eligible to compete in another sport for that particular season without mutual agreement of the coaches and the District Activities Director.
4. Students are expected to register to try out for a sport/club prior to the first practice/meeting. Once competitions begin, no new participants will be added to the roster. Special circumstances may be taken into consideration. (i.e. recent transfer or student cut from another sport during tryouts). Coaches reserve the right to not accept any new participants to their program once competition has begun.
5. Students may be dropped from an athletic team or club by the coach, advisor or District Activities Director for not being in good standing, such as: repeated or flagrant discipline problems, failure to attend all classes, study halls, and practices, and other reasons detrimental to the team.



6. Students serving an activities code suspension, who have either been dropped from or quit a team at any part of the season, will be considered as not having completed their suspension and must re-serve their full suspension during the next sport or club they participate in.
7. Any student who quits a team is required to have an exit interview with the District Activities Director before they can try out for another athletic activity in any season
8. Team managers will be treated as student athletes for the purpose of enforcing the co-curricular code consequences.
9. Special Awards Restriction. Students who violate the co-curricular code will NOT be nominated for any special end of the season awards (including MVP, captain, all conference, all area, and all state, etc.) or Association Conference awards during the season of participation or any season in which the suspension is served.
10. Students participating in Interscholastic and Co-Curricular Activities are subject to school and media recognition, via rosters, photography, newspaper articles, the school website, etc.
11. Any student/athlete participating in co-curricular activities who travels to an out-of-town game or contest with a school team or group must return with the team/group. If circumstances require the parent to take the student with them at the conclusion of the event a Travel Release form must be signed by the parent after the event via the coach.
12. Any student/athlete participating in co-curricular activities who is injured during practice or an event shall report the injury to the coach/advisor at once. If a physician's care is required, the physician must sign a statement that the student/athlete participating in the co-curricular activity is physically fit to resume participation.
13. Each student/athlete participating in co-curricular activities is responsible for the equipment issued to him/her. This equipment must be returned at the end of the season. Failure to return such equipment shall result in appropriate disciplinary action including:
 - a. The Student/Athlete shall be excluded from any continued involvement in co-curricular activities.
 - b. The individual to whom it was issued must pay for lost equipment. All costs associated with the replacement of the uniform or equipment will be the responsibility of the student/athlete.
 - c. Any student possessing school equipment not issued to that student faces disciplinary action which may prevent that student from further involvement in any School District of Waupaca student activity.

ELIGIBILITY RULES FOR REGISTRATION FOR SEASONAL SPORTS OR CLUB/ACTIVITY

Students planning to participate in a club or activity must abide by School District of Waupaca rules and rules established by national or state charters for the activity. Any registration questions can be directed to the Activities Department Secretary.



Students planning to participate in high school athletics must abide by the WIAA rules of eligibility as well as those rules established by the School District of Waupaca. In addition to the WIAA rules, in order to participate on any athletic team or squad, the following items must be filed in the WHS Activities Department prior to any participation. DO NOT GIVE ANY FORMS TO A COACH.

1. WIAA Physical Card or Alternate Year Card.
2. An athlete will have had a physical examination performed by a licensed physician every other year and on alternative years; an Alternate Year Card will be completed and turned in to the Athletic Secretary.
3. Signed Co-Curricular Policy Agreement by student and Parent/Guardian.
4. Signed concussion information acknowledgement form per Wisconsin Law 172 and Sudden Cardiac Arrest.
5. Pay an athletic participation fee.

OBLIGATIONS

- Fees - Students who owe fees on Infinite Campus shall be suspended from all outside school activities until the fees are paid or until a schedule is arranged with the student or parent to pay the fees over a period of time.

ACADEMIC ELIGIBILITY

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

First year	6
Second year	12
Third year	18

Students who have not reached the credit threshold levels shall be suspended from attending and participating in outside, school-day activities. The length of the suspension shall be determined by a student's effort to get back on track to graduate. Students regain eligibility once they reach the minimum completed credits within that year.

At each grading period, a student must be passing ALL courses to be eligible to participate in co-curricular activities. Incomplete grades shall count as failures until made up.

Ineligible students will be prohibited from competition or performance for 15 scheduled school days during this period of academic ineligibility. In addition, the student may be prohibited from practice at the discretion of the coach or activities director. Ineligible students may not miss class to attend a practice or an event. After the 15 school days are over, the student must submit a form to the Activities secretary that has been signed off on by each of his/her teachers showing that he/she is meeting the requirements of the code of conduct.

Eligibility for any 15-day period shall be determined by the last grade reporting period. 4th quarter grades can be made up in summer school.

GRADING PERIODS



1. Grades are checked at the end of every quarter, once final grades have been submitted and posted.

Failing any fourth quarter courses would lead to an ineligibility period the following fall. The minimum ineligibility period shall be the lesser of the following (includes grade levels 10-12 only):

- a) 21 consecutive calendar days beginning with the date of earliest competition/performance.
- b) One-third of the maximum number of games/meets/performances allowed (rounded up if one-third results in a fraction).

ATTENDANCE

Students appearing as unexcused from class or study hall will be ineligible to practice, perform, or compete in any activity on the day of the unexcused absence or unexcused tardy. A student must be in school all day on the day of a practice/contest/performance to be eligible to practice/compete/perform.

It is the responsibility of the parent/guardian to notify the Waupaca High School attendance office (715-258-4511) by 10:00 A.M. of the day that a student will have an excused absence from school. Failure to do so will result in a student being restricted from participating that day. A student may not be excused from any part of the school day retroactively (after 10:00 A.M. the day of the absence) by anyone for athletic or activity participation purposes.

A student, when he or she joins an activity, is expected to dedicate the time specified for practice by the Coach/Advisor. Regular attendance at practice sessions/events is required.

CO-CURRICULAR CODE MEETING

The parent/guardian and student must attend the mandatory Co-Curricular Code Meeting each year of participation. There will be a virtual option where the video must be watched and signed off on online.

DRESS

Every co-curricular participant is expected to maintain appropriate standards of dress and grooming while representing their school or team. The school dress code is in effect. This includes any activity related to the school program (carwash, practices, games, send-off, team dinner, parade, etc.)

CODE OF CONDUCT RULES

Any student who, after an inquiry at which the student shall be confronted with an allegation, the basis of the allegation, and given an opportunity to tell his/her side, is found to have violated the Waupaca High School's Co-Curricular Code of Conduct will be deemed ineligible for a period as described below.

VIOLATION TYPES

Type I Violations



The following is a list of violations impacting student participation. This is not an all-inclusive list.

TYPE I – Non–Alcohol, Tobacco and Other Drug Related Activity Code Violations

1. Lying
2. Possessing false identification (school ID or other) or school keys
3. Falsifying excuse/pass slip
4. Fighting
5. Forgery
6. Cheating/Plagiarism/Academic Honesty
7. Violating school rules (per Student Handbook)
8. Conduct not consistent with representing a WIAA member school as a student
9. Acts which are viewed as contrary to accepted moral standards such as, but not limited to, severe profanity, harassment, and improper use of the internet, social media, cell phones (on or off school grounds), etc.

a. The student will be suspended for 10% of the current (or next sport if out of season) sports/club season competition dates, or to be extended into the successive season if the entire suspension is not served within the season during which the offense occurs. During this suspension period a student will be expected to practice with the team/club.

*Disclaimer: Depending on the severity of the offense a Type II or Type III consequence may be applied.

Type II Violations

The following is a list of violations that impact student participation. This is not an all-inclusive list. TYPE II offenses are cumulative.

TYPE II – Alcohol, Tobacco and Other Drug Related Activity Code Violations (ATODA)

1. Buying, possessing, use, or being in the presence of misuse of alcohol, tobacco, and other drugs or facsimiles/look-alikes. This includes e-cigarettes.
2. Misuse or being in the presence of prescription or over the counter medications.

a. Students are required to leave any gathering immediately upon their knowledge of the presence of illegal substances or illicit activities. Failure to do so will result in a 25% suspension.

b. Deliberately transporting other students to any illegal gatherings where it is known that alcohol, tobacco, or drug related usage will take place, is not acceptable, and will result in a 25% suspension penalty whether or not the driver stays at the gathering.

3. Harassing / taunting/ threatening / bullying/ theft (petty)

First TYPE II Violation:

The student will be suspended for **25%** of the current (or next sport if out of season) sports/club season competition dates, or to be extended into the successive season if the entire suspension is not served within the season during which the offense occurs. The student will be



expected to practice with the team during this suspension. Meeting with Student Services Personnel may be required.

Second TYPE II Violation:

The student will be suspended for **50%** of the current (or next sport if out of season) sports/club season competition dates, or to be extended into the successive season if the entire suspension is not served within the season during which the offense occurs. The student will be expected to practice with the team during this suspension. A meeting with District Student Services Personnel is required if the event was alcohol, drug, or substance related. Also an Alcohol, Tobacco and Other Drug Assessment (ATODA), recognized by Waupaca High School, must be completed in addition to the 50% suspension. This required assessment is at the cost of the family. Proof or certificate of completion of this assessment and follow-up recommendations (if applicable) must be presented to the District Activities Director.

Third TYPE II Violation:

The third violation results in **100%** suspension from the current (or next sport if out of season) sports/club season competitions, or to be extended into the successive season if the entire suspension is not served within the season during which the offense occurs

Fourth TYPE II Violations:

The fourth violation results in suspension for the remainder of a student's high school career from any co-curricular activity.

Type III Violations

The following is a list of violations that impact student participation. This is not an all-inclusive list. TYPE III offenses are cumulative.

1. Organizing, hosting or having gatherings where the consumption of alcohol or the use of controlled substance takes place.
2. Selling, providing, distributing or possession with intent to deliver alcohol or controlled substances, or look –a-like.
3. Use, possession or possession with intent to deliver anabolic steroids, or human growth hormones.
4. Possession of a dangerous or concealed weapon
5. Reproducing or distributing school keys
6. Theft (grand larceny)
7. Vandalism (criminal damage of property)
8. Hazing/initiations
9. Threatening a staff member
10. Battery or sexual assault
11. Charged with a serious local, state or federal violation, which may or may not include a citation or arrest.

a. A student who commits any of these violations will be suspended from athletic/club participation immediately and may be suspended for up to a maximum of three consecutive athletic seasons or the equivalent of one full academic year. The District Activities Director will determine the eligibility for the student to practice with a team.



b. A meeting with the District Student Services Personnel and the Activities Director is required to determine if any mental health and/or medical assessment and intervention is required in addition to the suspension. This required assessment is at the cost of the family. Proof or certificate of completion of this assessment and follow-up recommendations (if applicable) must be presented to the District Activities Director.

c. A second TYPE III violation will cause a student to be ineligible for any co-curricular activity for the remainder of their high school career.

d. Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served (including probation, community service, etc). In instances of such felony charges, the member school is not obligated to provide an opportunity for the student to be heard prior to the penalty being enforced, the District can enforce the penalty without having to wait for the court proceedings.

If a School District of Waupaca Administrator or District Activities Director has a reasonable suspicion that a specific co-curricular participant may have violated the district's code of conduct, he/she may question that student about a possible violation. In responding to any such questioning about his/her personal actions, it is expected that the student shall answer truthfully. Also during the questioning process, a student may not attempt to mislead or misrepresent himself/herself, which may impede the investigation.

DISCLAIMER

The School District of Waupaca administration reserves the right to deny a student's participation in any co-curricular program that is not a requirement of graduation from the school district. A single violation could lead to denial of any participation.

PROCESS FOR DETERMINING VIOLATION(S) OF CODE OF CONDUCT RULES

1. The Activities Director or Associate Principal (for Co-curricular activities) will meet with the alleged offender and investigate the violation. The Activities Director or Assistant Principal may make a decision immediately if he/she, or any Principal, viewed the violation or if the violation was court established.

2. The Activities Director or Associate Principal shall notify the student verbally of his/her decision.

3. The Activities Director or Associate Principal shall give the student and custodial parent/legal guardian written notice of his/her decision, and will clearly define the dates of the suspension (via email)

HONESTY POLICY (Self-Reporting a Violation)

Students in activities who turn themselves in to school authorities and/or a coach or advisor within 24 hours, or by the next school day and who do not attempt to deceive or mislead school officials may serve just half of the appropriate suspension from all activities. Any student involved in a co-curricular code violation for which there is a police citation, report or involvement of a police department may not self-refer under this honesty reduction policy. This reduction is available for first offenses only. This reduction is not available for second, third, or subsequent offenses.



Self-referrals must be made 24 hours from the time the violation occurred or by 9:00 A.M. on Monday if the violation occurred on a weekend. This timeline will be enforced during the entire calendar year. A message can be left on the Activities Department voice mail at 715-258-4131 Ext 1029

LIMITED SCHEDULE

For those activities with a limited schedule of events, a violation may result in exclusion from that activity. Administrative discretion regarding specific penalties may be applied to situations in which students are participating in only one event. The District expressly reserves the right to impose any penalty it deems appropriate for each individual situation and/or case.

Special circumstances that may affect penalties for violations:

1. If the student is eligible for, and currently in a co-curricular activity, the period of ineligibility will begin immediately upon a violation being established. If the student is not currently in a co-curricular activity, or if the penalty goes beyond the season or time period of the activity, the penalty will be carried over to the student's next co-curricular activity participation.
2. If a student drops out of an activity prior to completion of an ineligibility period, the full penalty or the remainder of the penalty, based on the administration's discretion, will begin when the student seeks to participate in a co-curricular activity.
3. An ineligible student shall attend all practices or rehearsals, but may not "suit up" or perform/participate.
4. If a student violates the Code of Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will begin at the completion of the earlier penalty.
5. Coaches/Advisors have the right to enforce penalties in addition to those imposed by the administrator involved. The administrator will make parents/guardians aware of this possibility.
6. The minimum penalty for violations of the School District of Waupaca Co-Curricular Conduct Code, which occurs after a school begins WIAA tournament competition, is immediate disqualification of the student for the remainder of the total WIAA tournament series in that sport.

REPORTING PROCEDURE

Any person who witnesses a student violating the Activity Code may report the violation to the high school administration. The individual reporting the violation must complete the proper forms and sign a statement in order for the administration to act on an alleged violation. Anonymous phone calls and/or letters reporting an alleged violation will not be used as evidence.

APPEAL PROCEDURE

A student (or parent/guardian) may appeal the application of these rules and regulations. During the appeal process, the suspension shall remain in effect unless otherwise directed by the school administration. An appeal must be filed within 5 days of notification or the decision will stand. The privilege of participating in these co-curricular programs is extended to all students who are willing to assume certain responsibilities.

Level One: Make appeal directly to the High School Principal or Designee



- A. Student/Parent should submit a letter requesting an appeal. The letter should include the basis for the appeal (procedural, new evidence, unfair application of the code, etc.).
- B. The Principal, or designee, will hold a meeting and make a decision within 5 school days of receipt of letter of appeal.

Level Two: Make appeal directly to the District Administrator or Designee

- A. If the student disagrees with the decision of the Principal, further appeal can be made to the District Administrator. An appeal must be filed within 5 days of notification or the decision will stand.
- B. The District Administrator, or designee, will hold a meeting and make a decision within 5 school days of receipt of letter of appeal. The District Administrator's decision is final.

After Level Two of the appeal procedure is complete, all decisions are final and the appeal process ends.

